



IOWA

FFA ASSOCIATION

JOB INTERVIEW
Career Development Event
This is a Leadership CDE

Table of Contents

<u>Section</u>	<u>Page</u>
General Leadership Career Development Event Rules	2
Event Specific Rules	5
Event Forms	9

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**LEADERSHIP CAREER DEVELOPMENT EVENT (CDE)
GENERAL POLICIES, RULES, RESULTS AND STANDARDS**

***Violations of any of the following rules may be grounds for the disqualification of the participants.**

I. Board Policies

The following board policies (<http://www.iowaffa.com/ffaboardpolicies.aspx>) apply directly or in part to Leadership CDEs:

- Board Policy #3: Changes to Judging Event Results
- Board Policy #11: Substitution of Team Members
- Board Policy #25: Advancement of Teams to National FFA Competition
- Board Policy #27: Use of Electronic Storage/Transmission Devices

II. Eligibly of Chapters and Participants

1. Events are open to all FFA chapters in good standing with the Iowa FFA Association. The first qualifying level of participation varies among sub-district, district, and state levels. Refer to event specific rules to identify the initial level of participation.
2. It is recommended, but not required, to have local FFA advisors or their designee enter teams in the initial level of an event their intent to have a team on Iowa FFA On-Line (<http://anfmp01.dmac.edu/fmi/webd#>) seven (7) days prior to the initial event.
3. Participants in the following events may compete in only one sub-district, one district and one state FFA event:
 - Ag Broadcasting
 - Ag CSI
 - Ag Impact
 - Ag Issues & Perceptions
 - Ag Sales (Individual)
 - Chapter Program
 - Chapter Website (Event Day Presenter)
 - Conduct of Meetings
 - Experience the Action
 - Extemporaneous Speaking
 - FFA Creed Speaking
 - Job Interview
 - Parliamentary Procedure
 - Public Speaking
4. Only one entry per chapter is permitted in each official event with the following exceptions: Ag CSI and Ag Impact. It is strongly recommended that local events be utilized to determine the local winner to broaden the base of competition at the local level.
5. After an FFA Advisor registers the chapter's intent to enter an event, it is suggested, but not required, to enter the names of the participants on Iowa FFA On-Line (<http://anfmp01.dmac.edu/fmi/webd#>) by noon three (3) days prior to the event. Any member not listed on Iowa FFA On-Line will need to be registered as an FFA member on the National FFA Roster (<https://www.ffa.org/home>). Changes to online entries may be made the day of the event. State and National FFA Dues will be invoiced in accordance with Iowa FFA Association policies and by-laws.
6. A participant, at the time of his/her participation in the state event and selection as a national team member, must:
 - a. Be a current bona fide dues paying FFA member in good standing with the local chapter, state FFA Association and the National FFA Organization at the time of the career development event in which he/she participates.
 - b. Be a middle school, high school or 2020 graduate FFA member. A graduating senior is considered eligible to compete in state and national career development events up to and including their first national convention following graduation. A 2020 graduate member is considered eligible to compete in state and national career development events up to and including their second national convention following graduation. Middle school refers to students in grades 7-8 and high school refers to students in grades 9-12.
 - c. Currently be an active FFA member of the chapter making entry into the event.
7. A member may not participate in both a state 4-H and state FFA event when said events are held on the same day.

