

# 17

CHAPTER

## NATIONAL FFA JOB INTERVIEW

### CAREER DEVELOPMENT EVENT

*A Special Project of the National FFA Foundation*

#### IMPORTANT NOTE

*Please thoroughly read the Introduction Section at the beginning of this handbook for complete rules and procedures that are relevant to all National FFA Career Development Events.*

#### I. PURPOSE

The National FFA Job Interview Career Development Event is designed for FFA members to develop, practice and demonstrate skills needed in seeking employment in the agricultural industry. Each part of the event simulates “real world” activities that will be used by real world employers.

#### II. EVENT RULES

1. The National FFA Job Interview Career Development Event will be limited to one participant per state.
2. Each participant’s cover letter, resume and application will be the result of his or her own efforts.
3. Participants will submit a signed statement of originality on the certification form provided through their state FFA association.
4. Participants shall be ranked in numerical order on the basis of the final score to be determined by each judge without consultation. The judges’ ranking of each participant then shall be added, and the winner will be that participant whose total ranking is the lowest. Other placings will be determined in the same manner (low point score method of selection).
5. The National FFA Officers and National FFA Board of Directors will be in charge of this event.

### III. EVENT FORMAT

#### A. Equipment

Students are allowed to bring the following items into the event:

- Writing Utensils
- Blank paper
- Resume
- Cover letter
- List of references
- Business cards

#### B. Activities

1. The event is developed to help participants in their current job search (for SAE projects, part-time and full-time employment). Therefore, the cover letter, résumé and references submitted by the participant must reflect their current skills and abilities and must be targeted to a job for which they would like to apply. In other words, participants cannot develop a fictitious résumé for a fictitious job. Instead, they are expected to target the résumé towards a real job for which they can qualify. **By September 15 of the year that the participant is competing they will submit the following:**
  - a. Cover Letter (100 Points)
    1. Ten copies of a single spaced 8 1/2" × 11" white bond paper letter of intent. The paper is to be single sided, block justified using Times, Times New Roman or Arial 12 point minimum font .
    2. The letter is to be addressed to the Superintendent of the Career Development Event and dated for the first day of the event.
  3. Score from the preliminary round will be transferred to the scorecard for those participants who participate in the final round.
- b. Resume (150 Points)
  1. Ten copies of a single spaced 8 1/2" × 11" white standard bond paper (do not use cardstock, color or specialty paper for the event). The resume is to be single sided only, typed not to exceed two pages total. Suggested format can be found in The Gregg Reference Manual.
  2. Resume must be non-fictitious and based upon their work history.
  3. Students are to submit three letters of reference.
  4. Ten copies of the cover letter, resume and references must be sent to the Career Development Event Program Manager, National FFA Center postmarked by September 15th prior to the National FFA Convention at which the participant is competing. A penalty of 10% will be assessed for documents received after the postmark deadline. If document is not received seven days after postmark deadline, the team may be subject to disqualification. States qualifying after the September 15th deadline will have seven days from state qualifying event date to submit their documents.
  5. Score from the preliminary round will be transferred to the scorecard for those participants who participate in the final round.

**2. At the National FFA Career Development Event the following will be completed:**

- a. Application (50 Points)
  1. Students will complete a standard job application on-site, prior to the personal interview. Score from the preliminary round will be transferred to the scorecard for those participants who participate in the final round. Twenty minutes will be given.
- b. Telephone Interview (150 Points)
 

Telephone interview will be conducted in the preliminary rounds. Score from the preliminary round will be transferred to the scorecard for those participants who participate in the final round. The telephone interview will last a maximum of three minutes.

  1. The student position is to obtain a personal interview with the company to which they are applying. Student should interview with the thought that the company has already received their cover letter, resume and three letters of reference. Each interview will last three to five minutes.
  2. Students will interview with one of the following three people:
    - a. Human, Fiscal and Resource personnel director
    - b. Employer's Assistant
    - c. Employer themselves.
- c. Personal Interview (450 Points)
  1. The preliminary round will consist of an interview in front of a panel of judges. Each interview will last twenty minutes.

