

Illinois Association of Vocational Agriculture Teachers

Job interview CDE

Contest Superintendent - Britney Cowan, Sangamon Valley

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.

A. General Information

1. Participation

- a) This State Career Development Event is restricted to the top four individuals in each district qualifying event.
- b) This District Career Development Event is restricted to the top two individuals in each section qualifying event.
- c) The Job Interview Career Development Event will be limited to one individual per school.

2. Registration

- c) 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.
- d) 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 (200 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 (100 points)

- i. 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.
- 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 (50 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 (500 points)

- i. The personal interview will consist of an interview lasting approximately 20 minutes.
- ii. The personal interview will be evaluated by a a panel of three or five judges.

d) **Follow-up Letter** (50 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. 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

E. Tiebreakers

1. The tiebreakers will be:
 - 1st Tiebreaker - Personal Interview
 - 2nd Tiebreaker - 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

Job Interview CDE Cover Letter Scorecard	Name	
	Chapter	
	Possible Score	Participant's 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 Resume Scorecard	Name	Possible Score	Participant's Score
	Chapter		
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 Application Scorecard	Name	Possible Score	Participant's Score
	Chapter		
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 Initial Telephone Contact Scorecard	Name		
	Chapter		
		Possible Score	Participant's 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, Pleasant, Professional, Courteous, Communicated Effectively, Ends call appropriately		10	
Total		50	

Job Interview CDE Follow-Up Correspondence Scorecard	Name		
	Chapter		
		Possible Score	Participant's Score
Format			
Directed to appropriate person		10	
Address/salutation appropriate			
Level of formality appropriate			
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 Personal Interview Scorecard	Name		
	Chapter		
		Possible Score	Participant's 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	