8. If an entry in a leadership CDE is not able to advance, the designated alternate(s) will become the participant(s).
9. Members are eligible to participate for up to two years in the following CDEs on the sub-district/district level. Once they have participated in one of those events on the state level they are ineligible to participate in that event in future years. Participants in 2020 events at the state level will retain eligibility to participate in a 2021 event at the state level.
 - Ag Broadcasting
 - Ag CSI
 - Ag Impact
 - Ag Issues & Perceptions
 - Ag Sales (Individual)
 - Chapter Program
 - Conduct of Meetings
 - Experience the Action
 - Extemporaneous Speaking
 - Job Interview
 - Parliamentary Procedure
 - Public Speaking
10. At the Sub-District and District level, it is permissible to deliver the written materials to the Sub-District Advisor or District Advisor respectively. Written materials will be returned following the respective event and may be revised before the next event. Written materials advancing to the State event must be postmarked to the FFA Enrichment Center seven (7) business days following the District event. Events with written materials include:
 - Ag CSI
 - Ag Impact
 - Ag Sales (Individual)
 - Chapter Program
 - Experience the Action
 - Job Interview
 - Public Speaking
11. No student may participate in more than one CDE each year at the national level.
12. Accommodations for participants can be made upon request of the FFA Advisor. The accommodation form must be submitted no less than 14 days prior to the respective event. Any assistance given to a team member from any source other than the career development event officials or assistants will be sufficient cause to eliminate the team from the career development event.
13. Participants shall not initiate contact with the judges. Doing so will result in a 5% deduction of points. Interactions allowed between the judges and participants are identified in each respective Leadership CDE's rules.
14. Items needed for specific phases of each CDE will be noted under their specific rules.
15. Participants are expected to observe the National FFA Code of Ethics and the Proper Use of the FFA Jacket during the career development events found in the Official FFA Manual (<https://www.ffa.org/official-manual/>).
16. Official FFA dress is expected for all participants when appropriate. If official dress is not appropriate, official casual dress should be worn. Official casual dress shall consist of 1) FFA t-shirt or polo shirt and 2) khaki or nice denim pants or shorts.

III. Holding Room Operating Procedures

17. Only holding room supervisor(s) and FFA participants are allowed in the holding area while competitive events are in session.
18. Participants will be escorted to the bathroom by an official FFA student or courtesy corps member. If participants are in possession of electronic storage or transmission devices, participants will hand over technology to student escort during that time.
19. In case of emergency, the sub-district or district advisor will be notified immediately, as well as the participant's advisor(s) and holding room supervisors.
20. In the event of an emergency contact which must be made with a participant, the message will be relayed to the participant by means of the holding room supervisor(s), and/or the holding room supervisor accompanying the advisor(s) delivering the message.
21. In the event that participants are arriving late, the participants will be met at the main entrance of the event and escorted by an event official to the holding room area and immediately check in with the holding room supervisor(s). Allowance of a late arrival is at the discretion of the host advisor.

IV. Judging Results and Awards

22. All events at sub-district, district and state levels are to be judged on a group ranking basis of Gold Emblem, Silver Emblem, and Bronze Emblem. Members placing below the three rankings will be listed as participants. Only if a written rule is violated will a “participation” ranking be given. This will prevent that entry from advancing. If necessary for entry in a regional or national event, one or more of the winners will be selected.
23. First, second, and third place shall be designated in every event at the state level.
24. In sub-district, district and state events, effort will be made to secure three (Ag Sales and Job Interview events shall have four) qualified and impartial persons to serve as judges whose decisions shall be final.
25. Judges:
 - a. Effort will be made to make the comments of judges on strong and weak features available to all advisors for their participants, after the placings have been made.
 - b. Of all events should make every effort to supply comments on individuals and team events.
 - c. Must obtain permission from the CDE Chairperson before issuing a “participation” rating.
26. The results of all district FFA events will be released only by the District FFA Advisor, upon completion of the events at the district level.
27. Results of sub-district, district, and state events are to be released to the press and radio services so that parents and others at home may know of the outcome of the FFA events at the earliest opportunity. Release dates should be STRICTLY observed.
28. All references to awards to be provided by the National FFA Foundation, Inc. or Iowa FFA Foundation, Inc., are tentative, pending final announcement by the organization.
29. Should an unusual interruption occur while an event is in progress it is expected that good judgment will be exercised in maintaining fairness to all participants.
30. Officer books advancing to the state level of competition will not be displayed at the district event in order to assist the district advisors in meeting their obligations to preserve the materials for further competition. They will be displayed at the state leadership conference.

V. AFNR Career Cluster Content Standards

AFNR Content Standards are specifically outlined within each respective Leadership CDE.

Job Interview CDE

2021 Chairperson: Bret Spurgin, Charles City

2021 Assistants: Elisa Poggemiller, Clear Lake; Kaylee Miller, Winterset

I. Overview

This event was established to provide FFA members an opportunity to demonstrate their ability in completing a job application form, writing a letter of application, preparing a resume, interviewing properly, answering questions clearly, and presenting the proper impression.

This is a Sub-District, District, State & National Level Event.

II. AFNR Career Cluster Content Standards

CRP.01. Standard: Act as a responsible and contributing citizen and employee.

CRP.01.01. Indicator: Model personal responsibility in the workplace and community.

