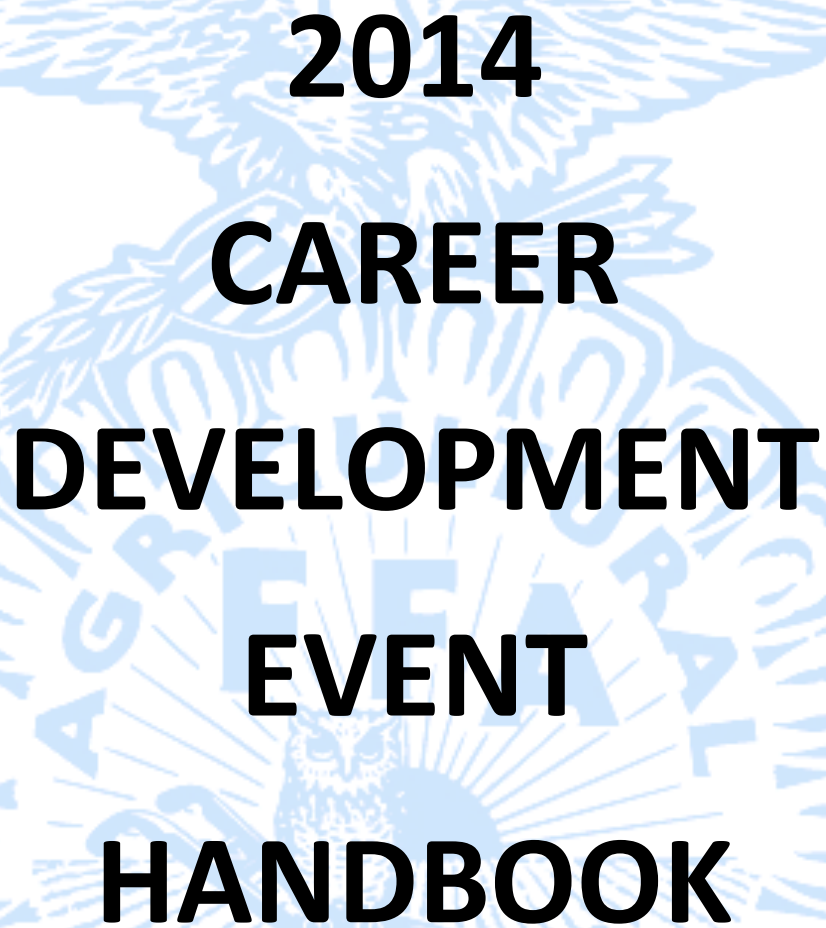


Updated 2/1/2014



**2014  
CAREER  
DEVELOPMENT  
EVENT  
HANDBOOK**

Oklahoma FFA Association  
1500 West Seventh Avenue  
Stillwater, OK 74074

## **ACKNOWLEDGEMENTS**

The Career Development Events Handbook include a comprehensive listing of the rules and guidelines for the events held during the 2014 State FFA Interscholastics, as hosted by Oklahoma State University and sponsored by Farm Credit Services of Oklahoma. Sincere appreciation is expressed to the event superintendents for their time, effort, and suggestions in planning, organizing, and conducting career development events for the Oklahoma FFA Association.

Additional updates to the handbook were made during the fall of 2013 and finalized in February 2014. These revisions reflect efforts to make the handbook understandable and useable. Special thanks to Amanda Kacal, doctoral student in Agricultural Education, and to Dr. Rob Terry, Professor and Department Head, Agricultural Education, Communications and Leadership at Oklahoma State University.

## **FOREWORD**

Career development events held during the State FFA Interscholastic competition at OSU are planned and conducted to motivate students to learn more about the industry of agriculture, including its many careers. Each state event is designed to assess student knowledge and skills in a particular subject area and to recognize students who demonstrate outstanding achievement.

Career development events are intended to reflect a portion of the curricula that is taught in secondary agricultural education courses throughout the state. Therefore, career development events may be used as motivational tools to encourage student learning.

This handbook has been produced to assist teachers in preparing students to participate in the State FFA Interscholastics competition hosted by Oklahoma State University and sponsored by Farm Credit Services of Oklahoma.

Please review the rules and guidelines carefully.

