

Illinois Association of Vocational Agriculture Teachers

Job interview CDE

Purpose of the Event

The Job Interview Career Development Event is designed for the participants 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.

A. General Information

1. The Job Interview Career Development Event will be limited to one individual per school.

2. Registration

a) The Job Interview Career Development Event will be limited to one individual per school.

b) Additional information: refer to the "General Rules" section for the current year for information concerning entry fees, deadlines for preregistration, submission of cover letter, resume, and references.

c) Entry fees are not refundable.

3. Equipment

a) Students are expected to bring the following items to the event:

- Writing Utensils
- Blank paper
- Resume
- Cover letter
- List of references
- Portfolio Cover (this can only contain the previous list of items)

4. Miscellaneous

a) Official Dress is required for the event.

b) Each component of the event will be timed.

c) Each participant's cover letter, resume and application will be the result of his or her own efforts.

5. Scoring & Awards

a) Participants shall be ranked in numerical order on the basis of the final score to be determined by each judge. The judges' ranking of each participant then shall be added, and the winner will be the participant whose total ranking is the lowest. Other placings will be determined in the same manner (low ranking method of selection).

6. **Additional Information:** Refer to National FFA Career Development Events manual.

B. Career Development Event Format

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, resume, and references submitted by the participants must reflect their current skills and abilities and must be targeted to an agriculturally related job for which they would like to apply. In other words, participants cannot develop a fictitious resume for a fictitious job. Instead, they are expected to target the resume towards a real job for which they can qualify.

C. Career Development Events Divisions

1. Due in Advance by Deadline - Prior to Arrival

a) Cover Letter (100 points)

i. Seven copies of single spaced 8 ½" x 11" white resume paper letter of intent. The paper is to be single sided and typed block justified.

- ii. The letter is to be addressed to the Superintendent of the Career Development Event as specified by the contest host.

b) Resume (150 points)

- i. Seven (7) copies of single spaced 8 ½" x 11" white resume 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.
- ii. Resume must be non-fictitious and based upon their work history.
- iii. Students are to submit three (3) letters of reference. Seven (7) copies of the three (3) individual's letters must be received by the contest host.
- iv. All entries must be received by the contest host by the postmark date specified for the current year. No late entries will be accepted.

2. Completed at the CDE Site - After Arrival

At the State FFA Career Development Event the following will be completed in this order:

a) Application (50 points)

- i. Students will complete a job application prior to the personal interview. The application used will be one of the five provided examples. No social security number will be required.
- ii. Approved equipment listed may be used while completing the application.
 - Writing Utensils
 - Blank paper
 - Resume
 - Cover letter
 - List of references
 - Portfolio Cover (can only contain the previous list of items)
- iii. Participants will have 20 minutes to complete the application.

b) Telephone Interview (100 points)

- i. The student goal is to obtain a personal interview with the company to which they are applying. The student will call the employer. A card will be provided with the phone number to call. Student should interview with the understanding the company has received their cover letter, resume and three letters of reference.
- ii. Students will interview with the employer themselves.
- iii. One judge will conduct and score all phone interviews.
- iv. The judge will have a copy of the participant's cover letter, resume and three letters of reference.
- v. The telephone interview will last approximately five minutes.

c) Personal Interview (450 points)

- i. The personal interview will consist of an interview lasting approximately 20 minutes in front of a panel of three or five judges.
 - (1) When the total number of CDE entrants does not exceed 25 participants, a single panel of three or five judges will interview all participants.
 - (2) When the total number of CDE entrants exceeds 25 participants, the event host will divide the entrants into two groups by conducting a blind draw
 - (a) Each group of participants will be scored by a separate panel of three or five judges in a preliminary interview.
 - (b) The top three individuals from each group will advance to a final interview round.
 - (c) The final round interviews will be scored by a panel composed (in equal numbers) of judges from the previous round of interviews or by an entirely new panel of three or five judges

- ii. When registration exceeds 25 entrants and a final round interview is required, the preliminary round interview shall be 20 minutes in length and the final round interview shall be 10 minutes in length.

d) **Follow-up Letter (100 points)**

- i. Participants will submit a follow-up letter after the personal interview.
- ii. Students will be provided access to computers with word processing software to compose and type of follow-up letter.
- iii. The follow-up letter is to be addressed to the superintendent of the Career Development Event, and should be a response to their personal interview.
- iv. The approved equipment listed may be used while composing the follow up letter.
 - Writing Utensils
 - Blank paper
 - Resume
 - Cover letter
 - List of references
 - Portfolio Cover (can only contain the previous list of items)
- v. No sample follow-up letters may be used.
- vi. The participant will have thirty (30) minutes to complete this part of the event.

