

Job Interview

Sponsored by:

**Department of Agriculture and Agricultural Clubs
Oklahoma Panhandle State University**

Contest Superintendent

Carolyn McCargish
316 Sewell-Loofburrow
(580) 349-1422 or
cmccargish@opsu.edu

Contest Details

Date: Thursday, November 15, 2007

Time: 8:30 AM

Location: 316 Sewell-Loofburrow

Contest Purpose, Objectives, Rules, and Guidelines

Any student that wishes to participate in Job Interview will have to be registered prior to November 10, 2007. There will NO registration the day of the contest. You can either mail, e-mail or fax registrations to:

OPSU Collegiate FFA
Attn: Interscholastics/Gwen Martin
P.O. Box 430
Goodwell, OK 73939
opsuffa@hotmail.com
gwen@opsu.edu
Phone number: (580) 349-1500
Fax number: (580) 349-1501

Note: This contest requires early submission of materials. Please provide five copies of required materials.

Purpose

The 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.

General Event Rules

1. The Job Interview Career Development Event is an individual event.
2. The FFA Job Interview Career Development Event will only be for students who are regularly enrolled in agricultural education during the calendar year, have a planned course of study, or who are still in high school but have completed all the agricultural education offered.
3. Participants shall be in official FFA dress throughout each contest event.
4. Each participant's cover letter, resume and application will be the result of his or her own efforts. Participants will submit a signed statement of originality. A copy of the form is provided at the end of this contest outline.
5. The event will include both written portions as well as oral presentations. Students must provide their own writing utensil.
6. Participants shall be ranked in numerical order on the basis of the final score to be determined by each judge in each contest event without consultation. The judges' rankings of each participant then shall be added, and the winner will be that participant whose total ranking is the lowest. Other placings will also be determined using the low point score method of selection.

Additional Information

The minimum length of time required to complete this contest is two hours. However, not every contestant will be finished with the competition within that time frame, as contestants will rotate through the interview judges. Dependent upon the number of entries, the contest may run through the lunch hour. Contestants are encouraged to plan accordingly by bringing money for lunch.

CONTEST DESCRIPTION, GUIDELINES AND SCORING

Background:

This contest was developed to give students an opportunity to develop and enhance their job search skills. Each part of the contest simulates “real world” activities that will be used by “real world” employers and job seekers. The contest is developed to help the student in their **current** agriculturally related job search (for SAE projects, part-time jobs, etc.). Therefore, the cover letter, résumé and references submitted by the student **must reflect their current skills and abilities** and must be targeted to a job for which they would like to apply. In other words, students cannot develop a fictitious résumé for a fictitious job. Instead, they are expected to **target the résumé towards a real job for which they are currently qualified** (i.e. a job that is realistic for a high school student).

FAQ:

Q: What if a student wants to compete in the contest but has no intentions of applying for a real part-time job?

A: We recommend the student choose a “real world” job that interests them and develop the résumé and cover letter for that situation. Even if the student is not really applying for the position, he/she can still base the cover letter, résumé, application, references and interview on the position selected.

PART I - Submission of cover letter, résumé and reference letters (*early submission*)

- Participants must submit **five collated copies** of a *cover letter, résumé and reference letters* (explanation provided below) to the office of the contest superintendent **before 5:00 p.m. on Monday, November 14th**. These copies will be distributed to judges.
- No faxes will be accepted.
- Mailed items must be **postmarked by Friday, November 11th**. Superintendent’s address is listed on the previous page.

Cover Letter(Points - 100)

- a. Cover letters should be single-spaced and on 8 1/2" x 11" *white* bond paper.

- b. The paper is to be single-sided only and typed using no less than a 10-point font. Font style is left to the discretion of the contestant.
- c. Letter is to be addressed to the Superintendent of the Career Development Event and dated for the day of the event. Each contestant should pretend that the superintendent is the person in charge of hiring at the organization to which he/she is applying. In other words, don't use the name of the "real" person in charge of hiring.
- d. The original letter and four additional copies must be submitted by the deadline listed above.

Résumé(Points - 145)

- a. Résumé should be printed on 8 1/2" x 11" *white* bond paper.
- b. The résumé should be single-sided only, typed not to exceed two pages total. (Career counselors and job search coaches recommend one page résumés for candidates of this level). Suggested formats can be found in the Greggs Manual and/or other résumé development resource books.
- c. Résumé **must be non-fictitious** and based upon student's work, education, volunteer and career-related history.
- d. Résumé should be targeted to the position for which the student wishes to apply.
- e. The original résumé and four additional copies must be submitted by the deadline listed above.

