Spring 2019

**Illinois Association of Vocational Agriculture Teachers**

**Job interview CDE**

**Contest Superintendent – Lisa Oellerich, Scales Mound**

**IAVAT CDE Committee Member – TBA**

**Host – Dr. Andrew Baker, Western Illinois University Ag Education Professor**

# 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.

# General Information

* 1. Participation
		1. This State Career Development Event is restricted to the top four individuals in each district qualifying event.
		2. This District Career Development Event is restricted to the top two individuals in each section qualifying event.
		3. The Job Interview Career Development Event will be limited to one individual per school.

# Registration

1. 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.
2. Entry fees are not refundable.

# Equipment

1. 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)

# Miscellaneous

* + 1. Official Dress is required for the event.
		2. Each component of the event will be timed.
		3. Each participant’s cover letter, resume and application will be the result of his or her own efforts.

# Scoring & Awards

* + 1. 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).
	1. **Additional Information:** Refer to National FFA Career Development Events manual.

# 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.

# Career Development Events Divisions

* 1. **Due in Advance by Deadline - Prior to Arrival**
		1. **Cover Letter** (100 points)
			1. Seven copies of single spaced 8 ½” x 11” white resume paper letter of intent. The paper is to be single sided and typed left-aligned
			2. The letter is to be addressed to the Superintendent of the Career Development Event as specified by the contest host.
		2. **Resume** (200 points)
			1. 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.
			2. Resume must be non-fictitious and based upon their work history and must include three (3) references with contact information.
		3. All entries must be received by the contest host by the postmark date specified for the current year. No late entries will be accepted and if cover letter and resume is received after the deadline, the student will be ineligible to compete.

# Completed at the CDE Site – After Arrival

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

* + 1. **Application** (100 points)
			1. Students will complete a job application prior to the personal interview. The application used will be one of the five provided examples. The application will be in an electronic format. No social security number will be required.
			2. 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)
	+ - 1. Participants will have 20 minutes to complete the application.
		1. **Telephone Interview** (50 points)
			1. The student goal is to obtain a personal interview with the company to which they are applying. The employer will call the student. Student should communicate with the understanding the company has received their cover letter and resume. Students will interview with the employer themselves.
			2. One judge will conduct and score all phone interviews.
			3. The judge will have a copy of the participant’s cover letter and resume.
			4. The telephone interview will last approximately five minutes.
		2. **Personal Interview** (500 points)
			1. The personal interview will consist of an interview lasting approximately 20 minutes.
			2. The personal interview will be evaluated by a a panel of three or five judges.
		3. **Follow-up Letter** (50 points)
			1. Participants will submit a follow-up letter after the personal interview.
			2. Students will be provided access to computers with word processing software to compose and type of follow-up letter.
			3. 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.
			4. 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)
	+ - 1. No sample follow-up letters may be used.
			2. The participant will have thirty (30) minutes to complete this part of the event.

# Scoring

* 1. The scoring will be:
* Cover Letter – 100 points
* Resume – 200 points
* Application – 100 points
* Telephone Interview – 50 points
* Personal Interview – 500 points
* Follow-up Letter – 50 points
* Total points possible - 1000 points

# Tiebreakers

* 1. The tiebreakers will be:

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

1. **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

|  |  |
| --- | --- |
| **Job Interview CDE Name** |  |
| Cover Letter Scorecard**Chapter** |  |
|  |  |
|  |  |
|  | **Possible Participant’s Score Score** |
| **Format** |
| Spacing | 5 |
| Appropriate font | 5 |
| Paragraph justification (left) | 5 |
| Addressed correctly | 5 |
| Limited to one page | 5 |
| Used correct paper | 5 |
| **Grammar/Punctuation/Spelling** | 20 |
| **Content** |
| Identified position sought | 5 |
| Interest in position | 5 |
| Where learned of job | 5 |
| Appropriately conveyed contact information | 5 |
| Employability | 10 |
| Identified next steps | 5 |
| Meshed with resume and references | 5 |
| **General Appearances** |
| Overall impression | 5 |
| Readability and flow | 5 |
| **Total** | **100** |

