JOB INTERVIEW CAREER DEVELOPMENT EVENT
MAINE FFA STATE FORMAT 2012

I. Purpose: The Job Interview CDE 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.

II. Rules:

a. Each participant's cover letter, resume and application will be the result of his or her own efforts. Participants must realize that by signing the cover letter and application they are testifying to the originality of the works.

b. Participants should 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 ranking is the lowest. Other placings will be determined in the same manner.

III. Format:

a. Students are allowed to bring the following items into the event, writing utensils, blank paper, resume, cover letter, application, and list of references.

b. By the deadline date of registration for the state convention, **three copies** of the following must be submitted with the registration materials

i. **Cover letter** (100 pts.) Single-sided, single spaced, 8 ½ x 11 white paper, typed, business formatted, addressed to State FFA Advisor (Mr. Doug Robertson), dated the day of the CDE.

ii. **Resume** (150 pts.) Single-sided not to exceed two pages, typed 8 ½ x 11 white paper, business formatted. Must be non-fictitious and based upon student's work history.

iii. **Information for job application** - Review but DO NOT COMPLETE Job Application, bringing to Convention any required information such as social security number. Actual application must be filled out in applicant's own hand during time of Convention event (written or printed) using blue or black ink.

iv. **One letter of reference** from an employer of someone other than a family member or FFA advisor.

c. At the State Convention, the student will be given a time to present self before a panel of judges for a personal interview (450 pts.)

d. Due to time constraints, only 8 to 10 students can be interviewed. These students will be selected based on the combined scores of the pre-Convention submitted cover letter, resume, and application.

All decisions by the judges are final.

The event is developed to help participants in their current job search. Therefore, the cover letter, resume, application, and references submitted by the participant must reflect their current skills and abilities and must be targeted for 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.

Attached are a number of different jobs from which participants must choose.

JOB INTERVIEW JUDGE SCORING SHEET - COVER LETTER

Name: _____ Chapter: _____

COVER LETTER SCORECARD

COMPOSITION	POSSIBLE POINTS	SCORE
Correct format and stationery	10	
Punctuation	10	
Grammar	10	
Spelling	10	
General appearance	10	
Composition Sub Total:	50	
CONTENT		
Career goal specified	15	
Proper qualifications	35	
Content Sub Total:	50	
Composition Sub Total:	50	
Content Sub Total:	50	
Total:	100	
Total Points Earned		

_____ _____ _____

Judge's Name *Judge's Signature* *Date*

JOB INTERVIEW JUDGE SCORING SHEET - RESUME

Name: _____ Chapter: _____

RESUME SCORECARD

GENERAL APPEARANCE	POSSIBLE POINTS	SCORE
Presented in proper format and printed as outlined in format	15	
Pleasing to the eye • Captures interest • Layout • Easily read	40	
Grammar • Punctuation • Typing • Spelling	20	
General Appearance Sub Total:	75	
COMPOSITION		
Personal data	10	
Career objective	10	
Educational background	20	
Work experience / skills	20	
Special experiences, activities, honors	10	
References	5	
Composition Sub Total:	75	
General Appearance Sub Total:	75	
Composition Sub Total:	75	
Subtotal:	150	
	Total Points Earned	

_____ _____ _____

Judge's Name *Judge's Signature* *Date*

JOB INTERVIEW JUDGE SCORING SHEET - APPLICATION

Name: _____ Chapter: _____

EMPLOYMENT APPLICATION SCORECARD

	POSSIBLE POINTS	SCORE
Overall impression	5	
Legible	10	
Neat • Grammar • Punctuation	10	
Completed according to requirements in format	10	
Consistent with resume	15	
Total	**50**	

_____ _____ _____

Judge's Name *Judge's Signature* *Date*

JOB INTERVIEW JUDGE SCORING SHEET - INTERVIEW

Name: _____ Chapter: _____

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 • Sincerity	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 has determined career objective	45	
Conclusion of interview	45	
Total	450	

_____ _____ _____

Judge's Name *Judge's Signature* *Date*

FFA

EMPLOYMENT APPLICATION

To be eligible for employment consideration, please fill out all information below

• PERSONAL DATA

Name (Last, First, Middle) Date: / /

Social Security Number

Address

City State Zip Code

Home Phone ( ) Message Phone ( )

If employed, can you provide proof of U.S. citizenship? ☐ Yes ☐ No ☐ N/A

Are you 18 or over? ☐ Yes ☐ No

Position(s) applying for

Referred by

• EDUCATION

High School

Address Dates attended

Degrees or diplomas

College / University

Address Dates attended

Degrees or diplomas

Trade or technical training

Address Dates attended

Degrees or diplomas

• MILITARY SERVICE

Branch of Service

Dates of Service

Duties / special training

• EMPLOYMENT HISTORY

Begin with most recent employer.

