

CAREER PREPARATION INTERVIEW

Contest Description: Individual contestants, using the 2014 guidelines and forms, submit a Cover sheet; cover letter; application; resume; and story then participate in a job interview. 2014 forms **MUST** be used! **Updates to contest requirements are noted by the use of (*).** Use attached score sheets in planning your documents and interview.

Contest Superintendent: Elizabeth Gambel

Sponsor: Louisiana 4-H Executive Committee, the Agribusiness Council of Louisiana and the LSU Kiwanis Club

Age Requirement: Must have passed his/her 13th birthday and not passed his/her 20th birthday on January 1, 2014.

Contest Rules:

1. Each parish may send **two (2) contestants** (2 girls, 2 boys or 1 girl and 1 boy). The contestants will compete individually.
2. There are **two components** of this contest: **Records and Personal Interview.**
 - **Part I: Record Book** is comprised of:
 - a. **Personal Information Page:** Follow the outline. The cover sheet **MUST** be signed by the contestant, parent or guardian, AND Extension Agent.
 - b. ***Cover Letter*:** prepare a letter (1 page in length, introducing self; address why you want to be hired; why you should be hired and a closing paragraph. **(Refer to 2014 Cover Letter score sheet)**
 - c. **Job Application:** complete the 2014 job application form that accompanies these contest rules.
 - d. *** Resume*:** **There is NO designated form provided.** Each contestant should research the important components of a resume and prepare a resume accordingly. Contestant submits a resume giving the qualifications for the job for which he or she is applying. Resume **MUST** be typed in 12pt. font size in either Times New Roman or Ariel style or contestant will receive a score of zero.
 - e. *** Personal Development Story *:** the story shall be a **minimum** of 4 and a **maximum** of 6 double spaced, typed pages using 12 point font in Times New Roman or Ariel style. Refer to 2014 **Story** score sheet as an outline.
 - **Part II: Personal Interview**
 - a. The situation for the contestant's interview with the judges will be a job the contestant is **applying for now, one that represents a present day situation.** The contestant identifies the job for which he/she wants to be interviewed and places the title of that job on the Job Application and Resume. Contestants will be asked questions relating to workplace ethics and other knowledge as indicated on the interview scorecard during the interview process.
 - b. Each contestant should wear an outfit appropriate for a job interview. For males: slacks, button down shirt and tie. For females: skirt and blouse, dress, or appropriate slacks and top.
 - c. Contestants will be divided into 3 or 4 groups depending on the number of contestants enrolled in the contest. Each group will be interviewed by a team of 2 judges for a maximum of 15 minutes on the first day of the contest.
 - d. Finalists will be called back for a second interview with a team of three judges. **Making the finals does not guarantee a blue ribbon grouping.**

3. **Two copies** (one for each judge) of the above mentioned record components shall be compiled into two separate bound portfolios –**NO Ring Binders**. These portfolios shall be sent to the State 4-H Office prior to the contest. **Do not** place the individual pages in plastic sleeves. **Do NOT** include the blank score sheets in the portfolio. All pages of the portfolio shall be typed (12 point font in either Times New Roman or Arial style). Judges will refer to portfolios during the interviews.

The order of items to be placed in the portfolio is as follows:

- a. Personal Information Page
 - b. Cover Letter
 - c. Job Application
 - d. Resume
 - e. Professional Development Story
4. Score will be based on:
- | | |
|---|-------------------|
| a. Personal Information Page | 15 points |
| b. Cover Letter | 50 points |
| c. Job Application | 50 points |
| d. Resume | 50 points |
| e. 4-H Personal Development Story | 65 points |
| f. Interview Round 1 | <u>115 points</u> |
| Total possible score after Round 1 | 345 points |

5. Contestants earning a second interview will be scored as follows:

- | | |
|---|-------------------|
| a. Total score earned from Records and Interview components | 345 points |
| b. Interview (Round 2) | <u>115 points</u> |
| Total possible score after Round 2 | 460 points |

2014 Personal Information Page Score Sheet

Category	Possible Points	Earned Points
Photograph	5	
Completeness of Personal Information	5	
Signatures	5	
Total Points	15	

2014 My 4-H Career Preparation Story Score Sheet

This story is to be a minimum of 4 pages in length not to exceed 6 pages and typed using 12 pt. font in either Times New Roman or Arial style. Address each of the topics listed below.