|  |  |
| --- | --- |
| **Job Interview CDE Name** |  |
| Resume Scorecard**Chapter** |  |
|  | **Possible Participant’s Score Score** |
| **Format** |
| Appropriate font | 2 |
| Structure | 2 |
| Limited to two pages | 4 |
| Used correct paper | 2 |
| **Content** |
| Contact information conveyed | 25 |
| Position sought or employment objective | 25 |
| Identified education or relevant coursework | 25 |
| Identified relevant experience & skills | 25 |
| Identified achievements & honors | 25 |
| Mentioned/had references | 25 |
| **Grammar** | 3 |
| **Punctuation** | 3 |
| **Spelling** | 4 |
| **General Appearances** |
| Overall impression | 15 |
| Readability and flow | 15 |
| **Total** | **200** |

|  |  |
| --- | --- |
| **Job Interview CDE Name** |  |
| Application Scorecard**Chapter** |  |
|  | **Possible Participant’s Score Score** |
| **Consistent with Resume** |
| Name | 10 |
| Education | 10 |
| Experience | 10 |
| Other information | 10 |
| Reference | 10 |
| **Grammar/Punctuation/Spelling** |
| Capitalization when appropriate | 6 |
| Abbreviations when appropriate | 6 |
| Punctuation | 6 |
| Spelling | 6 |
| Grammar | 6 |
| **Form Completed** |
| Finished in allotted time | 5 |
| “N/A” indicated where appropriate | 5 |
| **Overall Impression** |
| Spacing | 5 |
| Consistency | 5 |
| **Total** | **100** |

|  |  |
| --- | --- |
| **Job Interview CDE Name** |  |
| Initial Telephone Contact Scorecard**Chapter** |  |
|  |  |
|  | **Possible Participant’s Score Score** |
| **First Impression** |
| Introduction | 5 |
| Spoke Clearly | 5 |
| Appropriate voice inflection | 5 |
| **Gathered Appropriate Information** |  |
| Time/Date | 5 |
| Location | 5 |
| Contact information (name, number, etc.) | 5 |
| **Response to questions** |  |
| Accurate | 5 |
| Concise | 5 |
| **Overall Impression** |
| Poise, Professional, Courteous/Pleasant, Communicated Effectively, Ends call appropriately (2 points each) | 10 |
| **Total** | **50** |

|  |  |
| --- | --- |
| **Job Interview CDE Name** |  |
| Follow-Up Correspondence Scorecard**Chapter** |  |
|  |  |
|  | **Possible Participant’s Score Score** |
| **Format** |
| Directed to appropriate personAddress/salutation appropriateLevel of formality appropriate | 10 |
|
|
| **Content** |  |
| Expressed appreciation | 5 |
| Appropriate level of reiteration of qualities | 5 |
| Re-expressed interest | 5 |
| Provisions for follow-up stated | 5 |
| **Grammar/Punctuation/Spelling** |  10 |
| **Overall Impression** |  |
| Legible (including signature) | 5 |
| Appropriate length | 5 |
| **Total** | **50** |

|  |  |
| --- | --- |
| **Job Interview CDE Name** |  |
| Personal Interview Scorecard**Chapter** |  |
|  |  |
|  | **Possible Participant’s Score Score** |
| **Appearance** |
| Professional dress | 25 |
| Appropriately groomed/neat | 25 |
| **First Impression** |  |
| Greeting | 25 |
| Introduction | 25 |
| Body language | 25 |
| **Responses to Questions** |  |
| Knowledge relayed | 30 |
| Abilities described & matched resume | 20 |
| Accurate | 20 |
| Cogent and organized | 20 |
| Shared appropriate experiences | 20 |
| Quality of information | 20 |
| Consistent responses | 20 |
| **Communication skills** |  |
| Persuasive | 20 |
| Proper grammar | 15 |
| Enunciation | 15 |
| Appropriate volume | 15 |
| Concise, avoided rambling | 15 |
| Confident | 20 |
| Sincere | 15 |
| Poise | 20 |
| Discretion/tact | 15 |
| **Conclusion** |
| Posed appropriate questions to employer | 25 |
| Clarified next steps | 25 |
| Appropriate thanks and exit | 25 |
| **Total** | **500** |