

**Pennsylvania State FFA Job Interview
CDE Guidelines
Co-Chairs: Krista Pontius & Diane Glock-Cornman**

Purpose

The Pennsylvania FFA 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.

Event Rules

1. **All information presented for judging must be factual.**
2. Each participant’s cover letter, resume, and application will be the result of his or her own efforts.
3. Participants will mail Resume, Cover Letter, and Letter of reference to the CDE Chairperson prior to June 1st. Failure to comply with this rule will result in a 100-point deduction for tardiness.

Event Format

1. Resume & Cover Letter. (Students will mail resume to CDE Chair prior to June 1st).
2. Letter(s) of reference. (Students will mail letters to CDE Chair prior to June 1st).
3. Completing the online “Application of Employment” prior to June 1st.
4. Initial Telephone Contact
5. Networking Activity
6. Interview
7. Follow-up Correspondence Letter after the interview.

Part 1: Resume. Students will create a resume and mail it to the CDE chair **prior to June 1st**. The resume must be typed, **must be non-fictitious and truly reflect the student’s work experience**. The attached scoresheet will assist with composition of the resume.

Part 2: Letters of Reference. Students will request letters (1-3 letters) of reference from individuals who know and have experience with the abilities of the student. These letters are included in the CDE as a life experience and will not be scored; however, the absence of letters will indicate incompleteness of information in the final tally. **These letters should be sent to the CDE chair by June 1st.**

Part 3: Cover Letter. Students will write a “cover letter” or “letter of intent,” which will accompany the resume and letters of reference and sent to the CDE chair **prior to June 1st**. The cover letter must be typed, single sided. The attached score sheet will assist with composition of the cover letter.

Part 4: Online Application for Employment Form. Participants will complete the online job application prior to June 1st. The application can be found at <https://adobeformscentral.com/?f=7qvzukWHfGLWsfhFrpPo5Q>. If there is a problem with the electronic application, please contact the CDE chairperson for assistance.

Part 5: Networking Activity. Participants will be given a networking scenario in which they will be expected to formulate a 2-3 minutes extemporaneous response to one or more judges. Scenarios may include, but are not limited to meal function, mixer, career show or elevator pitch.

Part 6: Initial Telephone Contact. The participant will be contacted by the potential employer to arrange an interview time. The potential employer may ask questions regarding aspects of the participant's resume during this time.

Part 7: Interview. A person having experience with the interview process will interview contestants. The interviewer will also note contestant's grooming, dress, poise, manner and attitude. During the first round, interviews will meet with individual contestants. The top contestants will be recalled for a second interview with the entire judging panel.

1. The interview will last seven to ten minutes.
2. Judges phrase questions to effectively assess to contestants' ability to respond immediately and effectively, demonstrating their ability to solve problems.
3. Official FFA dress is appropriate for the interview.

Part 8: Writing a Follow-up Correspondence Letter. Again, to give students a 'real life' experience, contestants will write a follow up letter to the interviewer. This letter should reflect the contestant's experiences during the interview process. Contestants will write this letter on stationary provided at the CDE. A scorecard is attached to this packet.

Mail application information prior to June 1st to:
Krista Pontius
Greenwood High School
405 East Sunbury Street
Millerstown, PA 17062