## GENERAL CDE RULES

1. Any student in grades 8-12 must be regularly enrolled in a yearlong school-based agricultural education program to be eligible to participate in any FFA activity. For the purpose of this section, a school-based agricultural education program is defined as being physically present and supervised in a classroom by a certified agricultural education instructor. Exceptions are granted to students who attend a school with block scheduling who may have completed a yearlong course of study in agricultural education in one semester. Students in the seventh grade are not eligible for FFA membership in Oklahoma. A chapter's Affiliate Membership Fees Package must be paid in order for its student members to participate in any FFA activity.
2. CDE participants must be in good standing with the local chapter, state association, and the national organization. Each participant must be listed on the current FFA Chapter Membership Roster submitted to the Oklahoma FFA Association for the current membership year.
3. All registration is electronic via [www.judgingcard.com](http://www.judgingcard.com). Entries not made on judgingcard.com on or before the deadline established by the OSU general superintendent will not be accepted. The only exception to this rule will be an FFA Chapter Membership Roster issue that is being resolved between the local chapter advisor and the State FFA Office.
4. Entry fees are not required to participate in Oklahoma State FFA Interscholastics.
5. scan forms will be used for scoring several, but not all, of the career development events. Samples of the scan forms that will be used can be previewed in this handbook or online at [www.judgingcard.com](http://www.judgingcard.com). Where applicable, scan forms will be provided by the event superintendent at no cost to the participants.
6. Individual participants are responsible for providing accurate scoring information on each scan forms, including the team number (FFA chapter number). Event officials will not correct, enter, or change marks or errors on scan forms.
7. Each individual or team is required to report to the respective event at the time and place indicated herein. Teams arriving after the career development event has begun may be disqualified. No member substitutions will be made after the career development event begins.
8. A team of four FFA members may represent a chapter in each career development event unless otherwise stated in the event's guidelines. The three highest scores of the four members will constitute the team score, unless specified differently in the event's guidelines.
9. At the discretion of the event superintendent, a team will be disqualified if a coach or an assistant enters the tabulation room before the official results are posted.

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10. Participants will not be allowed to use personal electronic communication devices (cell phones, pagers, unauthorized calculators, etc.), other than those approved by the event officials, during the entire course of the event. Participants who access personal electronic communication devices without approval of the event officials will be disqualified.
11. Students may not bring pictures, printed material, or other items that have not been authorized. Where non-programmable calculators are permitted (see individual events), the memory must be cleared before entering the event location. The event superintendent will provide blank paper, as deemed necessary. Violation of these rules will result in team disqualification. Where applicable, team members may bring a clean folder, extra scan forms and/or a copy of the scan form for recording their evaluative decisions. The event superintendent must inspect these materials and approve them before the event begins.
12. Any verbal or non-verbal communication between participants during a career development event will be sufficient cause to eliminate the team member(s) from the event. The only exception to this would be communication between team members during the team activity portion of a given career development event.
13. Any assistance given to a team member and/or individual participant from any source other than the career development event superintendent or assistants will be sufficient grounds to eliminate the team and/or individual participant from an event.
14. Event superintendents may stop participants if they deem their behavior to be hazardous either to themselves or others during an event, which could result in disqualification of an individual participant or an entire team. This could affect overall team ranking and high individual rankings.
15. In Oklahoma, participants in State FFA Career Development Events may be 8-9-10-11-12th grade FFA members, unless a particular event requires a specific age. However, it is important to note that the National FFA Organization only allows FFA members who are 9-10-11-12th grade FFA members, at the time of their selection, as team members to participate in a national CDE. Eighth grade FFA members who are a part of a state winning CDE team are not eligible to participate on that team at the national level. Questions about rules and regulations pertaining to national contests should be directed to the State FFA Office.
16. The winning team or individual in the national qualifying event will represent Oklahoma at the National FFA Convention. The national qualifying event for all career development event areas will be State FFA Interscholastics at OSU, with the exception of forestry. The national qualifying event for forestry is held at EOSC.
17. Any FFA member who has represented Oklahoma in a national career development event or national awards area as a 4-H or FFA member is ineligible to compete again in the national qualifying event for that area.
18. FFA members are eligible to participate in only one State FFA Interscholastic career development event, as hosted by OSU, in a given school year. A member is eligible to compete in only one

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national career development event each year. A chapter may enter one team in each event unless otherwise specifically indicated for a particular event area.

