



Georgia FFA Association JOB INTERVIEW CDE

I. OVERVIEW

The FFA Job Interview CDE is an individual event. The event is developed to help participants in their current job search for part-time and full-time employment.

II. PURPOSE

The FFA 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.

III. ELIGIBILITY

This event is open to students in grades 9-12 who are agricultural education students and are paid members of a chartered FFA chapter. Each student’s name must appear on the chapter’s FFA roster at least 10 days prior to competition above the chapter level.

IV. SPECIAL NEEDS REQUEST

To report any special needs or request special services for a student to compete in a Career Development Event or FFA Award area (Area or State level), it is the responsibility of the FFA advisor to provide a detailed and specific request and explanation in writing. Requests should include written documentation from the school system verifying the IEP and need being requested. Written requests must be submitted to the CDE Superintendent prior to registering for the CDE/event (at least 3 weeks prior to the date of competition).

V. RULES

1. The Job Interview event is limited to one participant per chapter on the area level and two students per area on the state level.
2. This event will follow the general procedure established for all Georgia FFA Career Development Events.
3. Each participant’s cover letter, resume and application will be the results of his or her own efforts.
4. Participants should follow any instructions given by the event superintendent.
5. It is highly recommended that students wear official dress as outlined in the Official FFA Manual.
6. Participants shall 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 the participant whose total ranking is the lowest. Other placings will be determined in the same manner.
7. The State FFA Executive Committee and their appointees will be in charge of this event.

VI. EVENT FORMAT

The following material should be completed before the event and should be printed on white paper. These items must reflect the participants’ current skills and abilities and must be targeted to a job for which they would like to apply and can presently qualify.

A) Cover Letter

- i. The cover letter should be typed, one page, single spaced, left justified using Times New Roman or Arial 11 point minimum font.
- ii. The letter should be dated for the day of the state event and addressed to the State Job Interview CDE Superintendent.



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- B) Resume
 - i. The resume is to be single sided, typed using Times New Roman or Arial 11 point minimum font. The resume should not exceed two pages total.
 - ii. Resume paper is acceptable. Do NOT use cardstock or colored paper for the event.

The state Job Interview CDE will be conducted in two rounds, Preliminary and Final.

1. The **Preliminary Round** will consist of 12 participants separated into 2 brackets (6 participants in each). Students competing in the preliminary round will complete at the event:
 - A) Application
 - i. Participants will complete a standard job application. Students will have 30 minutes to complete the application.
 - B) Personal Interview
 - i. The preliminary round interview will be with a panel of judges. Each interview will last a maximum of 15 minutes.
 - C) Follow Up Correspondence
 - i. Participants will submit follow-up correspondence after the interview. Members will be supplied the necessary materials to compose the follow-up correspondence. Correspondence may include, but is not limited to, one of the following: e-mail, hand-written note, or typed letter. Participants will have 30 minutes to complete the follow-up correspondence.
2. The **Final Round** will consist of 4 participants, the top 2 from each preliminary bracket. Cover letter, resume, and application scores from the preliminary round will be carried over for the participants advancing to the final round. Students competing in the final round will complete:
 - A) Personal Interview
 - i. The final round interview will be conducted with a different panel of judges than the preliminary round. Each interview will last a maximum of 15 minutes.
 - B) Follow Up Correspondence
 - i. Participants will submit follow-up correspondence after the interview. Members will be supplied the necessary materials to compose the follow-up correspondence. Correspondence may include, but is not limited to, one of the following: e-mail, hand-written note, or typed letter. Participants will have 30 minutes to complete the follow-up correspondence.

Participants are allowed to bring the following items to the event: writing utensils, blank paper, resume, cover letter, list of references, business cards, and pad folio. The following items are not permitted: letters of reference, samples of work, pictures, and personal pages.

Please refer to the 2012-2016 Job Interview Handbook for more information about written material and event activities.

VII. SCORING

Cover Letter	100 points
Resume.....	200 points
Application.....	100 points
Personal Interview.....	500 points
Follow Up Correspondence.....	50 points



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VIII. TIE BREAKERS

Tiebreakers will be settled in the following order:

1. Greatest number of low ranks
2. Highest personal interview score
3. Highest raw point score

IX. AWARDS

Awards shall be determined each year by the Board of Trustees of the Georgia FFA Foundation. The event is made possible through the Georgia FFA Foundation as a special project of an industry sponsor or from the Foundation General Fund.

X. REFERENCES

National FFA Career Development Events Handbook (2012-2016) and references listed therein.