Topics to Be Addressed	Possible Points	Earned Points
1. Self-introduction (What do you want the people reading your story to know about you?)	5	
2. Keeping the job you are applying for today in mind; discuss: <ul style="list-style-type: none"> • Why are you interested in this job? • What will this job entail? (responsibilities) • What have you done to prepare yourself for this job? • What skills so you have to be successful at this job? 	15	
3. Address the long term career do you plan to follow: <ul style="list-style-type: none"> • Where will you study for this career? • What courses must you take? • What skills must you acquire to be successful in this career? • What work experience could you have prior to achieving your long-term career that would increase the likelihood of being successful in this career? 	15	
4. Personal Development and the world of work: <ul style="list-style-type: none"> • Discuss how personal development relates to any job/career you may hold. • What have you learned in personal development that will help you get and keep a job? • What have you done, personally, relating to personal development to prepare yourself for a job? 	10	
5. Leadership Roles <ul style="list-style-type: none"> • What have you done to help others learn more about the importance of practicing personal development in their everyday lives? <ul style="list-style-type: none"> ○ workshops ○ talks ○ posters ○ demonstrations • How has your knowledge of personal development enhanced your leadership experiences? 	10	
6. How has 4-H influenced your life?	5	
7. Proper grammar/spelling/neatness.	5	
Total Score	65	

**2014 Career Preparation Contest
Personal Resume**

A resume is required for the State 4-H Career Preparation Interview Contest. A resume is a short account of a person's experience and qualifications. People send or give their resumes to prospective employers. Your statements on the resume should show how you are qualified for the job for which you are applying. The resume is NOT a 4-H record. Be sure that any 4-H activities listed are worded so that a perspective employer can tell what skills you possess.

Use this form as a guide. *Research the important components of a resume and a form that you prefer, and then set your page up as you wish. **This resume may not be more than 2 pages in length. Type should be either Times New Roman 12 or Arial 12)***

Job Title: _____
(Job for which you are applying for now)

Personal Information (name, preferred contact address, phone number, email address)

Education:

Awards and Honors:

Work Experience: (paid and/or volunteer - include dates and salaries)

Extracurricular Activities:

Special Skills and Interests:

References: (3 individuals who are not relatives. Include contact information)

2014 Career Prep Resume Score Sheet

Category	Possible Score	Points Earned
Job Title (job for which you are applying now)	3	
Personal Information (Name, Address, Parish, and Phone Number)	3	
Education: (all schools attended, special classes or training, etc.)	5	
Awards and Honors	3	
Work Experience: (Voluntary or paid) include Dates and Salaries	8	
Extracurricular Activities: (include clubs, associations, sports activities, offices held)	8	
Special Skills and Interests:	10	
References: Names of three people who are not relatives whom you would use as references. Include their email addresses and telephone numbers.	10	
Total Score	50	

Judge's Notes:

2014 Career Preparation Contest Cover Letter

1 page limit using 12 pt. font size in either Times New Roman or Arial style.

Outline	Possible Points	Earned Points
Introduce yourself and share any pertinent personal information	10	
Address: "Why do you want to be hired for this job?"	15	
Address: "Why should you be hired?"	15	
Closing	10	
Total Score	50	

4-H Job Application Form

(Job for which you are applying now)

Position Desired:			
Personal Information			
Name			
<input type="text"/>			
Last	First	Middle	
<input type="text"/>			
Street Address or P.O. Box	City	State	Zip
Phone Number:	Hours Available to Work:		
<input type="text"/>	Days of the week: _____		
	Mornings _____	Afternoons _____	
	Evenings _____	Weekends _____	
Education: List all school attended and highest grade completed in each :			
<input type="text"/>			
Name and Address of Most Recent School Attended:			
<input type="text"/>			
Specialized Training or Special Courses:			
<input type="text"/>			
Volunteer Work Experience:			
Job Title:	Dates Worked From _____ To _____		
Duties Performed:			
<input type="text"/>			
Job Title:	Dates Worked From _____ To _____		
Duties Performed:			
<input type="text"/>			
Job Title:	Dates Worked From _____ To _____		
Duties Performed:			
<input type="text"/>			
Job Title:	Dates Worked From _____ To _____		
Duties Performed:			
<input type="text"/>			