19. General and individual CDE superintendents and their assistants will exercise every effort to enforce all event rules. Event superintendents will notify the OSU general superintendent of all disqualifications and the circumstances surrounding incidents meriting disqualification. The State FFA Office will be notified by the OSU general superintendent of all such disqualifications.
20. Event results will be carefully calculated and verified to ensure accuracy. If sufficient evidence emerges that a discrepancy exists in the results, the following protest procedure will be followed:
  - All protests should be directed to the general superintendent's office, 103 Agricultural Hall, FAX # 405-744-9290.
  - All protests must be in writing, outlining the specific reason for the protest.
  - To be considered, all protests must be received in 103 Agricultural Hall by 12:00 noon the first Monday following the State FFA Interscholastic event.
  - In the event of a protest, the official results for the event in question will be pending until the general superintendent confers with the event superintendent to resolve the issue.
  - Results will become official by 12 noon on Tuesday, following the State FFA Interscholastic Events, an unresolved protest remains. Protests that are pending will be marked as such on the results page until they are resolved.
21. In the case of discrepancies, individual event rules will take precedence over the general rules.

**CDE CHART**

<b>Event</b>	<b>Individual Event</b>	<b>Team Event</b>	<b>Maximum Number of Participants</b>	<b>Official FFA Dress Required</b>	<b>National Qualifying Event</b>	<b>Scan Sheet to Use</b>
Agricultural Communications		X	4	Yes	Yes	UnivA 705A-12
Agricultural Education	X		1	No	No	n/a
Agricultural Issues Forum		X	3 to 7	No	Yes	n/a
Agricultural Technology and Mechanical Systems		X	4	No	Yes	n/a
Agricultural Sales		X	4	Yes	Yes	105481
Agriscience Fair	X	X	1 or 2	Yes	Yes	n/a
Agronomy		X	4	No	Yes	UnivC 705C-1
Animal Science Quiz Bowl		X	4	Yes	No	n/a
Dairy Cattle Evaluation & Management		X	4	No	Yes	UnivA 705A-12
Entomology		X	4	No	No	n/a
Environmental & Natural Resources		X	4	No	Yes	UnivB 482-3B
Farm Business Management		X	4	No	Yes	105481
Floriculture		X	4	No	Yes	UnivC 705C-1
Food Science & Technology		X	4	Yes	Yes	479-4
Forestry		X	4	No	EOSC	530-1
Freshman Agriscience Quiz Bowl		X	4	Yes	No	n/a
Homesite Judging		X	4	No	Yes	National
Horse Evaluation		X	4	No	Yes	705A-12
Job Interview	X		1	Yes	Yes	n/a
Land Judging		X	4	No	Yes	National
Livestock Evaluation		X	4	No	Yes	476-3
Marketing Plan		X	3	Yes	Yes	n/a
Meats Evaluation & Technology		X	4	No	Yes	480-4
Milk Quality & Products		X	4	No	Yes	479-5
Nursery & Landscape		X	4	No	Yes	UnivC 705C-1
Junior Parliamentary Procedure		X	6	Yes	Yes	UnivA 705A-12

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Senior Parliamentary Procedure		X	6	Yes	Yes	UnivA 705A-12
Poultry Evaluation		X	4, 2 Alternates	No	Yes	478-5
Public Speaking	X		2 per division	Yes	Yes	n/a
Rangeland Judging		X	4	No	Yes	National
Veterinary Science		X	4	No	Yes	UnivC 705C-1

**2014 STATE CDE SUPERINTENDENTS**

<b>EVENT</b>	<b>SUPERINTENDENT</b>
Agricultural Communications	Dr. Shelly Sitton 405-744-3690 <a href="mailto:shelly.sitton@okstate.edu">shelly.sitton@okstate.edu</a>
Agricultural Education	Dr. Shane Robinson 405-744-3094 <a href="mailto:shane.robinson@okstate.edu">shane.robinson@okstate.edu</a>
Agricultural Issues Forum	Dr. Jon Ramsey 405-744-4260 <a href="mailto:jon.ramsey@okstate.edu">jon.ramsey@okstate.edu</a>
Agricultural Technology and Mechanical Systems	Mr. Randy Bean 405-744-8424 <a href="mailto:beanr@okstate.edu">beanr@okstate.edu</a>
Agricultural Sales	Dr. Brian Adam 405-744-6854 <a href="mailto:brian.adam@okstate.edu">brian.adam@okstate.edu</a>
Agriscience Fair	Mr. Wayne Stricklin 405-743-5490 <a href="mailto:wayne.stricklin@careertech.ok.gov">wayne.stricklin@careertech.ok.gov</a>
Agronomy	Dr. Samantha Shoaf 405-744-3525 <a href="mailto:samantha.shoaf@okstate.edu">samantha.shoaf@okstate.edu</a>
Animal Science Quiz Bowl	Mr. Mike Robison 405-743-5499 <a href="mailto:mike.robison@careertech.ok.gov">mike.robison@careertech.ok.gov</a>
Dairy Cattle Evaluation & Management	Mr. David Jones 405-372-8272 or 405-744-6058 <a href="mailto:david.a.jones@okstate.edu">david.a.jones@okstate.edu</a>
Entomology	Dr. Richard Grantham 405-744-9417 <a href="mailto:richard.grantham@okstate.edu">richard.grantham@okstate.edu</a>
Environmental & Natural Resources	Dr. Marshall Baker 405-385-4475 <a href="mailto:robynandmarshall@mac.com">robynandmarshall@mac.com</a>
Farm Business Management	Dr. Notie Lansford 405-744-6555 <a href="mailto:notie.lansford@okstate.edu">notie.lansford@okstate.edu</a>
Floriculture	Mrs. Ashley Whiddon 405-744-2972/478-714-7884 <a href="mailto:ashley.whiddon@okstate.edu">ashley.whiddon@okstate.edu</a>
Food Science & Technology	Dr. Ranjith Ramanathan 405-744-9260 <a href="mailto:ranjith.ramanathan@okstate.edu">ranjith.ramanathan@okstate.edu</a>