2. Students participating in the final round will interview with three separate judges.
- d. Follow Up Letter (100 Points)
  1. Participants will submit a follow up letter after each round of interviews. Students will be provided computers with word processing software to compose and type a follow up letter. Thirty minutes will be given.
  2. Letter is to be addressed to the Superintendent of the Career Development Event, and should be a response to their most recent interview.

#### ■ IV. TIEBREAKERS

Ties will be broken based on the greatest number of low ranks. Participant's low ranks will be counted and the participant with the greatest number of low ranks will be declared the winner. If a tie still exists, then the event superintendent will rank the participant's response to questions. The participant with the greatest number of low ranks from the response to questions will be declared the winner. If a tie still exists then the participant's raw scores will be totaled. The participant with the greatest total of raw points will be declared the winner.

#### ■ V. AWARDS

Awards will be presented at an awards ceremony. Awards are presented to individuals based upon their rankings. Awards are sponsored by a cooperating industry sponsor(s) as a special project, and/or by the general fund of the National FFA Foundation.

## VI. SCORING

The event participants are all evaluated in the preliminary round. Those 8 students with the top scores will participate in the final round. The participants will have scores from their cover letter, resume, application and telephone interview carried into the final round.

### Preliminary Round

Section . . . . .	Points
Cover letter . . . . .	100
Resume . . . . .	150
Application. . . . .	50
Telephone . . . . .	150
Personal Interview. . . . .	450
Preliminary Follow up Letter . . . . .	100
<b>TOTAL POSSIBLE . . . . .</b>	<b>1000</b>

### Final Round

Section . . . . .	Points
Cover letter carried over . . . . .	100
Resume carried over . . . . .	150
Application carried over . . . . .	50
Telephone carried over . . . . .	150

Final Round Personal Interview . . . . .	450
Final Follow up Letter . . . . .	100
<b>TOTAL POSSIBLE . . . . .</b>	<b>1000</b>

## VII. REFERENCES

This list of references is not intended to be inclusive. Other sources may be utilized and teachers are encouraged to make use of the very best instructional materials available. The following list contains references that may prove helpful during event preparation.

Greggs Manual

*Elements of Style* - Strunk and White

Microsoft® Word® résumé templates

*101 Toughest Interview Questions...and Answers That Win Jobs*

Daniel Porto, Daniel Porot / Paperback / Published 1999

*25 Reasons Why I Won't Hire You! What You Did Wrong Before, During & After the Interview!*

Zenja Glass / Paperback / Published 1998

*Best Answers to the 201 Most Frequently Asked Interview Questions*

Matthew J. Deluca, Mathew J. DeLuca / Paperback / Published 1996

*The Complete Job Interview Handbook*

John J. Marcus / Paperback / Published 1994

## Job Interview

Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

State: \_\_\_\_\_ Team No.: \_\_\_\_\_

Member No.: \_\_\_\_\_

### COVER LETTER

<i>COMPOSITION</i>	POSSIBLE POINTS	SCORE
Correct format and stationery	10	
Punctuation	10	
Grammar	10	
Spelling	10	
General appearance	10	
<i>Composition Sub Total: 50</i>		
<i>CONTENT</i>		
CAREER GOAL SPECIFIED	15	
PROPER QUALIFICATIONS	35	
<i>Content Sub Total: 50</i>		
Composition Sub Total: 50		
Content Sub Total: 50		
Total: 100		
Deduction for materials received after the postmark deadline: 10% or 10 points maximum		
<b>Total Points Earned</b>		

\_\_\_\_\_

*Judge's Name*                      *Judge's Signature*                      *Date*

## Job Interview

Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

State: \_\_\_\_\_ Team No.: \_\_\_\_\_

Member No.: \_\_\_\_\_

### EMPLOYMENT APPLICATION SCORECARD

	POSSIBLE POINTS	SCORE
Overall impression	5	
Legible	10	
Neat <ul style="list-style-type: none"> <li>• Grammar</li> <li>• Punctuation</li> </ul>	10	
Completed according	10	
Consistent with resume	15	
<b>Grand Total</b>	<b>50</b>	