Reference Letters..... (Points – 5)

- a. Students should obtain three letters of reference that are written to describe the student's skills and abilities as related to the position for which they are applying.
- b. Students will not be penalized for the spelling, sentence structure or content of the reference letters. However, the letters may be used to obtain questions for use during the interview.
- c. Scores assigned to this component of the contest will be based on the logic the student used in selecting their references (i.e., did the student choose a person who knew them and could describe their skills as they relate to the position for which they are applying).
- d. Five copies of each letter must be submitted by the deadline listed above.
- e. Reference letters should be addressed to the Superintendent of the Career Development Event. Contestants should ask their references to pretend that the superintendent is the person in charge of

hiring at the organization to which he/she is applying. In other words, ask references not to use the name of the "real" person in charge of hiring.

PART II - Required activities on the day of the contest

Phase 1

Application (Points – 50)

- a. Students will complete a standard job application on-site, prior to the personal interview.
- b. Students will assume the application is for the job for which they provided their cover letter, résumé and accompanying references.
- c. Students must provide their own writing utensil.
- d. Time limit of 20 minutes will be allotted.

Phase 2

Personal Interview..... (Points – 450)

- a. The interview will consist of three fifteen to twenty-minute interviews with three separate judges.

Phase 3

Follow Up Letter.....(Points - 100)

- a. Participants will submit a follow up letter after the personal interview. Students will be provided a computer with the Microsoft Word Processing application to compose and type a follow up letter. 30 minutes will be given.
- b. Letter is to be addressed to the last person with whom the participant interviewed. The contestant should obtain the name and address of the last interviewer before leaving the interview by asking for a business card.

Tiebreaker

Ties will first be broken by total net scores and then by the score for the interview portion of the event. If a tie still exists, the résumé will be used.

REFERENCES

Greggs Manual

Elements of Style - Strunk and White

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

COVER LETTER SCORECARD

Composition:	
Correct format and stationary	10 points
Punctuation	10 points
Grammar	10 points
Spelling	10 points

General appearance	10 points
<i>Composition Sub Total</i>	<i>50 points</i>
Content:	
Career goal specified	15 points
Proper qualifications	35 points
<i>Content Sub Total</i>	<i>50 points</i>
Total points	100 points

RÉSUMÉ SCORECARD

General Appearance	
Presented in proper format	15 points
Pleasing to the eye (Captures interest, layout, easily read)	40 points
Spelling/Grammar (Punctuation, typing, spelling, grammar)	20 points
<i>General Appearance Sub Total</i>	<i>75 points</i>
Composition	
Personal data	10 points
Career objective	10 points
Educational background	20 points
Work experience/skills	20 points

Special experiences, activities, honors	10 points
References	5 points
<i>Composition Sub Total</i>	<i>75 points</i>
Total points	150 points

EMPLOYMENT APPLICATION SCORECARD

Is the application:	
Legible	10 points
Neat (Grammar, punctuation etc)	10 points
Completed according to instructions	10 points
Relevant information provided	10 points
Consistent with résumé	10 points
Total points	50 points

PERSONAL INTERVIEW SCORECARD

Content:	
Appearance and courtesy	45 points
Greetings and introduction	45 points
Speech (grammar, vocabulary, volume, enunciation)	45 points
Attitude and personality (forcefulness, poise, temperament, sincere)	45 points
Ability to convince or impress interviewer (persuasiveness, self-confidence)	45 points
Knowledge and presentation of abilities (educational and occupational experiences)	45 points
Reliability (frankness, consistency, accuracy)	45 points
Poise (tact, discretion, questions asked of interviewer)	45 points
Career Objective (degree to which the contestant had determined career objective)	45 points
Conclusion of interview	45 points

Total

450 points

JOB INTERVIEW

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Department of Agriculture and Collegiate FFA

Oklahoma Panhandle State University

Statement of Originality

I hereby affirm that the résumé and cover letter included in this application packet are entirely my own work. I acknowledge that I may have received guidance and advice from various resources, but I have developed these documents through my own efforts. I further declare that the qualifications contained within the résumé and cover letter are true and accurate. If these statements are found to be untrue, I understand that I will be disqualified from the Job Interview Contest and any awards will be withdrawn.

Student's Signature

Date

FFA Advisor Certification

In signing this entry form, the sponsor attests to the originality of this contest entry and acknowledges having discussed the meaning of plagiarism and fraud with the student.

FFA Advisor's Signature

Date