

# OHIO CAREER DEVELOPMENT EVENTS JOB INTERVIEW

Effective August 1, 2009

Important note: Please read the information in this handbook for the complete rules and scoring procedures for the Ohio Job Interview CDE.

## Purpose

The Ohio Job Interview CDE is designed for FFA members to practice and demonstrate the skills needed in seeking employment in all areas of agriculture. Each part of this event simulates real world experiences that students will have when seeking employment in the future.

## Date

**District:** Set annually by the respective district

**State:** Set annually by the Agricultural Education Service Location District: Set annually by the respective district  
**State:** Set annually by the Agricultural Education Service

## Contest Rules

NEW: STUDENTS MAY ONLY PARTICIPATE IN ONE EVENT, EITHER JOB INTERVIEW **OR** AG SALES, **NOT** BOTH, AS THE GENERAL RULES STATE.

1. The Ohio Career Development Event will be divided into five divisions. Each comprehensive high school may bring one representative in each division. Each career center may enter one student in Division 3 OR Division 4 and one student in Division 5 --- PER TAXONOMY/PROGRAM SPECIFIC AREA.
2. Districts may send one individual from each division to the state CDE. (A total of five students will move on to the state from each district.)
3. Official dress is required for this event.
4. There will be no observers during the CDE.
5. Contestants may be video recorded by their school only if approved by the contestant and their advisor.
6. Participants must bring a typed cover letter and résumé as a result of his or her own efforts; no fictitious information should be used in any portion of the CDE.
7. Participants in each division will be graded on their cover letter, application, résumé, personal interview and follow up letter. These scores will be totaled and the student with the highest score in each division will be declared the division winner. All five division winners will compete in a second interview with a second set of judges at the State Convention. These judges will use the second interview, a second follow up letter and a telephone practicum to determine the representative for the national CDE.
8. A student representing the state at the national level will not be eligible to compete in the state contest again.

## **CDE Format**

### **A. Equipment**

- Students must provide their own writing utensils for the event. Students are encouraged, but not required to bring their portfolios and/or SAE record books to use as supplemental documentation during the personal interview. Students may also bring white out to use on the employment application if needed.

### **B. Activities**

The job interview event is designed to help students practice their skills related to seeking employment in agriculture. Students must choose one of the job postings listed in the contest rules that best fits their career interest for the purpose of this CDE. Their career objective, cover letter, and résumé must reflect the job posting for which they have chosen to apply. All documents submitted by the contestants must reflect their current skills and abilities. No fictitious information may be submitted.

#### **Job Postings for Divisions 1-5**

- **Division 1 Open to Freshmen students only.**
- **Division 2 Open to Sophomore students only.**
- **Division 3 Open to Junior students only.**
- **Division 4 Open to Senior students only.**
- **Division 5 Open to first year members, Junior or Senior students only.**

Students must pick one of the job listings that best fit their career choice. This choice must be listed with the district results per student. Students will use the job posting and job description when developing their résumé, cover letter, and preparing for their personal interview. A list of the job titles can be found in this section of the rules. The actual job description and employer information can be found at the back of this packet.

Horticulture-Internship position in landscaping Food Science- Retail meat sales Business- Sales associate Production- Internship in a greenhouse production facility Companion Animal - Assistant pet groomer Animal Science-Animal production facility worker Ag. Power- Small engine repair worker Natural Resources- Internship with Metro Park

### **C. Completed prior to the Interview day**

#### **Cover Letter and Resume**

Three copies of the cover letter and résumé must be sent to the State CDE Coordinator 10 days in advance of the state event. The cover letter and résumé must be typed, single-spaced, on 8.5 x 11 inch white or bonded paper. Only one side may be printed with no more than 10 characters per inch and block justified. The cover letter should be addressed to the individual who is listed on the job description for the specific job chosen. The student's résumé should not exceed one page. The reference list should be created as a second, separate page. Students may bring record books and or career portfolios as supplemental information, but these items are not required. Content guidelines for each document may be found in this packet.

### **D. Completed the day of the interview**

#### **Application**

Students will complete a standard job application. A black or blue pen must be used and all information must be completed or marked "NA" for not applicable on the application. Students will have 15 minutes to complete the application. Students will obtain the application when they check in with the secretary who registers all of the participants on the day of the event. A

sample employment application is included in this packet; however, other similar forms may be used.