Forestry	<p>Dr. Salim Hiziroglu 405-744-5445 <a href="mailto:salim.hiziroglu@okstate.edu">salim.hiziroglu@okstate.edu</a></p>
Freshman Agriscience Quiz Bowl	<p>Dr. Nicholas R. Brown 405-744-0999 <a href="mailto:Nick.brown@okstate.edu">Nick.brown@okstate.edu</a></p>
Homesite Judging	<p>Dr. Jason Warren 405-744-1721 <a href="mailto:jason.warren@okstate.edu">jason.warren@okstate.edu</a></p>
Horse Evaluation	<p><i>Co-Lead Superintendents</i> Mr. Rusty Gosz 405-714-2032 <a href="mailto:rusty.gosz@okstate.edu">rusty.gosz@okstate.edu</a></p> <p>Dr. Stephen Cooper 405-747-5466 <a href="mailto:stephen.cooper@okstate.edu">stephen.cooper@okstate.edu</a></p>
Job Interview	<p>Mrs. Amy Gazaway 405-744-9464 <a href="mailto:amy.gazaway@okstate.edu">amy.gazaway@okstate.edu</a></p>
Land Judging	<p>Dr. Jason Warren 405-744-1721 <a href="mailto:jason.warren@okstate.edu">jason.warren@okstate.edu</a></p>
Livestock Evaluation	<p><i>Lead Superintendent</i> Mr. Rusty Gosz 405-714-2032 <a href="mailto:rusty.gosz@okstate.edu">rusty.gosz@okstate.edu</a></p> <p><i>Assistant Superintendents</i> Dr. Mark Johnson <a href="mailto:mark.johnson@okstate.edu">mark.johnson@okstate.edu</a></p> <p>Dr. Blake Bloomberg <a href="mailto:Blake.bloomberg@okstate.edu">Blake.bloomberg@okstate.edu</a></p>
Marketing Plan	<p>Dr. Dan Tilley 405-744-6180 <a href="mailto:daniel.tilley@okstate.edu">daniel.tilley@okstate.edu</a></p>
Meats Evaluation & Technology	<p>Dr. Gretchen Mafi 405-744-9259 <a href="mailto:gretchen.mafi@okstate.edu">gretchen.mafi@okstate.edu</a></p>
Milk Quality & Products	<p>Ms. Kelsey Lee 405-744-4614 <a href="mailto:kelsey.lee@okstate.edu">kelsey.lee@okstate.edu</a></p>

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Nursery & Landscape	Dr. David Hillock 405-744-5158 <a href="mailto:david.hillock@okstate.edu">david.hillock@okstate.edu</a>
Parliamentary Procedure	Mr. Kurt Murray 405-743-5489 <a href="mailto:kurt.murray@careertech.ok.gov">kurt.murray@careertech.ok.gov</a>
Poultry Evaluation	Ms. Amanda Kacal 405-744-2972/979-204-7374 <a href="mailto:amanda.kacal@okstate.edu">amanda.kacal@okstate.edu</a>
Public Speaking	Mr. Kent Boggs 405-743-5498 <a href="mailto:kent.boggs@careertech.ok.gov">kent.boggs@careertech.ok.gov</a>
Rangeland Judging	Dr. Terry Bidwell 405-744-9618 <a href="mailto:terry.bidwell@okstate.edu">terry.bidwell@okstate.edu</a>
Veterinary Science	Dr. Craig Gifford 405-744-8853 <a href="mailto:craig.gifford@okstate.edu">craig.gifford@okstate.edu</a>

## **Job Interview**

### **Individual Event**

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#### **IMPORTANT NOTE**

*Please thoroughly read the General CDE Rules Section at the beginning of this handbook for complete rules and procedures that are relevant to State FFA Career Development Events.*

#### **I. PURPOSE**

The Job Interview Career Development Event is designed for FFA members to develop, practice and demonstrate skills needed for seeking employment in the industry of agriculture. Each part of the event simulates, as closely as possible, real-world activities that will be used by real-world employers.