Paid Work Experience:		
Job Title:	Dates Worked From _____ To _____	Salary _____
Duties Performed:		
Job Title:	Dates Worked From _____ To _____	Salary _____
Duties Performed:		
Job Title:	Dates Worked From _____ To _____	Salary _____
Duties Performed:		
Job Title:	Dates Worked From _____ To _____	Salary _____
Duties Performed:		

References: Please list the name, title/position, phone number and e-mail address of three people who are familiar with your work. Do not list family members.

1.
2.
3.

I hereby certify that the information that I have included in this application is true and correct to the best of my knowledge. I understand that intentionally omitting or misrepresenting any information required for this application will result in the rejection of my application or termination of my employment.

Signature _____ Date _____

2014 Career Prep Job Application Score Sheet

Category	Possible Score	Points Earned
Job Title (job for which you are applying now)	2	
Name	2	
Address	2	
Position Desired	2	
Daytime Phone Number	2	
Hours Available to work	5	
Education: (all schools attended, special classes or training, etc.)	10	
Work Experience: (Voluntary or paid) include Dates and Salaries	10	
School Church or Community Activities	10	
References: Names of three people who are not relatives whom you would use as references. Include their addresses and telephone numbers.	5	
Total Score	50	

Judge's Notes:

Name _____

Date _____

4-H Career Preparation Interview Scorecard

<i>Category</i>	<i>Rating Scale 1 (lowest) to 5 highest)</i>				
<u>Appearance and Courtesy</u>					
• Appropriately dressed	1	2	3	4	5
• Maintained good posture	1	2	3	4	5
• Acted in a polite manner	1	2	3	4	5
<u>Greetings and Introduction</u>					
• Firmly shook hands of interviewers upon entering	1	2	3	4	5
• Greeted interviewer by name	1	2	3	4	5
<u>Articulation of Ideas:</u>					
• Spoke clearly	1	2	3	4	5
• Spoke at a reasonable volume	1	2	3	4	5
• Avoided use of phrases such as “um” and “you know”	1	2	3	4	5
<u>Attitude and Personality</u>					
• Stayed calm	1	2	3	4	5
• Did not fidget	1	2	3	4	5
<u>Ability to Convince or Impress Interviewer</u>					
• Maintained eye contact with interviewer	1	2	3	4	5
• Listened closely to the questions	1	2	3	4	5
• Used hands for emphasis where appropriate	1	2	3	4	5
• Focused on strengths; avoided weaknesses	1	2	3	4	5
• Demonstrated knowledge of the field/company	1	2	3	4	5
<u>Knowledge and Presentation of Abilities</u>					
• Answered questions completely, yet briefly	1	2	3	4	5
• Pointed out work related skills	1	2	3	4	5
• Responded to questions promptly but not hurriedly	1	2	3	4	5
• Stated career goal(s) and related it to position	1	2	3	4	5
<u>Career Objective</u>					
• Degree to which the contestant had determined a long term career	1	2	3	4	5
• Can express how this job connects with future career	1	2	3	4	5
<u>Conclusion of interview</u>					
• Asked questions to the interviewers	1	2	3	4	5
• Thanked the interviewers	1	2	3	4	5
Total of each column					
Grand Total of Points					

Judge's Comments:

Summary of Scores for 2014 4-H Career Preparation Contest:

Name: _____ Parish: _____ Date: _____

Category	Possible Points	Points Earned
Completion of Personal Information Sheet	15	
Cover Letter	50	
Job Application	50	
Resume	50	
Personal Development Story	65	
Subtotal of Records Component	230	
Interview Round 1	115	
Total Round 1 points	345	
Total of Round 1	345	
Interview Round 2	115	
Grand Total after Round 2	460	

Judges' comments: