

Interview Contest Evaluation Guidelines

Interviews

The member will have a 5-10 minute interview applying for a position in their age category. The rubric evaluates this in the following sections:

Interview Answers - based on the answers they provide to questions in the interview. These answers should be used to exemplify their skills.

Position Knowledge and Coverage - Based on answers to questions about the position or information the member includes in other questions.

Organization - Answers should be clearly organized to present clear and concise answers. This should also enhance the effect of an answer.

Voice - Answers should have good volume and use voice techniques to enhance answers such as timing, appropriate tone, voice inflection and appropriate language.

Manner and Appearance - Youth should present themselves in dress and in mannerisms with a professional demeanor and personal style. Please note that members are encouraged to wear professional dress or the 4-H uniform, **but are not required to do so**. Member needs only to be clean and neat in appearance.

Cover Letters

Each member will submit a cover letter with their résumé in the interview. The rubric evaluates this in:

Cover Letter - The cover letter should bring the résumé to life. It should follow a concise manner, but be professional and friendly. The cover letter should be free of grammar and spelling errors. It should also be creative, organized and contribute to a professional presentation.

Résumés

Each member will submit a résumé with their cover letter in the interview. The rubric evaluates this in:

Résumé - The résumé is the members chance to shine and indicate all of their accomplishments and activities. It should be free of grammar and spelling errors. The résumé should also be creative, organized and contribute to a professional presentation.

Please note that members are encouraged to have résumés and cover letters typed and presented on appropriate paper but may not be discounted if they are not.

Questions

Interview Questions can be about the member, the member's skills and experiences, and about the position, company or organization. Some youth will answer questions really quickly. Others will elaborate on experiences and will have answers that take more time.

Questions that address the member should:

- Be about them, their goals, and activities.

- Help calm nerves because it is talking about them, not their position knowledge.
- Provide an insight to their personality, character, and values.
Examples: “Tell us about yourself and your activities.” or “Who are your role models and why?” or “What do you consider to be your greatest strengths? Greatest weaknesses?” or “Where do you see yourself in 1, 2, 3 years?”

Questions that address skills and experiences should:

- Address skills in the job description under job functions or necessary skills.
- Be relevant to the position, but also relevant to the life skills learned through 4-H and other activities.
- Allow youth to bring their résumé to life by sharing an experience or lesson learned.
Examples are: “Describe your animal experience.” or “Tell us about a time when you had to learn something new to accomplish a task.” or “Have you ever had to take charge of a project to get it done on time?” or “How do you rate your written communication skills?” or “How do you teach others something new?” or “What skill do you want to improve? How do you plan to do this?” or “What is your typical role in a group?” or “Tell us about a time when you worked well on a team.” or “Describe a time when you wished you had done more planning.”

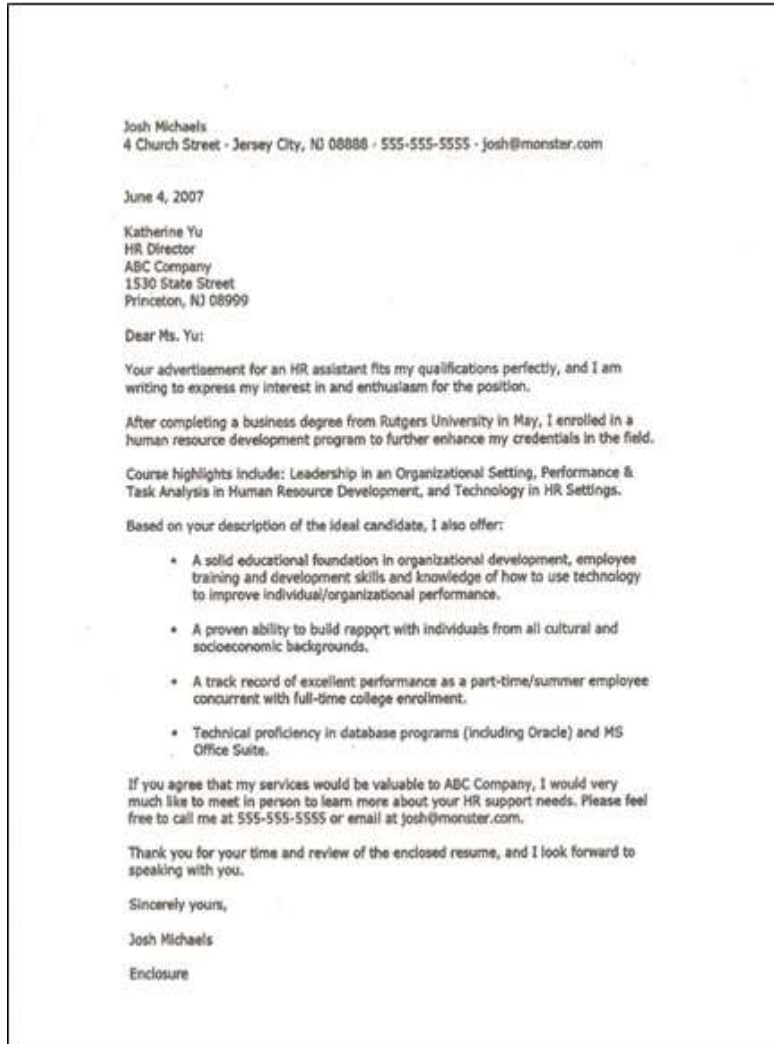
Questions that address the position should:

