

# Job Interview CDE

**This is a LEADERSHIP CDE.**

**2013 Chairperson: Jennifer Dillon, Tripoli**

## **I. Overview**

This event was established to provide FFA members an opportunity to demonstrate their ability in completing a job application form, writing a letter of application, preparing a resume, interviewing properly, answering questions clearly, and presenting the proper impression.

**This is a Sub-District, District, State & National Level Event.**

## **II. Rules**

The rules governing Sub-District, District and State events, in addition to those for all events, are as follows:

1. All participation should appear in FFA dress.
2. Guidelines for the Job Interview materials:  
Cover Letter:
  - Addressed to the Sub-District, District, or State FFA Advisor at his/her address for the appropriate level of competition
  - Must be a letter quality printed document or points will be deductedResume:
  - Limited to one page (both sides) or two pages (one side each)
  - Contain current facts about the member
3. Four (4) copies of the written materials must be enclosed in four (4) separate manila envelopes (not file folders), one for each of the four judges. The participant's name and school post office must be on each envelope. The written materials must include the resume and letter of application.
4. The participant will select one ag related entry-level job and apply for that position.
5. Each participant will complete, by hand, a job application form used in an agricultural industry. This form will be completed at the event site and will be given to the judges prior to the interview. All facts supplied on the forms and in the interview will be current. The job application form will be provided at the event site by the Iowa FFA Association. Each participant will have twenty minutes to complete the job application form. The event chairperson may make copies of the completed application forms so that all judges may have a copy to view.
6. There shall be four judges for this event. One will role-play the employer and the other three will score the participants. The judge to serve as the employer will be selected by the respective Sub-District Advisor, District Advisor, or State FFA Staff. The participant will be notified of which judge this is upon entering the event room. The employer judge may assist the other three judges in making the final evaluations, but will not complete forms nor critique sheets.
7. The same judge will assume the role as the employer for all participants. All judges may ask questions at the end of the interview. There will be a five-minute time limit on questions at the end.
8. Each participant will be allowed 6-10 minutes for the interview. However, the interview may be culminated at the end of 6 minutes or less if the employer (judge) desires. The timekeeper will hold

up a warning card with an eight on it and also provide a verbal warning. Points will be deducted for presentations where the student made no attempt to close the interview. Points should not be deducted if the employer judge's participation causes the interview to exceed ten minutes. (.1 point per second overtime or under time will be deducted when necessary.)

9. Judges may write comments on any of the materials, brochures, or summary sheets. Judges are to use the official score form for the event on which to write comments. The blue critique sheets will not be used for this event.
10. At Sub-District level, it is permissible to deliver the written materials to the Sub-District Advisor the day of the event. Written materials will be returned following the Sub-District event. Materials for the advancing teams may be revised and delivered at registration of the District event.
11. At District level, it is permissible to deliver the written materials to registration the day of the event. Written materials will be returned following the District event. Materials for the advancing teams may be revised.
12. Written materials of advancing chapter must be postmarked to the FFA Enrichment Center ten (10) business days following the District event.
13. The only material that may be brought into the event preparation room by the participant is a copy of the personal resume, references, and a pen. Briefcases and notebooks are acceptable and may contain only those items previously listed.
14. The judges in each Sub-District shall designate the top two individuals to compete in the District event. The judges shall also name an alternate.
15. The judges in each District shall designate the top two individuals to compete in the State event. The judges shall also name an alternate.
16. The judges at the State level shall designate the top two individuals. The top individual will compete in the National event. The judges shall also name an alternate and a third place finisher.

### **III. Resource Information (From National FFA)**

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.

- National FFA Core Catalog—Past CDE Material (<http://shop.ffa.org/cde-qas-c1413.aspx>)
- Greggs Manual
- *Elements of Style* - Strunk and White
- Microsoft® Word® résumé templates
- *101 Toughest Interview Questions...and Answers That Win Job*, 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

#### IV. Awards

<b>Sub-District:</b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SDLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SDLC)
<b>District:</b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at DLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at DLC)
<b>State:</b>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SLC)
	Champion Individual:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
	Reserve Individual:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
	3 <sup>rd</sup> Place Individual:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
	Gold Individuals:	CDE Pin	(Awarded in Chapter Packet at SLC)

**All awards subject to available sponsorship through the Iowa FFA Foundation.**

#### V. Event Hosting Guidelines/Checklists

##### **Needed Materials Checklist:**

- \_\_\_ Copies of Job Interview Written Materials
- \_\_\_ Copies of Job Interview Application from Iowa FFA Association
- \_\_\_ Job Interview Judges Score Form on white (1 copy x 3 judges x Total Number of Contestants)
- \_\_\_ Job Interview Individual Judge Critique Form on pink (1 copy of Forms A,B, and C x 3 judges x Total Number of Contestants)
- \_\_\_ Job Interview Summary Form on yellow (1 copy)
- \_\_\_ 2 Tables for Judges
- \_\_\_ 3 Chairs for Judges
- \_\_\_ 1 Table for Contestants/Judge
- \_\_\_ 2 Chairs for Contestant/Judge
- \_\_\_ "8 Minutes" Time Card
- \_\_\_ Stopwatch
- \_\_\_ Pens/Pencils for Judges

**Event Chairperson: Refer to "Guiding Principles for Managing Leadership CDE's" for specific directions.**

#### VI. Scoring Rubrics/Judging Sheet

# Job Interview CDE

Contestant Name: \_\_\_\_\_  
 Sub-District: \_\_\_\_\_  
 District: \_\_\_\_\_  
 State: \_\_\_\_\_