CRP.01.02. Indicator: Evaluate and consider the near-term and long-term impacts of personal and professional decisions on employers and community before taking action.

CRP.01.03. Indicator: Identify and act upon opportunities for professional and civic service at work and in the community.

CRP.02. Standard: Apply appropriate academic and technical skills.

CRP.02.01. Indicator: Use strategic thinking to connect and apply academic learning, knowledge and skills to solve problems in the workplace and community.

CRP.02.02. Indicator: Use strategic thinking to connect and apply technical concepts to solve problems in the workplace and community.

CRP.04. Standard: Communicate clearly, effectively and with reason.

CRP.04.01. Indicator: Speak using strategies that ensure clarity, logic, purpose and professionalism in formal and informal settings.

CRP.04.02. Indicator: Produce clear, reasoned and coherent written and visual communication in formal and informal settings.

CRP.04.03. Indicator: Model active listening strategies when interacting with others in formal and informal settings.

CRP.05. Standard: Consider the environmental, social and economic impacts of decisions.

CRP.05.01. Indicator: Assess, identify and synthesize the information and resources needed to make decisions that positively impact the workplace and community.

CRP.05.02. Indicator: Make, defend and evaluate decisions at work and in the community using information about the potential environmental, social and economic impacts.

CRP.06. Standard: Demonstrate creativity and innovation.

CRP.06.01. Indicator: Synthesize information, knowledge and experience to generate original ideas and challenge assumptions in the workplace and community.

CRP.06.02. Indicator: Assess a variety of workplace and community situations to identify ways to add value and improve the efficiency of processes and procedures.

CRP.06.03. Indicator: Create and execute a plan of action to act upon new ideas and introduce innovations to workplace and community organizations.

CRP.07. Standard: Employ valid and reliable research strategies.

CRP.07.01. Indicator: Select and implement reliable research processes and methods to generate data for decision-making in the workplace and community.

CRP.07.02. Indicator: Evaluate the validity of sources and data used when considering the adoption of new technologies, practices and ideas in the workplace and community.

CRP.08. Standard: Utilize critical thinking to make sense of problems and persevere in solving them.

CRP.08.01. Indicator: Apply reason and logic to evaluate workplace and community situations from multiple perspectives.

CRP.08.02. Indicator: Investigate, prioritize and select solutions to solve problems in the workplace and community.

CRP.08.03. Indicator: Establish plans to solve workplace and community problems and execute them with resiliency.

CRP.09. Standard: Model integrity, ethical leadership and effective management.

CRP.09.01. Indicator: Model characteristics of ethical and effective leaders in the workplace and community (e.g. integrity, self-awareness, self-regulation, etc.).

CRP.09.02. Indicator: Implement personal management skills to function effectively and efficiently in the workplace (e.g., time management, planning, prioritizing, etc.).

CRP.09.03. Indicator: Demonstrate behaviors that contribute to a positive morale and culture in the workplace and community (e.g., positively influencing others, effectively communicating, etc.).

CRP.10. Standard: Plan education and career path aligned to personal goals.

CRP.10.03. Indicator: Develop relationships with and assimilate input and/or advice from experts (e.g., counselors, mentors, etc.) to plan career and personal goals in a chosen career area.

CRP.10.04. Indicator: Identify, prepare, update and improve the tools and skills necessary to pursue a chosen career path.

CRP.11. Standard: Use technology to enhance productivity.

CRP.11.01. Indicator: Research, select and use new technologies, tools and applications to maximize productivity in the workplace and community.

CRP.11.02. Indicator: Evaluate personal and organizational risks of technology use and take actions to prevent or minimize risks in the workplace and community.

CRP.12. Standard: Work productively in teams while using cultural/global competence.

CRP.12.01. Indicator: Contribute to team-oriented projects and builds consensus to accomplish results using cultural global competence in the workplace and community.

CRP.12.02. Indicator: Create and implement strategies to engage team members to work toward team and organizational goals in a variety of workplace and community situations (e.g., meetings, presentations, etc.).

