

**HAWAII FFA ASSOCIATION
DISTRICT AND STATE CONFERENCE
JOB INTERVIEW
Career Development Event (CDE)**

General Announcements and Plans for Conducting the CDE:

1. Participants will wear FFA Official Dress for this event.
2. All written materials, including cover letter, resume, etc., will be the result of each participant's own efforts.
3. Any participant in possession of an electronic device in the event area is subject to disqualification.
4. Participants shall be ranked in numerical order on the basis of the final score to be determined by each judge without consultation. The judges' ranking of each participant then shall be added, and the winner will be that participant whose total ranking is the lowest. Other placing will be determined in the same manner (low point score method of selection)
5. State CDE chairperson will issue/post Job Classification section, ranging from 5-10 job positions within 60 days of district events.

Event Format

A. Equipment

- a. Participants should bring the following items to the event:
 - i. Writing Utensils
 - ii. Blank paper
 - iii. Resume
 - iv. Cover letter
 - v. List of references
 - vi. Business cards
- b. The following items are not permitted:
 - i. Letters of reference
 - ii. Samples of work
 - iii. Pictures
 - iv. Personal pages

B. Activities

- a. 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, resume 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. Participants will choose from the list of job positions provided in the handbook.

15 days PRIOR to the State Convention participants will submit the following:

- i. Cover Letter- 100 points
 1. One Copy of a single-spaced 8 ½" x 11" white bond paper letter of intent. The paper is to be single sided, block justified using Times, Times New Roman or Arial 12 point minimum font.

2. The letter is to be dated for the first day of the event and addressed to:
Hawaii FFA State Advisor
475 22nd Ave, Room 215
Honolulu, HI 96816
- ii. Resume- 200 points
 1. One copy of the resume on 8 ½" x 11" white paper. The resume is to be single sided only, typed not more than two pages total using Times, Times New Roman or Arial 11 points.
 2. Resume must be non-fictitious and based upon actual work history.
 3. Participant must submit three letters of reference
- b. The day of the event:
 - i. Application- 100 points
 1. All parts of the application form must be completed.
 2. All information on the form must be accurate and factual.
 3. 10% point deductions in this area will be in effect for inaccurate information and illegible penmanship.
 - ii. Personal interview- 500 points
 1. Judges shall determine a list of interview questions that will be used for all participants.
 2. The personal interview will consist of an interview in front of a panel of judges for 5 minutes.

Scoring

The event participants are all evaluated in one round

Section.....	Points
Cover letter.....	100
Resume.....	200
Application.....	100
Personal interview.....	500
 Total Possible	 900

State Standards Met:

NCO 2.0

NR1 7.0

The objectives of these CDE are:

1. To develop the ability of all FFA members to express himself or herself on a given subject without having prepared or rehearsed its content in advance, therefore causing FFA members to formulate their remarks for presentation in a very limited amount of time.

Method of Selecting a Winner:

1. Contestant with the highest score will be declared the winner.
2. The decision of the judges is final.

Tie Breakers

Ties will be broken based on the greatest number of low ranks. Participant's low ranks will be counted and the participants with the greatest number of low ranks will be declared the winner. If a tie still exists, then the CDE coordinator will rank the participant's response to questions. The participant with the greatest number of low ranks from the response to questions will be declared the winner.

Check List Before, During, and After the Job Interview CDE

BEFORE

- ✓ Send Judges competition rules
- ✓ Job listing was distributed by the State Coordinator/Advisor 60 days before the event.
 - ✓ Copy of Placement Sheet
 - ✓ Copy of Score Sheet (one per Judge)

DURING

- Copy of Score sheet (one per Judge) were distributed*
- Writing Utensils for judges and students*
- Materials or mechanism to figure out speaking order established*
- Participants have the allotted materials*
- Participants are given topic and are equally spaced out for prep time and speaking time.*
- Timekeeper is established and has the proper tools for execution.*

AFTER

- Placement Sheet signed and filled out
- All score sheets are completed and signed by individual judges
 - Winners are correctly placed on Placement Sheet
 - All equipment is returned
- Placement and Score Sheets are turned into appropriate chairperson

JOB INTERVIEW CONTEST

List names of chapters competing: (Needed for scoring HI FFA Chapter Participation Contest)

Chapter_____	Contestant_____
Chapter_____	Contestant_____
Chapter_____	Contestant_____
Chapter_____	Contestant_____
Chapter_____	Contestant_____
Chapter_____	Contestant_____
Chapter_____	Contestant_____
Chapter_____	Contestant_____

FIRST PLACE

Chapter_____	Contestant_____
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SECOND PLACE

Chapter_____	Contestant_____
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THIRD PLACE

Chapter_____	Contestant_____
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Judges:

Name_____

Address_____

E-mail_____

Name_____

Address_____

E-mail_____

Name_____

Address_____

E-mail_____

Contest Chairperson:_____

EMPLOYMENT HISTORY

Former Employment (List employers **starting with current or most recent.**)

Company Name: _____ **Job Title:** _____

Address: _____

Start Date: _____ **End Date:** _____ **Pay Rate:** _____

Detailed Job Duties: _____

Reason for Leaving: _____

Company Name: _____ **Job Title:** _____

Address: _____

Start Date: _____ **End Date:** _____ **Pay Rate:** _____

Detailed Job Duties: _____

Reason for Leaving: _____

Company Name: _____ **Job Title:** _____

Address: _____

Start Date: _____ **End Date:** _____ **Pay Rate:** _____

Detailed Job Duties: _____

Reason for Leaving: _____

May we contact your former / current employer(s) to verify this information?

Yes No

Please provide any additional information about your abilities or interests that make you a good candidate for this position: _____

The information provided by me in this application is true and complete to the best of my knowledge. I authorize investigation of all statements contained in the application. I understand misrepresentation of facts is cause for dismissal.

Signature: _____

Date: _____

Job Interview CDE Score sheet: 900 points

JUDGES USE ONLY- Final Rank:	Name: Chapter:	
	Possible Score	Participant's Score
Cover Letter Score	100	
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 info	5	
Employability	10	
Identified next steps	5	
Meshed with resume and references	5	
General appearances		
Overall impression	5	
Readability and flow	5	
Subtotal	100	
<i>Deduction for materials postmarked after the deadline</i>	<i>10% or -10 points maximum</i>	
Total	100	
Resume Score	200	
Format		
Appropriate Font	2	
Structure	2	
Limited to two pages	4	
Used correct paper	2	
Content		
Contact information conveyed	25	
Position sought	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 appearance		
Overall impression	15	
Readability and flow-spacing	15	
Subtotal	200	

Job Interview CDE Score sheet: 900 points

<i>Deduction for materials postmarked after the deadline</i>	<i>10% or -10 points maximum</i>	
Total	200	
On-Site Application Score Card	100	
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	
Subtotal	100	
<i>Deduction for penmanship being illegible, messy, or unprofessional</i>	<i>10% or -10 points maximum</i>	
Total	100	
Personal Interview Score	500	
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 & 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	

Job Interview CDE Score sheet: 900 points

Communication Skills (Con't.)		
Sincere	15	
Poise	20	
Discretion/tact	15	
Conclusion		
Posed appropriate questions to employer	25	
Clarified next steps	25	
Appropriate thanks and exit	25	
Subtotal	500	
<i>Deduction for inaccuracy between written deliverables and personal interview</i>	<i>10% or -10 points maximum</i>	
Total	500	
Subtotal	900	
Total Deduction	-50 maximum	
Grand Total	900	
Judge's Name:		
Judge's Signature:		
Contest Chairperson:		