



## Contest Details

Individual Event  
Official Dress Required: Yes  
National Qualifying Event: Yes

# JOB INTERVIEW

## Leadership Development Event

### OBJECTIVES

To stimulate interest and acquaint students with the employment procedures they will face when applying for a job and to allow students to demonstrate oral and written communications.

### EDUCATIONAL STANDARDS

For educational standards, please refer to the Employment Skills Handbook located at <https://www.ffa.org/participate/ldes/employment-skills/>

### TEAM MAKE-UP/ELIGIBILITY

#### Number of students

All participants must be members in good standing with the Michigan FFA Association and on the official roster.

#### Official Dress

Official dress is required for this contest.

Official Dress for an FFA member includes:

1. An official FFA jacket zipped to the top
2. Black slacks and black socks/nylons or black skirt and black nylons

- a. *Skirt should be a minimum of knee length*
- b. *Slacks should be full length*
3. White collared blouse or white collared shirt
4. Official FFA tie or official FFA scarf
5. Black dress shoes with closed heel and toe

*Note: Medical or cultural adjustments to required official dress may be made with prior approval of contest/event chair. Also, appropriate personal protective equipment may be used with Official Dress. Junior high FFA members are allowed to wear FFA jackets, but it is optional. Participants in junior high contests should not be judged differently for wearing or not wearing a jacket.*

If warranted, deductions for non-compliance with official dress guidelines will be determined by the contest chair and enforced equally by all judges. The chair may make a deduction of 0, 2, 5, 7, or 10 points.

## **CONTEST PERSONNEL**

### **Judges**

Three competent and impartial persons will be selected to judge the event. At least one judge should have an agricultural/FFA background.

One judge will score all letters of application, resumes, and job applications in an online format. Paperwork judging may occur prior to the event.

The remaining two judges will conduct the interview of each contestant.

### **Contest Chair**

The contest chair will monitor the contest room and assist the judges as they compile their final placings.

The contest chair will adequately prepare the judges before the event competition.

### **Holding Room Monitor**

The holding room should be monitored at all times.

# PROCEDURE

## Paperwork

Prior to the contest, each contestant will submit their letter of application and resume in an online format. Contestants will also complete an online job application before the contest.

The online job application will include an optional space for contestants to include a description of the job position they are applying for to provide context to the judges. This is optional and will not be scored.

Contestants shall apply for jobs or positions in keeping with their occupational objectives. The job must be of an agricultural nature and should be one that the student should realistically apply for with their current skill competency.

<b>ACCEPTABLE POSITION EXAMPLES</b>	<b>NOT ACCEPTABLE POSITION EXAMPLES</b>
Assistant Herdsman Conservationist Nursery/Landscape Assistant Ag Mechanization Trainee Parts Department Trainee Field Crop Trainee Soil Laboratory Technician Orchard Assistant Lawn Care Technician Assistant Greenskeeper Veterinary Assistant Horse Trainer Assistant Sales/Cashier Pest Scout (IPM) Produce Manager Assistant	Professional Soil Scientist Agricultural Educator Agri-Finance Manager Conservation Officer

Advisors may assist students with the online job application prior to submission.

Contest materials for district and regional contests are suggested to be turned in two days prior to the event. State contest materials are due by the deadline published on the [association calendar](#).

One judge will score the letters of application, resumes, and job applications.

Paperwork judging may occur prior to the event.

**In addition to the online submission, each contestant will bring two printed copies of the following to the interview for all levels of contest:**

- 1. 2 printed copies of letter of application**
- 2. 2 printed copies of resume**
- 3. 2 printed copies of reference list**
- 4. 2 printed copies of job application that was filled out online before contest**

These four items will be the only four items that contestants may provide to the judges. No other items such as portfolios, cover slips, thank you notes to judges, business cards, etc. will be allowed.

Application letters and job resumes should not exceed one page each.

Contestants may refer to a copy of their resume when filling out their job application.