D. Scoring

1. When there are 25 entrants or less registered for the CDE, the scoring will be:

- Cover Letter – 100 points
- Resume – 150 points
- Application – 50 points
- Telephone Interview – 100 points
- Personal Interview – 450 points
- Follow-up Letter – 100 points
- Total points possible - 950

2. When there are more than 25 entrants registered for the CDE:

- a) The preliminary round of interviews will be scored:

- Cover Letter – 100 points
- Resume – 150 points
- Application – 50 points
- Telephone Interview – 100 points
- Follow-up Letter – 100 points
- Personal Interview – 450 points
- Total points possible - 950

- b) The final round of interviews will be scored:

- Cover Letter – 100 points (*score is carried over from preliminary round*)
- Resume – 150 points (*score is carried over from preliminary round*)
- Application – 50 points (*score is carried over from preliminary round*)
- Telephone Interview – 100 points (*score is carried over from preliminary round*)
- Follow-up Letter – 100 points (*score is carried over from preliminary round*)
- Preliminary Round Interview – 0 points
- Final Round Personal Interview – 450 points
- Total points possible - 950

E. Tiebreakers

1. When there are 25 entrants or less registered for the CDE, the tiebreakers will be:

- 1st Tiebreaker - Personal Interview
- 2nd Tiebreaker - Follow-up letter
- 3rd Tiebreaker – Resume

2. When there are more than 25 entrants registered for the CDE, the tiebreakers will be:

- 1st Tiebreaker – Final Personal Interview
- 2nd Tie Breaker – Follow-up Letter
- 3rd Tiebreaker – Resume

F. **References** (This list contains references that may prove helpful during event preparation, 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.)

Sabin, William. 2005. *The Gregg Reference Manual, 10th edition*. McGraw Hill Irwin Co., 1221 Ave. of the Americas, New York, NY

Strunk and White. 1999. *Elements of Style, 4th edition*. Allyn & Bacon, Pearson Education Co., Needham Heights, MA

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! Zenia 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

G. **Sample Score Cards**

Participant Name: _____

Chapter: _____

Cover Letter - Scoring Criteria

Composition	Possible Points	Score
Correct format and stationery	10	
Punctuation (1 point per error up to 10 points)	10	
Grammar (1 point per error up to 10 points)	10	
Spelling (1 point per error up to 10 points)	10	
General appearance	10	
Content		
Career/Job Goal Specified	15	
Proper Qualifications	35	
Total Points Earned	100	

Participant Name: _____

Chapter: _____

Application - Scoring Criteria

	Possible Points	Score
Overall Impression	5	
Legible & Neat	10	
Language (1 point per error up to 10 points) <ul style="list-style-type: none"> • Grammar • Punctuation 	10	
Completed & Correct	10	
Consistent with resume	15	
Grand Total	50	

Participant Name: _____

Chapter: _____

Resume - Scoring Criteria

General Appearance	Possible Points	Score
Presented in proper format and printed as outline in rules	15	
Pleasing to the eye <ul style="list-style-type: none"> • Captures interest • Layout • Easily read 	40	
Grammar (1 point per error up to 20 points) <ul style="list-style-type: none"> • Punctuation • Spelling 	20	
Composition		
Personal data	10	
Career/Job objective	10	
Educational background	20	
Work experience/skills	20	
Special experiences, activities, honors	10	
References	5	
Total Points Earned	150	

Participant Name: _____

Chapter: _____

Telephone Interview - Scoring Criteria

	Possible Points	Score
Introduction	20	
Initiative and ambition	20	
Communicated effectively and efficiently	20	
Diplomatic and courteous	20	
Gathered appropriate information <ul style="list-style-type: none"> • Contact name • Address • Date • Time 	20	
Total Points Earned	100	

Participant Name: _____

Chapter: _____

Follow-Up Letter - Scoring Criteria

	Possible Points	Score
General appearance	5	
Composition	10	
Express appreciation	10	
Comments on interview activities	15	
Express interest in position	15	
Review of relevant qualifications	15	
Grammar & Spelling (1 point per error up to 10 points)	10	
Provisions for follow-up stated	20	
Grand Total	100	

Participant Name: _____

Chapter: _____

Personal Interview - Scoring Criteria

	Possible Points	Score
Appearance & courtesy (appropriate Official Dress)	45	
Greetings & introduction	45	
Speech <ul style="list-style-type: none"> • Grammar • Vocabulary • Volume • Enunciation 	45	
Attitude and personality <ul style="list-style-type: none"> • Forcefulness • Poise • Temperament • Sincere 	45	
Ability to convince or impress interviewer <ul style="list-style-type: none"> • Persuasiveness • Self-confidence 	45	
Knowledge and presentation of abilities <ul style="list-style-type: none"> • Educational experience • Occupational experience 	45	
Reliability <ul style="list-style-type: none"> • Frankness • Consistency • Accuracy 	45	
Poise <ul style="list-style-type: none"> • Tact • Discretion • Questions asked of interviewer 	45	
Career/Job Objective <ul style="list-style-type: none"> • Degree to which the contestant has determined career/job objective 	45	
Conclusion of interview	45	
Grand Total	450	