### **Personal Interview**

Students will have the opportunity to discuss their personal qualifications with at least two interviewers during a personal interview. Students will have 15 minutes to discuss their qualifications, make impressions on the interviewer(s) and ask questions about the company or the position. Students are responsible for obtaining the name and address of the interviewer(s) for use in their follow up letter.

### **Follow Up Letter**

Students will have 15 minutes after their personal interview to write a follow up letter. The letter will be hand written. Paper and envelopes will be provided. Students will need to address the follow up letter to the interviewer(s) from their personal interview. Content guidelines for this document may be found in this packet.

### **Scoring Guide**

<b>Cover Letter</b>	<b>100 pts.</b>
<b>Résumé</b>	<b>100 pts.</b>
<b>Application</b>	<b>50 pts.</b>
<b>Personal Interview</b>	<b>450 pts.</b>
<b>Follow Up Letter</b>	<b>100 pts.</b>
-----	
<b>Grand Total</b>	<b>800 pts.</b>

### **Tie Breakers**

Ties will be broken in each division by the interview score. Since all applicants in each division are interviewed by the same judges, there will be consistency with the scoring of the interview.

The interview score will also break tiebreakers in the final round.

### **Awards**

The top individual in each of the five divisions will receive a plaque.

### **References**

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 even preparation.

Microsoft Word résumé templates

101 toughest Interview Questions...and Answers That Win Jobs Daniel Porto, Daniel Porto/Paperback/Published 1999

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

Leadership Personal Development and Career Success Cliff Ricketts/Text/Delmar Thomson Learning/2003

**Ag Science: Horticulture**

**Buckeye Landscaping**

**3220 Co. Rd. 15**

**Delaware, Ohio 44441**

**1-800-999-1213**

**Job Title:** Internship position in landscaping

**Job Description:** Internship position as a landscaper, working a minimum of 20 hrs per week. Position will involve preparation of beds, installation and fertilization of plantings, and mulching of commercial and residential landscapes. Dependant on applicant's experience, basic landscape design may be incorporated into the job responsibilities.

**Salary:** Hourly wage of \$7.00 and no benefits offered.

**Special Skills Required:** Applicant must be hard working, honest and willing to learn, be able to lift a minimum of 50 pounds and must have a basic knowledge of the tools used in landscaping.

**Education Needed:** Applicant must be enrolled in high school or hold a high school GPD.

**Contact Person:** Jim Brown, Executive Director of Personnel

---

**Ag Science: Food Science**

**Roots Poultry**

**2222 West St. Rt. 128**

**Frankfort, Ohio 44433**

**(661) 453-0808**

**Job Title:** Retail meat sales

**Job Description:** Applicants would be responsible for running a retail meat counter with specialty cuts of poultry products. Applicant will be expected to stock shelves, organize inventory, answer customer questions about nutrition and quality, and handle money and a cash register. Part-time employment is 20-30 hours per week.

**Salary:** Hourly wage of \$7.00 and no benefits offered.

**Special Skills Required:** Applicants should have excellent communication skills and be able to handle money. Applicants should be honest and hard working and will need to be willing to learn some basic nutrition facts related to poultry and other meat products.

**Education Needed:** Applicant must be enrolled in high school or hold a high school GPD.

**Contact Person:** Larry Damschroeder, Owner

**Ag Science: Business**

**TSC Tractor Supply Co.**

**2222 West St. Rt. 23**

**Toledo, Ohio 44434**

**(419) 555-0000**

**Job Title:** Sales associate

**Job Description:** Employee would be expected to stock inventory items in the pet supply and feed supply areas of the retail store. Employee may also be required to clean portions of the store and help with inventory. Employee will be trained to operate the cash register system and handle customer questions and complaints. Part-time employment is 20-30 hours per week.

**Salary:** Hourly wage of \$7.00 and no benefits offered.

**Special Skills Required:** Applicants should have excellent communication skills and be able to handle money. Applicants should be honest and hard working and will need to be willing to learn some basic knowledge related to pet supplies and animal nutrition. Applicants should be able to lift a minimum of 50 pounds.

**Education Needed:** Applicant must be enrolled in high school or hold a high school GPD.

**Contact Person:** Jane Sieger, Store Manager

---

**Ag Science Production**

**Country Corner Greens**

**22 West St Rt 236**

**Tiffin, Ohio 44434**

**1-800-555-9090**

**Job Title:** Internship in a greenhouse production facility

**Job Description:** Employee would be expected to work in a greenhouse operation. Major responsibilities would include watering, seeding, fertilizing, mixing soils and pruning cuttings. The 300-acre greenhouse operation has research plots with tomatoes and new herb varieties. A portion of the internship would require the employee to work with university researchers in these areas. Part-time employment is 20-30 hours per week.