**The letters of application must be addressed as follows:**

**Mr. Martin Jones  
 Personnel Director  
 Room 200 Lewis Building  
 Grand Rapids, Michigan 48900**

## Overview of Paperwork Requirements

	<b>DISTRICT</b>	<b>REGIONAL</b>	<b>STATE SEMI-FINALS</b>	<b>STATE FINALS</b>
<b>Letter of Application</b>	Required	Required	Required	Required
<b>Resume</b>	Required	Required	Required	Required
<b>Reference List</b>	Required	Required	Required	Required
<b>Job Application</b> <i>(Filled out online prior to contest)</i>	Required	Required	Required	Required
<b>Online Submission</b>	Submit all files electronically by District deadline	Submit all files electronically by Regional deadline	Submit all files electronically by deadline on association calendar	

<b>Printed Copies</b>	Submit two printed copies of all files at contest site	Submit two printed copies of all files at contest site	Submit two printed copies of all files at contest site	Submit two printed copies of all files at contest site
<b>Extra Copies</b>	N/A	N/A	Bring two <b>additional</b> copies for advancing to state finals	N/A
<i>Note: See detailed requirements in above sections.</i>				

## Contest Procedures

Two rooms are needed for this contest:

1. One room will serve as a holding room and should be large enough for all contestants. The holding room should have tables or desks for each contestant.
2. The second room will serve as the interview room. The interview room does not have to be large since there will not be an audience for this contest. The interview room should have a table for the two interview judges and three chairs. These tables and chairs will be arranged so that the two judges are on one side of the table and the contestant is on the opposite side.

Each participant will report to the holding room with their (2) printed letters of application, (2) printed job resumes, (2) printed reference lists, and (2) printed job applications.

Contestants will draw for their place in the interview and the first contestant will proceed to the interview room.

The remaining two judges will conduct a 10 to 15-minute interview of each contestant. The judges will receive the employment application form, the letter of application, and the job resumes at the beginning of the contest. Judges should base some of their questions on these forms, but they may also ask other appropriate questions.

## TIME

The interview should last 10-15 minutes but will not be timed.

## SCORES

The presentation will be scored on the following criteria.

<b>SCORES FOR PAPERWORK</b>	
<b>Cover Letter:</b> Format Grammar/Punctuation/Spelling Content General Appearances	40 points
<b>Resume:</b> Format Content Grammar/Punctuation/Spelling General Appearance	40 points
<b>Application Form:</b> General Information Education Work Experience References Capitalization/Abbreviations/Grammar/Punctuation/Spelling Overall Impression	20 points
<b>SCORES FOR INTERVIEW</b>	
<b>Neat Appearance</b>	10 points
<b>First Impression</b>	15 points
<b>Response to Questions:</b> Knowledge relayed Abilities described and match resume Accurate Convincing and organized Shared appropriate experiences Consistent responses	55 points
<b>Communication Skills:</b> Persuasive Proper grammar Enunciation Appropriate volume Concise, avoid rambling Confident Sincere Poise Discretion/Tact	55 points

<p><b>Conclusion:</b>          Posed appropriate questions to employer          Clarified next steps          Appropriate thanks and exit</p>	<p>15 points</p>
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## Determining Awards

One judge will score contestants based upon their paperwork: letter of application, resume, and job application. Paperwork judging may occur prior to the event.

The other two judges will score the contestants based upon their personal interview. These scores will then be combined by the contest chair.

Contestants will be ranked based on their total score from highest to lowest. In case of a tie, the two interviewer scores will be added together to be used to break the tie.

District and regional individuals will be rated **gold** or **silver**. State semi-finals individuals will be rated **silver** or **bronze**. State finals individuals will be rated **gold** or **silver**. The top individual and an alternate will be selected to move on to another contest level.

Placing and awards shall be determined utilizing the Job Interview Scoring and Ranking Sheet and General Rules Governing Michigan FFA Leadership Contests.

## ADDITIONAL MATERIALS

In addition to these rules, please review the following documents:

- General Rules Governing Michigan FFA Leadership Contests
- Job Interview - Interview Rubric
- Job Interview - Paperwork Rubric
- Job Interview Ranking Sheet
- Job Interview Timekeeper Instructions
- Contest Chair Instructions