#### **II. OBJECTIVES**

This contest was developed to give students an opportunity to develop and enhance their job search skills. Each part of the contest simulates “real world” activities that will be used by “real world” employers and job seekers. The contest is developed to help the student in their current agriculturally-related job search (for SAE projects, part-time jobs, etc.).

#### **III. EVENT RULES**

- A. The Job Interview Career Development Event is an individual event and will be limited to one competing participant per chapter. At the Contest Superintendent’s discretion one additional member from each chapter may participate in the contest process as a non-competing participant. However, the chapter advisor must verify the additional member’s participation eligibility with the Contest Superintendent prior to the early submission of materials deadline. The adviser must also designate the competing individual during the early submission of contestants’ résumés, cover letters, and reference letters by attaching a signed memo on school letterhead with the names of both participants and the identity of the competing participant clearly defined.
- B. The FFA Job Interview Career Development Event will only be for students who are regularly enrolled in agricultural education during the calendar year, have a planned course of study, or who are still in high school but have completed all the agricultural education offered.
- C. Participants shall be in official FFA dress throughout each Job Interview CDE contest phase on the day of the CDE event and is required for the awards presentation and recognition. Please reference the latest edition of the Official FFA Manual.
- D. The cover letter, résumé and references submitted by the student must reflect their current skills and abilities and must be targeted to an agriculturally-related job for which they are currently qualified (i.e. a job that is realistic for a high school student). Contestants who submit cover letters, résumés and reference letters for positions for which they are not reasonably qualified or whose materials do not realistically reflect their knowledge, skills and experiences will be disqualified.

- E. Each participant's cover letter, résumé and application will be the result of his or her own efforts. If a contestant's materials are found to not be their own original work, that contestant will be disqualified from the Job Interview Contest. Participants must submit a signed Statement of Originality. A copy of the form is provided at the end of this contest outline.
- F. The event will include both written portions as well as oral presentations. Students must provide their own writing utensil.
- G. Participants shall be evaluated/scored by three separate judges without consultation for each segment of the contest (i.e., résumé, cover letter, application, personal interview, follow-up letter). Points awarded to each contestant for each contest phase will equal the average of the total points awarded by each independent judge. The winner will be that participant whose summative total point value among all contest phases is the highest. Other placings will also be determined using the high point score method of selection.

#### **IV. EVENT FORMAT**

##### **A. Team Make-Up**

The Job Interview Career Development Event is an individual event and will be limited to one competing participant per chapter.

##### **B. Equipment**

1. Copies of résumé
2. Copies of cover letter
3. Copies of reference letters
4. Blank letterhead to print follow-up letter (optional)
5. Appropriate writing utensil
6. Copy of contest rules
7. List of questions to ask judges

##### **C. Event Schedule**

1. **Each contestant shall complete the event in the time allotted:**
  - a. Application (20 minutes)
  - b. 3 Personal Interviews (15-20 minutes each)
  - c. Follow Up Letter (30 minutes)
2. **Lunch arrangements**
  - a. The minimum length of time required to complete this contest is two hours. However, with each additional contestant the duration of the contest lengthens because contestants rotate through the personal interview judges. If the number of contestants is 15 or fewer, all participants should have the Job Interview CDE completed by noon; however if more than 15 students participate, the event will run into the lunch hour. We encourage contestants to contact the Contest Superintendent or Co-Superintendent during the week of the contest to inquire about the number of registered participants and projected contest finish time. Should the projected contest completion time be after the lunch-hour, contestants should make plans to bring a non-perishable snack or sack lunch with them to the contest.

**D. Early submission of cover letter, résumé and reference letters**

1. Participants must register for the Oklahoma Job Interview CDE and **electronically submit/email PDF versions** of a cover letter, résumé and reference letters (explanation provided below), as well as a signed Statement of Originality, **to [casnr@okstate.edu](mailto:casnr@okstate.edu) before 5:00 p.m. on Friday, April 11, 2014. Participants should include "FFA Job Interview CDE Materials" in the subject line of the message.**
2. No mailed, faxed or hand-delivered submissions will be accepted.
3. Please double check materials before emailing them to [casnr@okstate.edu](mailto:casnr@okstate.edu). Incomplete submission materials (i.e., materials with missing reference letters, materials with no Statement of Originality, etc.) will not be accepted for competition; contestants will be disqualified.
4. Contestants are encouraged to contact the contest superintendent to verify that their résumé, cover letter and letters of reference have been received prior to the actual contest date.