XI. ADDITIONAL RESOURCES (Not official references)

College and University Career Services websites (Ex. University of Georgia, Oklahoma State University, Purdue University, etc.)

**Reference scorecards for each event activity.*



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Job Interview Career Development Event

2012-2016

Job Interview CDE Resume Scorecard

Name: _____ State: _____

Member #: _____

	Possible Score	Participant's Score
Format		
• Appropriate Font	2	
• Structure	2	
• Limited to two pages	4	
• Used correct paper	2	
Content		
• Contact information conveyed	25	
• Position sought or employment objective	25	
• Identified education or relevant course-work	25	
• Identified relevant experience & skills	25	
• Identified achievements & honors	25	
• Mentioned/had references	25	
Grammar	3	
Punctuation	3	
Spelling	4	
General appearance		
• Overall impression	15	
• Readability and flow- spacing	15	
Subtotal	200	
Deduction for materials postmarked after the deadline	10% or -10 points maximum	
Total	200	

Judge's Signature _____ Date: _____



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Job Interview Career Development Event

2012-2016

Job Interview CDE Cover Letter Scorecard

Name: _____ State: _____

Member #: _____

	Possible Score	Participant's Score
Format		
• Spacing	5	
• Appropriate Font	5	
• Paragraph justification (left)	5	
• Addressed correctly	5	
• Limited to one page	5	
• Used correct paper	5	
Grammar/Punctuation/Spelling	20	
Content		
• Identified position sought	5	
• Interest in position	5	
• Where learned of job	5	
• Appropriately conveyed contact info	5	
• Employability	10	
• Identified next steps	5	
• Meshed with resume and references	5	
General appearances		
• Overall impression	5	
• Readability and flow	5	
Subtotal	100	
Deduction for materials postmarked after the deadline	10% or -10 points maximum	
Total	100	

Judge's Signature _____ Date: _____



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Job Interview Career Development Event

2012-2016

Job Interview CDE Application Scorecard

Name: _____ State: _____

Member #: _____

	Possible Score	Participant's Score
Consistent with Resume		
• Name	10	
• Education	10	
• Experience	10	
• Other information	10	
• Reference	10	
Grammar/Punctuation/Spelling		
• Capitalization when appropriate	6	
• Abbreviations when appropriate	6	
• Punctuation	6	
• Spelling	6	
• Grammar	6	
Form Completed		
• Finished in allotted time	5	
• "N/A" indicated where appropriate	5	
Overall impression		
• Spacing	5	
• Consistency	5	
Total	100	

Judge's Signature _____ Date: _____



Georgia FFA Association JOB INTERVIEW CDE

Job Interview Career Development Event

2012-2016

Job Interview CDE Personal Interview Scorecard

Name: _____ State: _____

Member #: _____

	Possible Score	Participant's Score
Appearance		
• Professional dress	25	
• Appropriately groomed/neat	25	
First impression		
• Greeting	25	
• Introduction	25	
• Body language	25	
Responses to questions		
• Knowledge relayed	30	
• Abilities described & matched resume	20	
• Accurate	20	
• Cogent & organized	20	
• Shared appropriate experiences	20	
• Quality of information	20	
• Consistent responses	20	
Communication skills		
• Persuasive	20	
• Proper grammar	15	
• Enunciation	15	
• Appropriate volume	15	
• Concise, avoided rambling	15	
• Confident	20	
• Sincere	15	
• Poise	20	
• Discretion/tact	15	
Conclusion		
• Posed appropriate questions to employer	25	
• Clarified next steps	25	
• Appropriate thanks and exit	25	
Total	500	

Judge's Signature _____

Date: _____



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Job Interview Career Development Event

2012-2016

Job Interview CDE Follow-up Correspondence Scorecard

Name: _____ State: _____

Member #: _____

	Possible Score	Participant's Score
Format		
<ul style="list-style-type: none"> • Directed to appropriate person • Address/salutation appropriate • Level of formality appropriate 	10	
Content		
<ul style="list-style-type: none"> • Expressed appreciation 	5	
<ul style="list-style-type: none"> • Appropriate level of reiteration of qualities 	5	
<ul style="list-style-type: none"> • Re-expressed interest 	5	
<ul style="list-style-type: none"> • Provisions for follow-up stated 	5	
Grammar/punctuation/spelling	10	
Overall impression		
<ul style="list-style-type: none"> • Legible (including signature) • Appropriate length 	10	
Total	50	

Judge's Signature _____

Date: _____