1. Employer Dates of employment

Address

City State Zip code

Phone ( ) Beginning salary Ending salary

Title / duties

Manager's Name

Why did you leave?

2. Employer Dates of employment

Address

City State Zip code

Phone ( ) Beginning salary Ending salary

Title / duties

Manager's Name

Why did you leave?

3. Employer Dates of employment

Address

City State Zip code

Phone ( ) Beginning salary Ending salary

Title / duties

Manager's Name

Why did you leave?

4. Have you been previously employed by this company? **Y / N**

If Yes, Date of employment: _____ Why did you leave? _____

• PERSONAL DATA

Are you bondable?

Please list all motor vehicle violations

• PERSONAL DATA

Have you been convicted of a crime (other than traffic violations) or been imprisoned during the last seven years? A conviction will not necessarily bar you from employment

☐ Yes ☐ No

Explain

Names of friends or relatives that are employed by this company

Do you have any physical or mental disability that may limit your performance in the job you are applying for? If so, what can be done to accommodate your limitation?

• REFERENCES

List three professional references who are familiar with the quality of your work, have worked directly with you, have known you for at least two years, and are not related to you.

1. Reference

Work phone ( ) Home phone ( )

Address

City State Zip code

Relationship

2. Reference

Work phone ( ) Home phone ( )

Address

City State Zip code

Relationship

3. Reference

Work phone ( ) Home phone ( )

Address

City State Zip code

Relationship

• SPECIAL SKILLS & QUALIFICATIONS

Applicant's signature Date / /

JOB INTERVIEW CAREER DEVELOPMENT EVENT

JOB LISTINGS:

(1) Job Title: Excavator & Dozer Operator, Construction Laborer and Dump Truck Drivers

Description:

Gorham Sand & Gravel is currently seeking individuals to fill these full time positions. Our equipment is new and well maintained. GSC offers a competitive salary, profit sharing, health insurance, paid holidays, paid vacations and bonuses.

Qualified applicants should send a resume to:

Mark Curtis
Gorham Sand & Gravel
939 Parker Farm Road
Buxton, ME 04093

(2) Job Title: Log Scaler

Description:

Hancock Lumber Company is looking to hire a full time log scaler. Duties will include: measuring and grading logs, running the log crane, and interacting with loggers and sawmill employees. Ideal candidate will have 10+ years of log scaling experience and a scaler's license. Motivation, a positive attitude, and strong people skills are required. The successful candidate will be eligible for a monthly, performance-based incentive. Requires high school diploma or GED. Individual will work outdoors in and around heavy equipment.

Please contact:

Anna Russo Bowen
Hancock Lumber
Industrial Park Road
Pittsfield, ME 04967

(3) Job Title: Lawn Care / Holiday Lighting Technician

Description:

Full-time year-round positions. Techs deliver high quality yard fertilization and pest control throughout the summer season. Experience in turf maintenance helpful, must possess or be able to obtain a pesticide applicator's license with turf endorsement. As a lighting technician, install holiday lights and decorations throughout the fall and winter. Good driving record required and CDL B or willingness to obtain. Hourly pay and benefits.

Contact:

Human Resources
Lucas Tree Experts
P.O. Box 958
Portland, ME 04104

(4) Barn Yard and Petting Area Team Leader

Excellent opportunity to lead a fun and dynamic farm animal barn yard petting area. Broad animal care skills required, hands on position. Key team member to help acquire and manage herd animals. Must be able to work in a team environment as well as be able to execute tasks and projects independently. Manage herd breeding plan. Conduct animal awareness training sessions with children and parents.

Cantact:

Smiling Hill Farm
781 County Road
Westbrook, Maine 04092

(5) District Humane Agent

The Department of Agriculture, Food & Rural Resources has a current full time vacancy for the position of District Humane Agent. This position will work in the Office of Animal Welfare. Duties include the investigation of animal welfare complaints, report writing, public education of animal welfare issues, and inspections of areas where animal are kept.

Contact:

Thomas Cotnoir
Personnel Specialist
Natural Resources Service Center
SHS # 155
Augusta, Maine 04333

(6) Grower

Grower, Horticulturist, Greenhouse Grower, Hydroponics, Food Production, Herbs, Plants, Vegetables. If you are a grower with Greenhouse experience, please apply now. This position is located in Southern California, but we are willing to assist in relocating the right candidate. We are a state of the art greenhouse production company that is world renowned. We are expanding and currently hiring for a grower to add to our team.

Contact:

Elli Gilbert-Baldwin
Executive Recruiter
Elli.Gilbert-Baldwin@CyberCoders.com