\_\_\_\_\_  
*Judge's Name*

\_\_\_\_\_  
*Judge's Signature*

\_\_\_\_\_  
*Date*

## Job Interview

Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

State: \_\_\_\_\_ Team No.: \_\_\_\_\_

Member No.: \_\_\_\_\_

### PRELIMINARY ROUND FOLLOW-UP LETTER SCORECARD

	POSSIBLE POINTS	SCORE
General appearance	5	
Composition	10	
Express appreciation	10	
Comments on interview activities	10	
Express interest in position	15	
Review of relevant qualification	15	
Is requested information addressed	15	
Provisions for follow-up stated	20	
<b>Grand Total</b>	<b>100</b>	

\_\_\_\_\_  
*Judge's Name*

\_\_\_\_\_  
*Judge's Signature*

\_\_\_\_\_  
*Date*

## Job Interview

Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

State: \_\_\_\_\_ Team No.: \_\_\_\_\_

Member No.: \_\_\_\_\_

### PERSONAL INTERVIEW SCORECARD

	POSSIBLE POINTS	SCORE
<b><i>Appearance and courtesy</i></b>	45	
<b><i>Greetings and introduction</i></b>	45	
<b><i>Speech</i></b> <ul style="list-style-type: none"> <li>• Grammar</li> <li>• Vocabulary</li> <li>• Volume</li> <li>• Enunciation</li> </ul>	45	
<b><i>Attitude and personality</i></b> <ul style="list-style-type: none"> <li>• Forcefulness</li> <li>• Poise</li> <li>• Temperament</li> <li>• Sincere</li> </ul>	45	
<b><i>Ability to convince or impress interviewer</i></b> <ul style="list-style-type: none"> <li>• Persuasiveness</li> <li>• Self-confidence</li> </ul>	45	
<b><i>Knowledge and presentation of abilities</i></b> <ul style="list-style-type: none"> <li>• Educational experience</li> <li>• Occupational experience</li> </ul>	45	
<b><i>Reliability</i></b> <ul style="list-style-type: none"> <li>• Frankness</li> <li>• Consistency</li> <li>• Accuracy</li> </ul>	45	
<b><i>Poise</i></b> <ul style="list-style-type: none"> <li>• Tact</li> <li>• Discretion</li> <li>• Questions asked of interviewer</li> </ul>	45	
<b><i>Career Objective</i></b> <ul style="list-style-type: none"> <li>• Degree to which the contestant had determined career objective</li> </ul>	45	
<b><i>Conclusion of interview</i></b>	45	
<b>Grand Total</b>	<b>450</b>	

\_\_\_\_\_  
*Judge's Name*

\_\_\_\_\_  
*Judge's Signature*

\_\_\_\_\_  
*Date*



## Job Interview

Name: \_\_\_\_\_ Chapter: \_\_\_\_\_

State: \_\_\_\_\_ Team No.: \_\_\_\_\_

Member No.: \_\_\_\_\_

### RESUME SCORECARD

<b>GENERAL APPEARANCE</b>	<b>POSSIBLE POINTS</b>	<b>SCORE</b>
Presented in proper format and printed as outlined on page 224 paragraph b.1	15	
Pleasing to the eye <ul style="list-style-type: none"> <li>• Captures interest</li> <li>• Layout</li> <li>• Easily read</li> </ul>	40	
Grammar <ul style="list-style-type: none"> <li>• Punctuation</li> <li>• Typing</li> <li>• Spelling</li> </ul>	20	
<i>General Appearance Sub Total:</i>	75	
<b>COMPOSITION</b>		
Personal data	10	
Career objective	10	
Educational background	20	
Work experience/skills	20	
Special experiences, activities, honors	10	
References	5	
<i>Composition Sub Total:</i>	75	
Composition Sub Total:	75	
Content Sub Total:	75	
Subtotal:	150	
Deduction for materials received after the postmark deadline: 10% or 15 points maximum		
<b>Total Points Earned</b>		

\_\_\_\_\_  
*Judge's Name*

\_\_\_\_\_  
*Judge's Signature*

\_\_\_\_\_  
*Date*