**5. Resume (145 Points)**

- Résumé should be printed on 8 1/2" x 11" white bond paper.
- The résumé should be single-sided only, typed using no less than a 10 point font, and should not exceed two pages total. (Career counselors and job search coaches recommend one page résumés for candidates of this level). Suggested formats can be found in the *Greggs Manual* and/or other résumé development resource books.
- Résumé must be non-fictitious and based upon student's work, education, volunteer and career-related history.
- Résumé should be targeted to the position for which the student wishes to apply.
- Résumés will be evaluated/scored by three separate judges based upon the scorecard provided at the end of these guidelines. Points awarded to each contestant for the résumé portion of the contest will equal the average of the total points awarded by each judge.

**6. Cover Letter (100 Points)**

- Cover letters should be single-spaced and on 8 1/2" x 11" white bond paper (plain white paper).
- The paper is to be single-sided only and typed using no less than a 10 point font. Font style is left to the discretion of the contestant.
- Letter is to be addressed to the Superintendent of the Career Development Event and dated for the day of the event. Each contestant should pretend that the superintendent is the person in charge of hiring at the organization to which he/she is applying. In other words, don't use the name of the "real" person in charge of hiring.

- Cover letters will be evaluated/scored by three separate judges based upon the scorecard provided at the end of these guidelines. Points awarded to each contestant for the cover letter portion of the contest will equal the average of the total points awarded by each judge.

#### **7. Reference Letters (5 Points)**

- Students should obtain three letters of reference that are written to describe the student's skills and abilities as related to the position for which they are applying.
- Students will not be penalized for the spelling, sentence structure or content of the reference letters. However, the letters may be used to obtain questions for use during the interview.
- Scores assigned to this component of the contest will be based on the logic the student used in selecting their references (i.e., did the student choose a person who knew them and could describe their skills as they relate to the position for which they are applying).
- Reference letters should be addressed to the Superintendent of the Career Development Event. Contestants should ask their references to pretend that the superintendent is the person in charge of hiring at the organization to which he/she is applying. In other words, ask references not to use the name of the "real" person in charge of hiring.
- References will be evaluated/scored as a part of the résumé evaluation process as detailed within the scorecard provided at the end of these guidelines.

#### **E. Contest activities on the day of the Job Interview CDE**

1. Students may bring copies of their résumé, cover letter, and reference letters; blank letterhead upon which to print their follow-up letter; a writing utensil; a copy of the contest guidelines and a list of questions to ask judges into the contest area. No other materials will be permitted in the contest area.
2. **Application (50 Points)**
  - Students will complete a standard job application on-site, prior to the personal interview.
  - Students will assume the application is for the job for which they provided their cover letter, résumé and accompanying references.
  - Students must provide their own writing utensil.
  - Time limit of 20 minutes will be allotted.
  - Applications will be evaluated/scored by three separate judges based upon the scorecard provided at the end of these guidelines. Points awarded to each contestant for the application portion of the contest will equal the average of the total points awarded by each judge.
3. **Personal Interview (450 Points)**
  - The interview will consist of three 15- to 20-minute interviews with three separate judges.

- As with the National Job Interview Career Development Event, each contestant will not be interviewed by the same three interview judges. All interview judges complete a judges training workshop prior to their interaction with the Job Interview CDE contestants to provide a level of standardization in their evaluation of the contestants' interview skills. This training is equivalent to the training provided to the national contest judges.
- Points awarded to each contestant for the personal interview portion of the contest will equal the average of the total points awarded by each judge.

**4. Follow Up Letter (100 Points)**

- Participants will submit a follow up letter after the personal interview. Students will be provided a computer with the Microsoft Word 2010 word processing application to compose and type a follow up letter. 30 minutes will be provided.
- Letter is to be addressed to the last person with whom the participant interviewed. The contestant should obtain the name and address of the last interviewer before leaving the interview by asking for a business card.
- Follow up letters will be evaluated/scored by three separate judges based upon the scorecard provided at the end of these guidelines. Points awarded to each contestant for the follow up letter portion of the contest will equal the average of the total points awarded by each judge.