- Address skills or duties required in the job description.
- Be relevant to the age of the member.
- Test preparation and knowledge of the position.
Examples are: “What interests you most about the position?” or “What contributions can you make to our company?” or “Why should we hire you?” or “If the children you were babysitting finished their homework early, what would you do?”

Don’t feel you need to be rigid to the question agenda! Feel free to ask more questions and really get to know the member. This shows that you are engaged and helps them share more of their experiences with you!

Judging Cover Letters

Below is a smaller version of a sample cover letter. The comments on the right side are the tips given to members in Part One.



- Personalized letterhead or business letter templates are both acceptable.
- Find the name of the person receiving the résumé, and address it to them.
- In the Introduction, introduce yourself and the position you are applying for.
- In the body, share an experience that taught or exemplified a skill you have that is needed in the position from the position description. Think and share what makes you the perfect fit for this position.
- In the closing, indicate that you are looking forward to meeting the person interviewing and excited to interview for the position.
- Always personally sign your name with blue or black ink and type your name underneath your signature.

- Sample Cover Letter from Sue Brock, Cal Poly Professor in Communication Studies Selling Yourself... Surefire Résumés and Cover Letters Workshop, November 2008

Check to make sure these tips are followed, but that overall it is:

- Creative
- Organized
- Contributes to a Professional Presentation

Comments and constructive criticism is greatly appreciated! The cover letter is meant to be sent with the résumé to bring it to life. It should be professional, but friendly, concise and focus on the employer's needs. Check to make sure they proofread for grammar and spelling.

Judging Résumés

Below is a smaller version of a sample Senior Résumé. The comments on the right side are the tips given to members in Part One.

JOHN DOE
1234 Lakeview Place - Heartland, California 95678 - 315-267-9876 - John.Doe@gmail.com

OBJECTIVE: One sentence stating the reason of the résumé.
Ex: To obtain the part time position of floral clerk at Flowers and More Floral Shop.

EDUCATION
Heartland High School GPA: 3.5 September 2005 - June 2009
Lakeview Elementary School September 1996 - June 2005

WORK EXPERIENCE OR ACTIVITIES
Heartland 4-H Club **September 2000 – Present**
Active in sheep, cooking, leadership and citizenship projects. Attended 4-H California Focus. Gained skills in presentations, communication, responsibility, and teaching others.
Pop Warner Football **June 2000 – November 2005**
Gained skills in teamwork, responsibility and dependability in a team sport. Learned importance of practice and mentally preparing for every game. Voted “Most Dependable Player” in 2004.

LEADERSHIP
Heartland 4-H Club
Vice President 2007-08
Reporter 2006-07
Sergeant-At-Arms 2004-2005
Sheep Project Teen Leader 2004-2005
Cooking Project Junior Leader 2003-2004

Heartland High School- Associated Student Body
Class of 2009 Treasurer

COMMUNITY SERVICE
Toys For Tots - Donated, Collected and Sorted Toys in 2005- present
Heartland 4-H Canned Food Drive - Donated canned food to Food Bank in 2000-2009

SKILLS
Proficient in Microsoft Office Programs: Word, Excel and PowerPoint

REFERENCES *Available upon request.*

- inch margins on all edges.
- Appropriate Font and Size. Suggested Fonts: Times New Roman, Garamond, Arial. Sizes: Name: 14 or 16 Headings: 12 Bold or 14 Text: 12 or 10
- Your name should be the largest type on the page.
- Include experience and activity dates and order beginning with the most recent.
- Experiences, Activities, Leadership, and Community Service are all a very important part of you. List skills learned in activities or work experience. Every leadership role or participation is important!
- While in school education comes first. After your first full time position, experience comes over education.
- Unless asked for, references can be left off or available upon request.

Check to make sure these tips are followed, but that overall it is:

- Creative
- Organized
- Contributes to a Professional Presentation

Comments and constructive criticism is greatly appreciated! Congratulate them on an outstanding award! Suggest that they add a position they discussed in the interview but forgot in the résumé. Check grammar and spelling too!