

## JOB INTERVIEW Career Development Event

### A.) Objectives

- 1) The event is developed to help participants in their current job search (for SAE projects, internships, 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; they must utilize their actual experience. They are expected to target the résumé toward a real job for which they presently qualify.

### B.) Organization and Content

- 1) Each chapter may enter one contestant. See page 1.1, Section 1A for eligibility.
- 2) Each region may enter two contestants in state competition.
- 3) The CDE will consist of six parts with a total of 410 points:
  - a) Initial Telephone Contact- 30 points
  - b) Letter of Application for Employment – 50 points
  - c) Resume – 100 points
  - d) Employment Application – 50 points
  - e) Personal Interview – 150 points
  - f) Follow-up letter – 30 points

### C.) General instructions prior to CDE. Contestants will submit the following materials by the date set. The date is April 7, 2014 for the 2014 Convention year.

- 1) Cover letter
  - a) The contestant will have sent a letter of application prior to the contest. Letter must be typed. Appropriate style or format shall be used. Letter will be judged for consistent usage of style, not the judge's preference.
  - b) The content of the letter should include job applied for, qualifications, requesting an interview, address and phone number.
  - c) Letters will be judged on neatness, general appearance (including proper form, punctuation, spelling and use of grammar) completeness, organization, content, and interest aroused.
  - d) Five copies of the cover letter on 8 1/2" x 11" white paper. The cover letter is to be Arial 11 point minimum font. The letter is to be dated for the first day of the State FFA Convention.
- 2) Resume
  - a) The contestant will have sent a resume prior to the contest. Resume must be typed. Appropriate style or format shall be used. Resume will be judged for consistent usage of style, not the judge's preference.
  - b) The content of the resume should be non-fictitious and include applicant's name, address, phone number, job title, education, experiences, activities, and references.
  - c) Resumes will be judged on neatness, general appearance (including proper form, punctuation, spelling, grammar), completeness, organization, content, and interest aroused.
  - d) Five copies of the resume on 8 1/2" by 11" paper. The resume is to be single sided, typed using Times, Times New Roman or Arial 11 point minimum font. The resume should not exceed two pages total. Paper should be 24 lb max weight. DO NOT use cardstock or colored paper for the event. Resume paper is acceptable. Resume must be non-fictitious and based upon actual work history.
- 3) Job Title
  - a) Five copies of the Job Title and Job Description.
  - b) Contestants will develop their own job title and job description.
- 4) Advisor Verification form
  - a) One copy of the Advisor Verification Form
  - b) Form is on the last page of the rules and also available on the FFA Web Site CDE Booklet
- 5) Contestants must submit the materials to

MN FFA CDE Coordinator Dennis Bjorklund  
University of MN  
146 Ruttan Hall  
1994 Buford Ave.  
St. Paul, MN 55108.

- a) CDE materials will be accepted as if this job posting will close on April 6<sup>th</sup>. Materials should be postmarked by April 7<sup>th</sup> to arrive by April 11<sup>th</sup>, 2014 to avoid penalty. Any materials received after the date above will be subject to a loss of 50 points for the letter of application and 50 points for the resume.

D.) Initial Telephone Contact

- 1) The Initial Telephone Contact will take place prior to the state FFA Convention. The CDE Coordinator will schedule a time for the interview sometime in the week prior to the State FFA Convention. The interviewer will call the student at the selected time.
- 2) Telephone interview will be conducted for all contestants. The telephone interview will last a maximum of three minutes.
  - a) 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 a maximum of three minutes.
  - b) Students will interview with one of the following three people:
    - i) Human, Fiscal and Resource personnel director
    - ii) Employer's Assistant
    - iii) Employer themselves.

E.) General instructions for day of contest.

- 1) Contestants will be assigned times for participation.
- 2) Students without conflicts will be scheduled in the morning.

F.) A job application form will be completed by all applicants.

- 1) Resumes can be used.
- 2) The application form will be on line.
- 3) The information listed in the application must be accurate and up-to-date.
- 4) The names, addresses, positions, etc. of the people given as references, is to be accurate.
- 5) The application will be judged on the basis of the point system listed on the scorecard.

G.) Personal Interview

- 1) Each contestant will be interviewed separately by two designated judges for a period not to exceed ten minutes each interview. Judges will have had experience in conducting employment interviews.
- 2) The interviewer will first read the contents of the application form and then conduct the interview.
- 3) The interviewers will also evaluate the contestant's grooming, dress, poise, manner, and attitude.
- 4) Questions will be phrased to assess the contestant's ability to respond immediately and effectively, demonstrating ability to solve problems.
- 5) The contestant will be judged by the interviewer on the basis of the scorecard.
- 6) Upon completion, the judges will evaluate the contestant and record the score for Part IV.

H.) Follow-Up Letter -

- 1) The contestant will write a Follow Up Letter (30 Points)
  - a) Participants will submit a hand written follow up letter after the personal interview.
  - b) Paper or note card will be provided.
  - c) Thirty minutes will be given.
  - d) Letter is to be addressed to the appropriate person from this application and interview, and should be a response to their most recent interview.

