

JOB INTERVIEW

Revised 6/2010

Purpose and Standards

The Job Interview Career Development Event seeks to effectively prepare the students for the expectations of interviewing for available positions within the Agricultural Industry. Students seeking careers within the Agricultural Industry must not only develop a high degree of knowledge and skill; they must also develop the ability to interview through communication in both written and oral forms; and be able to complete a resume, cover letter and job application accurately. California Career Technical Education Model Curriculum Standards addressed by this event include:

Foundation Standards: Communications – Reading 2.1, 2.6, 2.7, Writing 1.1, 1.2, 2.3f, 2.5, Written and Oral English Language Conventions 1.2, 1.2, 1.2, and Listening and Speaking 1.1, 1.7, 1.2, 2.3, 1.8. Career Planning and Management 3.1, 3.2, 3.3, 3.4, 3.5, 3.6. Technology 4.2, 4.6. Problem Solving and Critical Thinking 5.1, 5.3. Health and Safety 6.1, 6.2, 6.4, 6.5. Responsibility and Flexibility 7.1, 7.2, 7.3, 7.4, 7.5, 7.6. Ethics and Legal Responsibilities 8.2, 8.3. Leadership and Teamwork 9.1, 9.2, 9.3, 9.4, 9.5, 9.6. Technical Knowledge and Skills 10.2. Demonstration and Application – Students will demonstrate and apply the concepts contained in the foundation and pathway standards.

Contestants (Eligibility)

- Contestants must be active, in-school, FFA members of a chapter in good standing with the California Association of FFA and who are enrolled in an agricultural education course.
- The preliminary contests are local, sectional and regional in nature.
 - Each section will determine how many chapter members may participate at the sectional level. Each region will determine how many sectional participants may compete at the regional level. Participation at the state level is limited to the top 50% of those that participate in the regional contest (or major portion thereof), with a maximum of four (4) per region.
 - The finals for this contest will be held the same time as the state prepared public speaking and state extemporaneous public speaking contests are conducted.
 - A contestant may not participate in the Job Interview, Prepared Public Speaking or Extemporaneous Public Speaking contests in the same year.

Tie Breaker

In case of a tie, that individual who has the highest grand total score shall have prior rating.

Rules

I. Contestants must be in the official FFA dress uniform.

II. JUDGES:

- A. Three competent and impartial persons shall be selected to judge the contest. At least one judge should have previous experience in interviewing job applicants.
- B. All judges will equally rate the job interview contestants.
- C. The judges at the state finals are to be from industry, preferably representing three different agricultural career areas.

III. SELECTING WINNERS:

- A. Rules of the contest should be placed in the hands of the judges at least one week prior to the time of the contest.
- B. Judges will make a joint report on the final placing. The official job interview score card must be used by all judges.
- C. In the regional and state contests, judges will rank contestants in the top five places.

III. CONTEST PROCEDURES:

- A. Letters of Introduction and resumes must be sent to the chairman of the state and regional contests 14 days prior to the activity.
- B. Contestants shall apply for jobs or positions in one of following areas:
 1. Agricultural Business Management,
 2. Agricultural Mechanics,

3. Animal Science,
 4. Forestry & Natural Resources,
 5. Ornamental Horticulture,
 6. Plant & Soil Science
 7. Floral.
- C. Only one job title will be assigned to each area. The contestant must research the job title for the area selected. A meeting will be held at the State FFA Convention to determine job titles and descriptions suitable for the following year's contest.
 - D. Letters of Introduction should not exceed one page. It is suggested that the date of the letter of application be the date of the region/state contest.
 - E. Each contestant will complete an employment application. An application form will be provided at the time of the contest. Notes will not be allowed to complete the employment application.
 - F. Each contestant will have 20 minutes to complete the application. After completion of all the applications, individual interviewing will be conducted by the judges in the contest room.
 - G. Sample prepared questions will be made available to schools by the Regional Supervisor.
 - H. Students will draw for interview order in their assigned room prior to completing the job application at the contest site.
 - I. There will be three judges. They will all rate the contestant's letter of application, resume and employment application and conduct the actual interview.
 - J. When all contestants have finished speaking, each judge will total his/her scores.
 - K. Contestants shall be ranked in numerical order on basis of final score to be determined by each judge without consultation with each other.
 - L. The judges' ranking on each contestant then shall be added by the Regional Supervisor in charge of the contest, and the winner shall be the contestant whose total of rankings is the lowest. Other placings shall be determined in the same manner (low points score method of selection).
 - M. No materials may be taken into the interview room by the students.
- V. RATINGS BY JUDGES:
- A. Letter of Introduction - 10 points - neatness, organization and content.
 - B. Resume - 10 points - neatness, organization and content.
 - C. Application form - 10 points - neatness, legibility, completeness, and adherence to instruction.
 - D. Appearance - 10 points - in official FFA uniform and neatly groomed.
 - E. Knowledge of Position - 10 points - conveys knowledge of career area and/or evidence of researching job skills. Use of career terminology and understanding of job procedures.
 - F. Presentation - 20 points - communicative ability, sincere, direct, force, attitude, poise, confidence, pronunciation, articulation, voice quality, ease before an audience, maturity, and honesty.
 - G. Response to questions - 30 points - organized response, logical development of thought, complete, original, uses critical thinking skills, can think quickly, convincing, and easily understood.
 - H. Total possible points - 100 points
- VI. TIME:
- A. Job Application Form – 20 minutes.
 - B. Interview - approximately 10 minutes.
- VII. The final ranking sheet included with the rules shall be used to summarize judges score sheets.
- VIII. Job Interview Contest Job Titles and Contact Persons are located on the calaged.org website.