**V. SCORING**

Cover Letter .....	100
Resume .....	145
Reference Letter .....	5
Application.....	50
Personal Interview .....	450
Follow Up Letter .....	100
<b>Total Points .....</b>	<b>850</b>

**VI. TIEBREAKERS**

Ties will be broken based on the greatest number of low ranks among each contest phase. Participants' low ranks will be counted and the participant with the greatest number of low ranks will be declared the winner. If a tie still exists, then the event superintendent will review the participants' ranks in the personal interview phase of the contest, and the participant with the lowest rank from the personal interview phase will be declared the winner.

**VII. AWARDS**

Awards will be presented to individuals based upon their rankings at the awards ceremony during the Oklahoma FFA Convention on Wednesday, May 1, 2013. Awards are sponsored by the Oklahoma state University College of Agricultural Sciences and Natural Resources, and by cooperating industry sponsor(s) as a special project, and/or by the general fund of the Oklahoma FFA Foundation.

**VIII. REFERENCES**

- National FFA Core Catalog—Past CDE Material (<http://shop.ffa.org/cde-qas-c1413.aspx>)

- OSU College of Agricultural Sciences and Natural Resources Career Services “How-To” Resources (<http://casnr.okstate.edu/student-success-center/career-services/how-to-resources>)
- Greggs Manual
- *Elements of Style* - Strunk and White
- *101 Toughest Interview Questions...and Answers That Win Job*, Daniel Porto, Daniel Porot / Paperback / Published 1999
- *25 Reasons Why I Won't Hire You! What You Did Wrong Before, During & After the Interview!*, Zenja 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

## IX. SUPPLEMENTAL INFORMATION, MATERIALS AND FORMS

A. At the discretion of the contest superintendent and dependent upon contest entry numbers, contestants who arrive to participate on the day of the contest but whose résumé, cover letter and reference letters have not been postmarked or received by the designated early submission deadlines may be allowed to participate in the application, personal interview, and follow-up portions of the contest for practice only. Contestants with late, incomplete or absent early submission materials will not be allowed to compete for contest awards or recognition. Agricultural education teachers whose contestants have late, incomplete or absent early submission materials should contact the contest superintendent before the contest date to verify the non-competitive participation of their students within the contest process.

### B. 10 Tips for Contest Participation

1. Start early in preparing materials. This is not a contest that a student can decide to enter the week of state CDE's. This contest requires prior preparation and early submission of materials.
2. Have at least three people proofread and critique your student's work. Are there any grammatical or spelling errors? Is the student doing his/her best job of marketing skills relevant to his/her job objective?
3. Submit materials early. Materials must be submitted via email to [casnr@okstate.edu](mailto:casnr@okstate.edu) no later than 5:00 p.m. on Friday, April 11, 2014. **No exceptions are made**, and materials are not accepted via postal mail, fax or hand delivery.
4. Do not forget to have your student complete and submit one copy of the *Statement of Originality*.
5. Use white bond paper as indicated in the contest guidelines. No colored paper, résumé paper or cardstock.
6. Ensure that your student has addressed all areas within his/her résumé and cover letter that are evaluated and scored, as detailed on the scorecards in the contest guidelines.
7. Don't forget to have your student bring a writing utensil to the contest for the application phase. If he/she forgets, one will be supplied, but it will be a red pen or plain pencil, which are not the ideal instrument for completing a job application.



8. Students should not plan to complete the contest before 2:00 p.m. In recent years, the contest has been completed before noon. However, the greater the number of participants, the longer the contest. If students have other activities in the afternoon and/or early evening for which they need to be home to prepare, then they should likely choose a different contest in which to participate. Help your student decide upon lunch arrangements, should the contest run through lunch.
9. Be prepared to patiently wait during the contest. Contestants rotate through multiple interview judges; therefore, there is a significant amount of waiting time in between interviews and contest phases.
10. Students should pick up critiqued contest materials at the OSU College of Agricultural Sciences and Natural Resources booth within the Career Show during the State FFA Convention in Oklahoma City.

### **C. 10 Tips for Résumé & Cover Letter Development**

1. Do not use MS Word résumé templates. The font sizes are often too small to read, especially when copied, and the formats are difficult for students to work within.
2. Match the font style of the résumé with the font style of the cover letter.
3. Font size should never be below 11 point in size and margins should create approximately a one-inch frame around each document.
4. Narrow the listing and descriptions of activities and awards on the résumé to those that are significant and relevant to the job objective. Eliminate or consolidate others.
5. Use lists within the résumé – not complete sentences. Never use “I”, “my”, or “me” in the résumé and minimize their use in the cover letter.
6. Consider all sources of experience and qualifications, including part-time and summer jobs, volunteer work, leadership experiences, class projects, and others.
7. Use strong words that show action throughout your documents.
8. Keep the cover letter to one page and the résumé to one page, if possible (does not include reference information).
9. Vary sentence structure and length within the cover letter and organize sentences into paragraphs around common main points.
10. Connect the job description to the résumé through providing supporting details and facts within the cover letter.

