

**South Carolina  
2010 State  
FFA Job Interview  
Career Development Event**

**Purpose**

The purpose of the Job Interview Career Development Event is designed for FFA members 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.

**Eligibility**

1. One participant per chapter.
2. Each Participant’s cover letter, resume, and application will be the result of his or her own efforts.
3. 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 score is the highest.
4. A participant shall wear official FFA dress when competing in this event.

**Subject**

A. Equipment – Students are allowed to bring the following items into the event:

Writing Utensils	Blank Paper
Resume	Cover Letter
List of References	Business cards

B. Activities

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 participant must reflect their current skills and abilities and must be targeted to a 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. **By May 21st of the year that the participant is competing, they will submit the following:**

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

- 1) One single spaced 8 ½” x 11” white 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 addressed to the Superintendent of the Career Development Event and dated for the first day of the event.

b. **Resume(150 Points)**

- 1) One single spaced 8 ½” x 11” white standard bond 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. Suggested format can be found in The Gregg Reference Manual.

- 2) Resume must be non-fictitious and based upon their work history.
- 3) Students are to submit three letters of reference.

**c. Application (50 points)**

- 1) Students will complete a standard job application which is found on the webpage for this event.
2. At the State Career Development Event the following will be completed:

**a. Personal Interview (450 Points)**

- 1) This will consist of an interview in front of a panel of judges. Each interview will last twenty minutes.

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

- 1) Participants will submit a follow up letter after the round of interviews. Students will be provided computers to with word processing software to compose and type a follow up letter. Thirty minutes will be given.
- 2) Letter is to be addressed to the Superintendent of the Career Development Event, and should be a response to their most recent interview.

### **Procedures**

1. The CDE coordinator will randomly draw speaking order prior to contest.
2. A timekeeper will keep the official time and monitor the time the judges' use of time for asking questions.
3. At least two competent and impartial persons will be selected to judge the event.
4. Each judge shall formulate and ask questions. Questions shall pertain to the job in which you are applying for.
5. When all participants have finished their interview, each judge will total the score on each contestant.
6. Contestants must then go to a separate room to complete a follow up letter addressed to the superintendent. They will have thirty minutes to complete this task.
7. The criteria and point allocations are detailed on the FFA Job Interview CDE score sheet.

### **Tiebreakers**

1. Ties will be broken based on the greatest number of points starting with the Interview score and continuing down the list with the greatest percent of points allowed until the tie is broken.

### **Awards (tentative, based upon sponsorship.)**

The state winner will receive a plaque and \$500.00 to attend the National FFA Convention to compete and represent the South Carolina FFA. Plaques will be awarded to the 2<sup>nd</sup> and 3<sup>rd</sup> place individuals.

### **References**

Greggs Manual

Elements of Style – Strunk and White

*Your First Resume*, Ron Fry /Paperback/ Published 1996

*The Complete Job Interview Handbook*, John J. Marcus/ Paperback / Published 1994

*Best Answers to the 201 Most Frequently Asked Interview Questions*, Mathew J. Deluca, Paperback/  
Published 1996