JUDGE'S SCORE SHEET JOB INTERVIEW CONTEST	Contestants
Name of Judge	

		1	2	3	4	5	6	7	8	9	10	11	12
	Points Allowed	Points Awarded to Contestants											
LETTER OF INTRODUCTION	10												
RESUME	10												
APPLICATION FORM	10												
APPEARANCE	10												
KNOWLEDGE OF POSITION	10												
PRESENTATION	20												
RESPONSE TO QUESTIONS	30												
TOTAL POINTS	100												
RANK OF CONTESTANT													

Job Interview Contest Rubric – Score according to the column that best fits performance.

	Points Allowed	Excellent	Good	Fair	Poor
Letter of Introduction	10	9-10 Points <ul style="list-style-type: none"> No Spelling or Grammatical Errors Well Stated Unique, Descriptive Letter Visually Appealing Follows Business Format 	7-8 Points <ul style="list-style-type: none"> 1-2 Spelling or Grammatical Errors Well Stated Descriptive Letter Visually Appealing Follows Business Format 	5-6 Points <ul style="list-style-type: none"> 3-4 Spelling or Grammatical Errors Vaguely Stated Generic Letter Does Not Follow Business Format 	1-4 Points <ul style="list-style-type: none"> More than 4 Spelling or Grammatical Errors Poorly Stated Information Not Applicable to Position Does Not Follow Business Format
Resume	10	9-10 Points <ul style="list-style-type: none"> No Spelling or Grammatical Errors Visually Appealing Logically Organized Contains Relevant, Descriptive Information Follows Business Format 	7-8 Points <ul style="list-style-type: none"> 1-2 Spelling or Grammatical Errors Visually Appealing Organized Contains Relevant Information Follows Business Format 	5-6 Points <ul style="list-style-type: none"> 3-4 Spelling or Grammatical Errors Lacks Visual Appeal Lacks Organization Lacks Some Relevant Information Does Not Follow Business Format 	1-4 Points <ul style="list-style-type: none"> More than 4 Spelling or Grammatical Errors Lacks Visual Appeal Disorganized Irrelevant Information Does Not Follow Business Format
Application Form	10	9-10 Points <ul style="list-style-type: none"> No Errors 	7-8 Points <ul style="list-style-type: none"> 1-2 Errors 	5-6 Points <ul style="list-style-type: none"> 3-4 Errors 	1-4 Points <ul style="list-style-type: none"> More than 4 Errors

		<ul style="list-style-type: none"> • Neat and Legible • Complete • Follows Instructions • Contains Relevant, Descriptive Information • Consistent with Resume and Letter of Introduction 	<ul style="list-style-type: none"> • Neat and Legible • Complete • Follows Instructions • Contains Relevant Information • Consistent with Resume and Letter of Introduction 	<ul style="list-style-type: none"> • Illegible • Incomplete • Follows Most Instructions • Lacks Relevant Information • Inconsistent with Resume and Letter of Introduction 	<ul style="list-style-type: none"> • Illegible • Incomplete • Does Not Follow Instructions • Lacks Relevant Information • Inconsistent with Resume and Letter of Introduction
Appearance	10	9-10 Points <ul style="list-style-type: none"> • Well Groomed • Professional Appearance 	7-8 Points <ul style="list-style-type: none"> • Well Groomed • Mostly Professional Appearance 	5-6 Points <ul style="list-style-type: none"> • Fairly Groomed • Lacks Professional Appearance 	1-4 Points <ul style="list-style-type: none"> • Poorly Groomed • Unprofessional Appearance
Knowledge of Position	10	9-10 Points <ul style="list-style-type: none"> • Understands all Aspects of the Position • Uses Correct Terminology Relevant to the Position • Relates Skills to the Position 	7-8 Points <ul style="list-style-type: none"> • Understands Most Aspects of the Position • Uses Correct Terminology • Relates Most Skills to the Position 	5-6 Points <ul style="list-style-type: none"> • Understands Some Aspects of the Position • Uses Some Incorrect and/or Lacks Terminology • Relates Some Skills to the Position 	1-4 Points <ul style="list-style-type: none"> • Does Not Understand Aspects of the Position • Uses No Terminology Relevant to the Position • Relates No Skills to the Position
Presentation	20	18-20 Points <ul style="list-style-type: none"> • Sincere Communication • Articulates Thoughts Thoroughly • Strong, Direct Voice • Professional Poise • Displays Confidence • Positive Attitude • Speaks at a Comfortable Pace 	15-17 Points <ul style="list-style-type: none"> • 1-2 Qualities Missing or Not Strongly Exhibited 	12-14 Points <ul style="list-style-type: none"> • 3-4 Qualities Missing or Not Strongly Exhibited 	0-11 Points <ul style="list-style-type: none"> • More than 4 Qualities Missing or Not Strongly Exhibited
Response to Questions	30	26-30 Points <ul style="list-style-type: none"> • All Responses are Well Stated • Answers All Questions Thoroughly • Exhibits Thought and Logic • Responses Relevant to the Position 	21-25 Points <ul style="list-style-type: none"> • Most Responses are Well Stated • Answers Most Questions Thoroughly • Exhibits Thought and Logic • Responses are Mostly Relevant to the Position 	16-20 Points <ul style="list-style-type: none"> • Some Responses are Well Stated • Answers Some Questions Thoroughly • Exhibits Some Thought and Logic • Responses are Somewhat Relevant to the Position 	0-15 Points <ul style="list-style-type: none"> • Few Responses are Well Stated • Answers Very Few Questions Thoroughly • Exhibits Somewhat Rehearsed Responses to Questions • Exhibits Very Little Thought and Logic • Responses are Irrelevant to the Position