### **D. 10 Tips for Interview Preparation**

1. Review the interview scorecard at the end of the contest guidelines to understand and practice all areas that will be evaluated.
2. Official dress is the dress code. How can your student best present himself/herself in official dress? Are shoes polished? Is there wild or bright nail polish? Is the student's skirt or slacks worn, faded or wrinkled?
3. Research the potential employer and the position. Know the employer's needs.
4. Practice good posture, a firm handshake, making eye contact, and good voice qualities.
5. Know what is presented and/or described in the résumé and cover letter that was submitted. Anticipate questions about the content.
6. Control nervous gestures and fillers.
7. Respond to questions with more than one word.
8. Provide specific examples in answers that describe the use of relevant skills and abilities.
9. Prepare a list of questions to ask the interviewer in advance of the interviews.

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10. Practice! Practice! Practice!

**E. Cover Letter Scorecard**

<b>Composition</b>		<b>Possible Points</b>
Correct format and stationary		10 points
Punctuation		10 points
Grammar		10 points
Spelling		10 points
General appearance		10 points
<b>Composition Sub Total</b>		<b>50 points</b>
<b>Content</b>		
Career goal specified		15 points
Proper qualifications		35 points
<b>Content Sub Total</b>		<b>50 points</b>
<b>Total points</b>		<b>100 points</b>

**F. Resume Scorecard**

<b>General Appearance</b>		<b>Possible Points</b>
Presented in proper format		15 points
Pleasing to the eye (Captures interest, layout, easily read)		40 points
Spelling/Grammar (Punctuation, typing, spelling, grammar)		20 points
<b>General Appearance Sub Total</b>		<b>75 points</b>
<b>Composition</b>		
Personal data		10 points
Career objective		10 points
Educational background		20 points
Work experience/skills		20 points
Special experiences, activities, honors		10 points
References		5 points
<b>Composition Sub Total</b>		<b>75 points</b>
<b>Total points</b>		<b>150 points</b>

**G. Employment Application Scorecard**

	<b>Possible Points</b>
Overall impression	5 points
Legible	10 points
Neat (Grammar, punctuation, etc.)	10 points
Relevant information provided	10 points
Consistent with resume	15 points
<b>Total points</b>	<b>50 points</b>

**H. Personal Interview Scorecard**

	<b>Possible Points</b>
Appearance and courtesy	45 points
Greetings and introduction	45 points
Speech (grammar, vocabulary, volume enunciation)	45 points
Attitude and personality (forcefulness, poise, temperament, sincerity)	45 points
Knowledge and presentation of abilities (educational and occupational experiences)	45 points
Reliability (frankness, consistency, accuracy)	45 points
Poise (tact, discretion, questions asked of interviewer)	45 points
Career Objective (degree to which the contestant had determined career objective)	45 points
Conclusion of interview	45 points
<b>Total points</b>	<b>450 points</b>

**I. Follow Up Letter Scorecard**

<b>General Appearance</b>	<b>Possible Points</b>
General appearance	5 points
Composition	10 points
Expresses appreciation	10 points
Comments on interview activities	10 points
Expresses interest in position	15 points
Reviews relevant qualification	15 points
Is requested information addressed	15 points

Provisions for follow-up stated	20 points
<b>Total points</b>	<b>100 points</b>

# JOB INTERVIEW

Sponsored by:

CASNR Career Services

College of Agricultural Sciences and Natural Resources

Oklahoma State University

## **Statement of Originality**

I hereby affirm that the résumé and cover letter included in this application packet are entirely my own work. I acknowledge that I may have received guidance and advice from various resources, but I have developed these documents through my own efforts. I further declare that the qualifications contained within the résumé and cover letter are true and accurate. If these statements are found to be untrue, I understand that I will be disqualified from the Job Interview Contest and any awards will be withdrawn.

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Student's Signature

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Date

## **FFA Advisor Certification**

In signing this entry form, the sponsor attests to the originality of this contest entry and acknowledges having discussed the meaning of plagiarism and fraud with the student.

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FFA Advisor's Signature

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Date