

Eastern Regional Job Interview Career Development Event

I. PURPOSE

The FFA Job Interview Career Development 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. EVENT RULES

1. The Big E FFA Job Interview Career Development Event will be limited to one participant per state.
2. The Big E FFA Job Interview Career Development Event will only be for students who are regularly enrolled in agricultural education during the calendar year, have a planned course of study, or who are still in high school, but have completed all the agricultural education offered. When selected, participants must be active members of a chartered FFA chapter and the National FFA Organization. A member representing a state association may participate in The Big E job Interview CDE only once.
3. It is highly recommended that participants be in official FFA dress in each event.
4. Each participant’s cover letter, resume and application will be the result of his or her own efforts.
5. Participants will submit a signed statement of originality on the certification form provided on The Big E web site.
6. Participants shall be ranked on the basis of the total final score to be determined by each judge. (1000 possible points)
7. The superintendents appointed by The Big E FFA Planning Committee shall be in charge of this event.

III. EVENT FORMAT

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

The above list of items will be reviewed by a member of the Job Interview committee before the application will be give to the participant to fill out.

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 likely 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 that they can qualify for.

By August 1st of the year the participant is competing they will submit the following:

a. Cover Letter (Points – 100)

1. Three copies of a single-spaced, 8 ½” x 11” white bond paper, letter of intent. The paper is to be single sided only, typed with no more than ten characters per inch and block justified.
2. A letter is to be addressed to the Superintendent of the Career Development Event and dated for the first day of the event.

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- b. Resume (Points – 150)**
1. Three copies of a single-spaced 8 ½" x 11" white bond paper. The resume is to be single sided only, typed not to exceed two pages total. Suggested formats can be found in the Greggs Manual.
 2. Resume must be non-fictitious and based on their work history.
 3. Students are to **submit** three letters of reference.
 4. Three copies of the cover, letter, resume, and references must be submitted to The Big E FFA CDE office by August 1st of the year that participant is competing.

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A penalty of 10% will be assessed for documents received after the postmark deadline.

2. At The Big E FFA Career Development Event the following will be completed:
 - a. Application (Points – 50)**
 1. Students will complete a standard job application on-site, prior to the personal interview. (See sample copy)
 - b. Telephone Interview (Points – 150)**
 1. Students are to position themselves so that they obtain a personal interview with the company they are applying. Student should interview with the thought that the company has already received their cover letter, resume and three letters of reference.
 2. Students will interview with one of the following three people:
 - a. Human, Fiscal and Resource personnel director.
 - b. Employer's Assistant
 - c. Employer themselves
 3. The telephone interview will last a maximum of three minutes.
 - c. Personal Interview (Points – 450)**
 1. The personal interview will consist of an interview by two or three judge. Each interview will last no long than 20 minutes.
 - d. Follow Up Letter (Points – 100)**
 1. Participants will submit a follow up letter after their interview. Students will be provided with a computer with word processing software to compose and type the 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.

IV. TIEBREAKERS

Ties will be broken based on the highest total of points in the personal interview. If a tie still exists, then the highest score on the application will break the tie.

V. AWARDS

Awards will be presented at an awards ceremony. Awards are presented to individuals based on their rankings.

VI. REFERENCES

See the list of references as listed for the National FFA Job Interview Career Development Event.

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**Job Interview Career Development Event
CERTIFICATE OF ORIGINALTY**

1. I hereby certify that I meet all eligibility requirements for participation in the Job Interview Career Development Event for the current year, as set forth in the 2006-2010, "National FFA CDE Handbook."

2. I hereby certify the Cover Letter and Resume are the result of my own effort and ability. Failure to do so represents.

PARTICIPANT SIGNATURE _____ DATE _____