I.) Other Information

- 1) Job Interview contestants must be certified through the same procedure as for other contests.

- 2) Official Dress is required. Refer to Rule 1-A-5 on page 1.1.

References:

Gregg's Manual

<http://www.stpaulcareers.umn.edu/workshops.html>

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!  
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

B.) JOB INTERVIEW

CDE SCORECARD

Contestant Name \_\_\_\_\_ Contestant No. \_\_\_\_\_

School \_\_\_\_\_

Part I – Initial Telephone Contact (30 points) 30 \_\_\_\_\_  
(see interview scorecard for criteria)

Part II - Letter of Application (50 points)

- a. Neatness & general appearance 10 \_\_\_\_\_  
(including proper form, punctuation, spelling, grammar)
- b. Completeness 10 \_\_\_\_\_
- c. Organization and content 10 \_\_\_\_\_
- d. Interest aroused by application 20 \_\_\_\_\_ 50 \_\_\_\_\_

Part III - Resume (100 points)

- a. Neatness & general appearance 30 \_\_\_\_\_  
(including proper form, punctuation, spelling, grammar)
- b. Completeness 20 \_\_\_\_\_
- c. Organization and content 20 \_\_\_\_\_
- d. Interest aroused by application 30 \_\_\_\_\_ 100 \_\_\_\_\_

Part IV - Application (50 points)

- a. Neatness & general appearance 15 \_\_\_\_\_  
(including punctuation, spelling, grammar)
- b. Completeness 15 \_\_\_\_\_
- c. Organization and content 15 \_\_\_\_\_
- d. Interest aroused by application 5 \_\_\_\_\_ 50 \_\_\_\_\_

Part V - Personal Interview (150 points) 150 \_\_\_\_\_  
(see interview scorecard for criteria)

Part VI – Follow-up Letter (30 points) 30 \_\_\_\_\_  
(see interview scorecard for criteria)

Total CDE 410 \_\_\_\_\_

**Job Interview  
Initial Telephone Contact Scorecard**

Contestant's Name \_\_\_\_\_ Contestant No. \_\_\_\_\_

School \_\_\_\_\_

	Possible Score	Participant's Score
<b>First Impression</b>		
Introduction	3	
Spoke Clearly	3	
Appropriate voice inflection	3	
Gathered appropriate information		
Time/Date	3	
Location	3	
Contact information (name, number, etc.)	3	
<b>Response to question</b>		
Accurate	3	
Concise	3	
<b>Overall impression</b>		
Poise		
Pleasant		
Professional	6	
Courteous		
Communicated effectively		
Ends call appropriately		
<b>Total</b>	<b>30</b>	

## INTERVIEW SCORECARD

Contestant's Name \_\_\_\_\_ Contestant No. \_\_\_\_\_

School \_\_\_\_\_

<u>Items to be scored</u>	<u>Possible Points</u>														
1. Appearance and courtesy (grooming, posture, physique, movement)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
2. Greetings and introduction	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
3. Speech (grammar, vocabulary, volume, enunciation)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
4. Attitude and personality (forcefulness, poise temperament, sincerity)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
5. Ability to convince or impress interviewer (persuasiveness, self- confidence)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
6. Knowledge and presentation of abilities (educational and occupational experiences)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
7. Reliability (frankness, consistency accuracy)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
8. Maturity (tact, discretion, questions asked of inter- viewer)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
9. Occupational objective degree to which the contestant had deter- mined his or her occu- pational objective)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
10. Termination of the interview (manner, skill, exit)	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Total Possible Points = 150

Contestant's Score \_\_\_\_\_

**Job Interview  
Follow-up Letter**

Contestant's Name \_\_\_\_\_ Contestant No. \_\_\_\_\_

School \_\_\_\_\_

	Possible Score	Participant's Score
<b>Format</b> Directed to appropriate person Address/salutation appropriate	6	
<b>Content</b>		
Expressed appreciation	4	
Appropriate level of reiteration of qualities	4	
Provisions for follow-up stated	4	
Grammar/punctuation/spelling	6	
<b>Overall impression</b> Legible (including signature) Appropriate length	6	
<b>Total</b>	<b>30</b>	

Advisor's Verification Form

This is to verify that I have reviewed the materials submitted by

\_\_\_\_\_ of the \_\_\_\_\_  
FFA Member FFA Chapter

for the FFA Job Interview Career Development Event. The resume and letter of application are factual and they are appropriate for the job applied for.

\_\_\_\_\_ of the \_\_\_\_\_  
FFA Advisor FFA Chapter

This form should be submitted with the Job Application materials prior to the State FFA Convention to:

Dennis Bjorklund - CDE Coordinator  
University of Minnesota  
146 H Ruttan Hall  
1994 Buford Ave.  
St. Paul, MN 55108