Chapter PO: \_\_\_\_\_  
 Date: \_\_\_\_\_

## Cover Letter

<b>Composition</b>	Possible Points	Score
Correct Format and Stationery	<b>10</b>	
Punctuation	<b>10</b>	
Grammar	<b>10</b>	
Spelling	<b>10</b>	
General Appearance	<b>10</b>	
<i>Composition Sub-Total:</i>	<b>50</b>	

<b>Content</b>	Possible Points	Score
Career Goal Specified	<b>15</b>	
Proper Qualifications	<b>35</b>	
<i>Content Sub-Total:</i>	<b>50</b>	

<i>Composition Sub-Total:</i>	<b>50</b>	
<i>Content Sub-Total:</i>	<b>50</b>	
<b>Total Points Earned:</b>	<b>100</b>	

## Employment Application Scorecard

	Possible Points	Score
<b>Overall Impression</b>	<b>5</b>	
<b>Legible</b>	<b>10</b>	
<b>Neat</b>		
Grammar	<b>10</b>	
Punctuation		
<b>Completed According</b>	<b>10</b>	
<b>Consistent with Resume</b>	<b>15</b>	
<b>Grand Total</b>	<b>50</b>	

# Job Interview CDE

Contestant Name: \_\_\_\_\_

Chapter PO: \_\_\_\_\_

Sub-District: \_\_\_\_\_

Date: \_\_\_\_\_

District: \_\_\_\_\_

State: \_\_\_\_\_

## Resume Scorecard

<b><i>General Appearance</i></b>	Possible Points	Score
Presented in proper format and printed as outlined in the rule	<b>15</b>	
<b>Pleasing to the eye</b> a. Captures Interest b. Layout c. Easily Read	<b>40</b>	
<b>Grammar</b> a. Punctuation b. Typing c. Spelling	<b>20</b>	
<i>General Appearance Sub-Total:</i>	<b>75</b>	

<b><i>Composition</i></b>	Possible Points	Score
Personal Data	<b>10</b>	
Career Objective	<b>10</b>	
Educational Background	<b>20</b>	
Work Experience/Skills	<b>20</b>	
Special Experiences, Activities, Honors	<b>10</b>	
References	<b>5</b>	
<i>Composition Sub-Total</i>	<b>75</b>	

<b><i>General Appearance Sub-Total</i></b>	<b>75</b>	
<b><i>Composition Sub-Total</i></b>	<b>75</b>	
<b>Total Points Earned</b>	<b>150</b>	

# Job Interview CDE

Contestant Name: \_\_\_\_\_  
 Sub-District: \_\_\_\_\_  
 District: \_\_\_\_\_  
 State: \_\_\_\_\_

Chapter PO: \_\_\_\_\_  
 Date: \_\_\_\_\_

## Personal Interview Scorecard

	Possible Points	Score
<b>Appearance and Courtesy</b>	<b>45</b>	
<b>Greetings and Introduction</b>	<b>45</b>	
<b>Speech</b> <ul style="list-style-type: none"> <li>- Grammar</li> <li>- Vocabulary</li> <li>- Volume</li> <li>- Enunciation</li> </ul>	<b>45</b>	
<b>Attitude and Personality</b> <ul style="list-style-type: none"> <li>- Forcefulness</li> <li>- Poise</li> <li>- Temperament</li> <li>- Sincere</li> </ul>	<b>45</b>	
<b>Ability to Convince or Impress Interviewer</b> <ul style="list-style-type: none"> <li>- Persuasiveness</li> <li>- Self-Confidence</li> </ul>	<b>45</b>	
<b>Knowledge and Presentation of Abilities</b> <ul style="list-style-type: none"> <li>- Educational Experience</li> <li>- Occupational Experience</li> </ul>	<b>45</b>	
<b>Reliability</b> <ul style="list-style-type: none"> <li>- Frankness</li> <li>- Consistency</li> <li>- Accuracy</li> </ul>	<b>45</b>	
<b>Poise</b> <ul style="list-style-type: none"> <li>- Tact</li> <li>- Discretion</li> <li>- Questions Asked of Interviewer</li> </ul>	<b>45</b>	
<b>Career Objective</b> <ul style="list-style-type: none"> <li>- Degree to Which the Contestant had Determined Career Objective</li> </ul>	<b>45</b>	
<b>Conclusion of Interview</b>	<b>45</b>	
<b>Grand Total</b>	<b>450</b>	

	Possible Points	Score
<b>Employment Application</b>	<b>50</b>	
<b>Cover Letter</b>	<b>100</b>	
<b>Resume</b>	<b>150</b>	
<b>Personal Interview</b>	<b>450</b>	
<b>Overall Grand Total</b>	<b>750</b>	

# Individual Judge's Job Interview FFA Event Summary

This form is to be used by Job Interview Judges to compile their own results.

Event: Job Interview CDE

Judge Name: \_\_\_\_\_

\_\_\_\_\_ Sub-District of \_\_\_\_\_ District

District: \_\_\_\_\_

Date of Event: \_\_\_\_\_

			Your Rating				
School P.O. (Town)	Participant Name	Total Points	G = Gold	S = Silver	B = Bronze	P = Participation	Advance to Next Event
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

# Judge's Job Interview FFA Event Summary

This form is to be used by Event Chairperson to report results of the judging.

**Judge Names:**

Event: Job Interview CDE

\_\_\_\_\_ Sub-District of \_\_\_\_\_ District

District/State: \_\_\_\_\_

Date of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

	School P.O. (Town)	Participant Name	Use letters to indicate ratings G - S - B - P			Total Points	G = Gold	S = Silver	B = Bronze	P = Participation	Advance to Next Event
			Judge 1	Judge 2	Judge 3						
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											



Event Chairperson: Display this card at 8 minutes.

# 8 Minutes