III. Rules

The rules governing Sub-District, District and State events, in addition to general rules for all Leadership CDEs, are as follows:

1. All participation should appear in FFA dress.
2. Guidelines for the Job Interview materials:
 - Cover Letter:
 - Addressed to the Sub-District, District, or State FFA Advisor at his/her address for the appropriate level of competition
 - Must be a letter quality printed document or points will be deducted
 - Resume:
 - Limited to one page (both sides) or two pages (one side each) including references
 - Contain current facts about the member
3. Four (4) copies of the written materials must be enclosed in four (4) separate manila (not file folders), one for each of the four judges. The participant's name and school post office must be on each envelope. The written materials must include the resume and letter of application.
4. The participant will select one agriculture related entry-level job and apply for that position. The participant **MAY** utilize a job search website, like <http://www.agcareers.com/> to search for a position in for which they can apply. **An up to one-page printed job description CAN be included in the manila envelopes with the other written materials. The job description can be from a job search website, or it can be created by the student.**
5. Each participant will complete an online job application form used in the agricultural industry. This form will be completed before the respected Sub-Districts, Districts, and State Events. The form will be sent out by the Sub-District, District, and State Advisor before the event. The application may also be

available on the Iowa FFA Website. The application will be submitted with the other written materials in four manila envelopes.

6. There shall be four judges for this event. One will role-play the employer and the other three will score the participants. The judge to serve as the employer will be selected by the respective Sub-District Advisor, District Advisor, or State FFA Staff. The participant will be notified of which judge this is upon entering the event room. The employer judge may assist the other three judges in making the final evaluations, but will not complete forms nor critique sheets. The employer judge does not have to ask each participant the same questions.
7. The same judge will assume the role as the employer for all participants. All judges may ask questions at the end of the interview. There will be a five-minute time limit on questions at the end.
8. Each participant will be allowed 6-10 minutes for the interview. However, the interview may be culminated at the end of 6 minutes or less if the employer (judge) desires. The timekeeper will hold up a warning card with an eight on it and also provide a verbal warning. Points will be deducted for presentations where the student made no attempt to close the interview. Points should not be deducted if the employer judge's participation causes the interview to exceed ten minutes. (.1 point per second overtime or under time will be deducted when necessary.)
9. Judges may write comments on any of the materials, brochures, or summary sheets. Judges are to use the official score form for the event on which to write comments. The blue critique sheets will not be used for this event.
10. At Sub-District level, it is permissible to deliver the written materials to the Sub-District Advisor the day of the event. Written materials will be returned following the Sub-District event. Materials for the advancing teams may be revised and delivered at registration of the District event.
11. At District level, it is permissible to deliver the written materials to registration the day of the event. Written materials will be returned following the District event. Materials for the advancing teams may be revised.
12. Written materials of advancing chapter must be postmarked to the FFA Enrichment Center seven (7) business days following the District event.
13. The judges in each Sub-District shall designate the top two individuals to compete in the District event. The judges shall also name an alternate.
14. The judges in each District shall designate the top two individuals to compete in the State event. The judges shall also name an alternate.
15. The judges at the State level shall designate the top two individuals. The top individual will compete in the National event. The judges shall also name an alternate and a third place finisher.

IV. Resource Information (From National FFA)

This list of references is not intended to be inclusive. Other sources may be utilized, and teachers are encouraged to make use of the very best instructional materials available. The following list contains references that may prove helpful during event preparation.

- National FFA Core Catalog—Past CDE Material (<http://shop.ffa.org/cde-qas-c1413.aspx>)
- Greggs Manual
- *Elements of Style* - Strunk and White
- Microsoft® Word® résumé templates
- *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

V. Awards

<i>Sub-District:</i>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SDLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SDLC)
<i>District:</i>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at DLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at DLC)
<i>State:</i>	Chapters:	FFA Certificate	(Awarded in Chapter Packets at SLC)
	Individuals:	FFA Certificates	(Awarded in Chapter Packets at SLC)
	Champion Individual:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
		Travel Money	(Awarded after SLC)
	Reserve Individual:	Plaque	(Awarded on Stage at SLC)
		Cash Award	(Awarded in Chapter Packet at SLC)
	3 rd Place Individual:	Plaque	(Awarded on Stage at SLC)
Gold Individuals:	CDE Pin	(Awarded in Chapter Packet at SLC)	

All awards subject to available sponsorship through the Iowa FFA Foundation.