**Salary:** Hourly wage of \$7.00 and no benefits offered. **Special Skills Required:** Applicants should be honest and hard working and will need to be willing to learn some basic knowledge related to greenhouse operations. Employees should be able to work in hot and muggy conditions and be able to lift a minimum of 50 pounds. **Education Needed:** Applicant must be enrolled in high school or hold a high school GPD.

**Contact Person:** Jerry Stults, Greenhouse Operations Manager

**Ag. Science: Production**

**Oak Ridge Farms**

**8745 Co. Rd. 4**

**Delta, OH 43567**

**(419) 822-4589**

**Job Title:** Farm Worker

**Job Description:** Employee will assist in daily feeding and bedding of 50+ market hogs and a 20 head cow/calf operation. Duties will also include basic maintenance of farm equipment & machinery in addition to assisting with supply inventory and hauling during spring planting and fall harvest. Responsibility of a 5-acre garden will also be delegated to new employee.

**Salary:** Hourly wage of \$7.00 and no benefits offered.

**Special Skills Required:** Intern must enjoy working outdoors and be flexible as daily work schedule may fluctuate as seasons change. Employee must like to work with machines and should be skilled in both hand and power tools. Employee must exhibit care and patience when working around animals.

**Education Needed:** Applicant must be enrolled in high school or hold a high school GPD. Past experience with animals is beneficial.

**Contact Person:** Robert Crumwell, Owner

**Ag. Science: Natural Resources**

**Toledo Area Metroparks**

**5100 W. Central Ave.**

**Toledo, OH 43561**

**(419) 535-7895 Job Title:** Metro Park Intern

**Job Description:** Employee will shadow a variety of specialists to learn different programs being conducted throughout the metro park system. Initial programs requiring hands-on involvement and specific training include: wood duck house making and placement, prairie seed collection, trail marking and hiking programs.

**Salary:** Hourly wage of \$7.00 and no benefits offered.

**Special Skills Required:** Intern must enjoy working outdoors and be flexible as daily work schedule will fluctuate frequently. Good communication skills in writing and public speaking are a must. Intern must also be able to direct others.

**Education Needed:** Applicant must be enrolled in high school or hold a high school GPD. Electives taken in Agricultural Education, Environmental Science or AP Biology are advantageous.

**Contact Person:** Marilyn Johnson, Program Director

**Ag Science: Companion Animal  
Pets R Us  
793 E. Twp Rd. 405  
Sinclair, Ohio 44556**

**(444) 567-9090**

**Job Title:** Assistant pet groomer

**Job Description:** Employee will bathe dogs and cats in preparation for grooming. A portion of the responsibilities would require the employee to assist in the grooming process by holding the animal, removing hair and clippings, and working the nails and teeth. 20-30 per week with weekends required.

**Salary:** Hourly wage of \$7.00 and no benefits offered.

**Special Skills Required:** Applicant must be honest, hard working, and not have a fear of animals. Applicant must be able to lift at least 50 pounds.

**Education Needed:** Applicant must be enrolled in high school or hold a high school GPD.

**Contact Person:** Butch Cravens, Store Owner

---

**Ag Science: Engineering  
McCabe Outdoor Power  
10008 Yawberg Rd.  
Grand Rapids, OH 43566**

**(419) 832-2465**

**Job Title:** Small Engine Repair Assistant

**Job Description:** Employee will assist in the maintenance and basic repair of lawn mowers and other small engine operated equipment. Work may include oil changes, various fluids refilling, tire rotation, muffler repair, sparkplug changing and carburetor adjustment.

**Salary:** Hourly wage of \$7.00 and no benefits offered.

**Special Skills Required:** Employee must like to work with machines and should be skilled in both hand and power tools. Patience is necessary to find the source of possible engine problems. Employee should be able to work without direct supervision once a given skill has been demonstrated adequately. Employee should be physically fit as much reaching, bending, lifting, carrying, crawling and occasional climbing will be a part of daily routine. Good interpretive reading skills are also necessary to obtain information from repair manuals.

**Education Needed:** Applicant must be enrolled in high school or hold a high school GPD. Courses in auto shop, metalworking or welding will be useful.

**Contact Person:** Kurt Thompson, Owner