VI. Event Hosting Guidelines/Checklists

Needed Materials Checklist:

- ___ Copies of Job Interview Written Materials
- ___ Copies of Job Interview Application from Iowa FFA Association
- ___ Job Interview Judges Score Form on white (1 copy x 3 judges x Total Number of Contestants)
- ___ General Critique Forms on blue (1 copy x 3 judges x Total Number of Participants)
- ___ Job Interview Individual Judge Critique Form on pink (1 copy of Forms A,B, and C x 3 judges x Total Number of Contestants)
- ___ Job Interview Summary Form on yellow (1 copy)
- ___ 2 Tables for Judges
- ___ 3 Chairs for Judges
- ___ 1 Table for Contestants/Judge
- ___ 2 Chairs for Contestant/Judge
- ___ "8 Minutes" Time Card
- ___ Stopwatch
- ___ Pens/Pencils for Judges

Event Chairperson: Refer to the "Advisor's Handbook" for specific directions.

VII. Event Forms

Job Interview CDE

Contestant Name: _____
 Sub-District: _____
 District: _____
 State: _____

Chapter PO: _____
 Date: _____

Cover Letter

Composition	Possible Points	Score
Correct Format and Stationery	10	
Punctuation	10	
Grammar	10	
Spelling	10	
General Appearance	10	
<i>Composition Sub-Total:</i>	50	

Content	Possible Points	Score
Career Goal Specified	15	
Proper Qualifications	35	
<i>Content Sub-Total:</i>	50	

<i>Composition Sub-Total:</i>	50	
<i>Content Sub-Total:</i>	50	
Total Points Earned:	100	

Employment Application Scorecard

	Possible Points	Score
Overall Impression	5	
Legible	10	
Neat		
Grammar	10	
Punctuation		
Completed According	10	
Consistent with Resume	15	
Grand Total	50	

Job Interview CDE

Contestant Name: _____

Chapter PO: _____

Sub-District: _____

Date: _____

District: _____

State: _____

Resume Scorecard

<i>General Appearance</i>	Possible Points	Score
Presented in proper format and printed as outlined in the rule	15	
Pleasing to the eye a. Captures Interest b. Layout c. Easily Read	40	
Grammar a. Punctuation b. Typing c. Spelling	20	
<i>General Appearance Sub-Total:</i>	75	

<i>Composition</i>	Possible Points	Score
Personal Data	10	
Career Objective	10	
Educational Background	20	
Work Experience/Skills	20	
Special Experiences, Activities, Honors	10	
References	5	
<i>Composition Sub-Total</i>	75	

<i>General Appearance Sub-Total</i>	75	
<i>Composition Sub-Total</i>	75	
Total Points Earned	150	

Job Interview CDE

Contestant Name: _____
 Sub-District: _____
 District: _____
 State: _____

Chapter PO: _____
 Date: _____

Personal Interview Scorecard

	Possible Points	Score
Appearance and Courtesy	45	
Greetings and Introduction	45	
Speech - Grammar - Vocabulary - Volume - Enunciation	45	
Attitude and Personality - Forcefulness - Poise - Temperament - Sincere	45	
Ability to Convince or Impress Interviewer - Persuasiveness - Self-Confidence	45	
Knowledge and Presentation of Abilities - Educational Experience - Occupational Experience	45	
Reliability - Frankness - Consistency - Accuracy	45	
Poise - Tact - Discretion - Questions Asked of Interviewer	45	
Career Objective - Degree to Which the Contestant had Determined Career Objective	45	
Conclusion of Interview	45	
Grand Total	450	

Overall Performance Score

	Possible Points	Score
Employment Application	50	
Cover Letter	100	
Resume	150	
Personal Interview	450	
Overall Grand Total	750	

Individual Judge's Job Interview FFA Event Summary

This form is to be used by Job Interview Judges to compile their own results.

Event: Job Interview CDE

Judge Name: _____

_____ Sub-District of _____ District

District: _____

Date of Event: _____

			Your Rating				
School P.O. (Town)	Participant Name	Total Points	G = Gold	S = Silver	B = Bronze	P = Participation	Advance to Next Event
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Judge's Job Interview FFA Event Summary

This form is to be used by Event Chairperson to report results of the judging.

Judge Names:

Event: Job Interview CDE

_____ Sub-District of _____ District

District/State: _____

Date of Event: _____

	School P.O. (Town)	Participant Name	Use letters to indicate ratings G - S - B - P			Total Points	G = Gold	S = Silver	B = Bronze	P = Participation	Advance to Next Event
			Judge 1	Judge 2	Judge 3						
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											

Event Chairperson: Display this card at 8 minutes.

8 Minutes