

# California 4-H Interview Contest Manual

*March 2009*

UNIVERSITY OF CALIFORNIA



CITIZENSHIP

LEADERSHIP

LIFE SKILLS

**4-H**  
Youth  
DEVELOPMENT  
PROGRAM

© 2009 The Regents of the University of California



# University of California 4-H Youth Development Program

The University of California 4-H Youth Development Program is a community of young people from across California engaged in learning citizenship, leadership and life skills. The 4-H program serves more than 120,000 youth each year through the University of California Cooperative Extension service. The 4-H program is open to all youth aged 5 through 19 to meet people, learn skills through hands-on learning, and develop relationships with caring adults. More information may be found at <http://www.ca4h.org>



## California 4-H Youth Development Program

University of California  
DANR Building, One Shields Avenue  
Davis, CA 95616-8575  
Phone: 530-754-8518  
Fax: 530-754-8541  
[fourhstateofc@ucdavis.edu](mailto:fourhstateofc@ucdavis.edu)  
[www.ca4h.org](http://www.ca4h.org)

## Manual Developer

Kelly Bishop, Cal Poly, San Luis Obispo  
[kellys4hemail@yahoo.com](mailto:kellys4hemail@yahoo.com)

## Manual Reviewers

Steven Worker, State 4-H Office  
Linda Edgington, Mendocino 4-H Program Representative  
Barbara Butko, Alameda 4-H Volunteer  
Kelly Hinde, Sonoma 4-H Volunteer  
Shawna Bishop, Imperial County  
Garrett Bishop, Imperial County



The University of California prohibits discrimination or harassment of any person on the basis of race, color, national origin, religion, sex, gender identity, pregnancy (including childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994: service in the uniformed services includes membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services) in any of its programs or activities. University policy also prohibits reprisal or retaliation against any person in any of its programs or activities for making a complaint of discrimination or sexual harassment or for using or participating in the investigation or resolution process of any such complaint. University policy is intended to be consistent with the provisions of applicable State and Federal laws. Inquiries regarding the University's nondiscrimination policies may be directed to the Affirmative Action/Equal Opportunity Director, University of California, Agriculture and Natural Resources, 1111 Franklin Street, 6<sup>th</sup> Floor, Oakland, CA 94607, (510) 987-0096.

# California 4-H Interview Contest Manual

## Request for Feedback 2009

This manual was developed as a Cal Poly, San Luis Obispo senior project by Kelly Bishop in Agricultural Communications. Kelly is a past 4-H State Ambassador and has experience in 4-H public speaking and interviewing.

**This manual will be utilized as published on April 1, 2009 for use at the 2009 State 4-H Field Day on May 30, 2009.**

Your feedback on the content, evaluation form, job descriptions and other portions of the manual are requested! Please respond to the following poll by September 1, 2009.

<http://ucce.ucdavis.edu/survey/survey.cfm?surveynumber=3663>

Thank you,

Steven Worker  
4-H Science, Engineering and Technology Coordinator  
[smworker@ucdavis.edu](mailto:smworker@ucdavis.edu)  
530-754-8519

## California State 4-H Interview Contest Goals

This contest was begun with several direct and indirect benefits for members and organizers in mind. It is the goal of this contest to consistently meet and practice the skills that bring these benefits.

Benefits for the member...

- Comfortable in Interview Scenarios
- Confidence
- Critical Thinking
- Effective Verbal Communication
- Effective Written Communication
- Evaluating Experiences for Skills and Lessons
- Evaluation Skills
- Impromptu Thinking
- Non-Verbal Communication Practice and Awareness
- Organizational Skills
- Persuasive Presentation
- Preparation Skills
- Relating Experiences to Questions
- Self-Esteem
- Self-Expression
- Sharing Skills
- Skills to Take Beyond the Contest
- Social Skills
- Wise Use of Resources



*Iowa 4-H Targeting Life Skills Model;  
<http://www.extension.iastate.edu/4H/lifeskills/>*

Benefits for the Organizer...

- Framework for a Consistent Contest
- Easy Reference Materials
- Needed Materials for the Contest
- Applicability to any Level

Part One:  
*Tips for the Member*

Demeanor and Dress

Résumés

Cover Letters

Preparing for the Interview

Questions

Personal Touch

Ten Ways to Win An Interview

It's Interview Time

Interview Post-Evaluation

Thank You Notes

Employment Applications

# Demeanor and Dress *Tips!*

---

*You have a minute to make a Great First Impression!*

Be sure your hair is out of your face.

Avoid flashy and distracting earrings, piercing and hair accessories.

Avoid wearing too much makeup.

Watch your blouse cut.

No mid-drift showing.

If wearing a skirt, watch the length. It should be at your knee.

Nylons always look professional.

Heels should be close toed and not too high.



Hair brushed.

Teeth brushed.

Smile!

Avoid wearing too much perfume or cologne. Usually go without.

Choose classic and rich colors, if wearing a suit. Make sure colors aren't flashy or distracting.

Clean and pressed outfit.

Polish shoes to avoid scuffs.



Clean shaven face.

Tuck in shirt.

Always wear a belt. Make sure it matches the color of your shoes.

Make sure socks match shoe color and match each other.

## Demeanor

- Grooming- Make sure your hair is brushed and teeth clean. Be sure to go over your body head-to-toe to make sure you look your best!
- Smile! Before you walk in to the interview, while in, and as you are thanking the interviewers. It helps you feel confident too!
- Handshake- Practice your handshake! Not too firm, but let people know you are there. Always look people in the eyes when you shake their hand for maximum effect and respect.
- Sitting- Ladies, sit with your legs together and cross at your ankles, not your knees. This will keep your legs together and not reveal anything. Gentlemen, sit with your legs together and up straight.

## Dress

- Importance is on professional and conservative. Avoid "trendy" outfits.
- Always over-dress to be sure not to appear under-dressed.
- Avoid flashy accessories- earrings, piercing, jewelry, hair, make-up, etc.
- Watch low cut blouses, see through blouses, skirts that are too short, mismatching prints or stained clothes. Colors are good, but avoid flashy or distracting colors.
- The devil is in the details! Set out what you are going to wear the night before to make sure it is pressed, clean and looks great!

# Résumé Tips!

*A Résumé is a Representation of Yourself!*

This is a template for a résumé. Please see examples in Appendix One.

Appropriate Font and Size.  
Fonts: Times New Roman, Garamond, Arial.  
Sizes: Name 14 or 16; Headings 12 Bold; Text 12 or 10

1 inch margins on all edges

Your name should be the largest on the page.

## 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.

While in school education comes first. After your first full time position, experience comes over education.

### 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

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!

**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.*

Unless asked for, references can be left off or available upon request.

Include dates and order beginning with the most recent.

## Cover Letter *T*ips!

---

*A Cover Letter is a How You Bring Your Résumé to Life!*

This is a template for a cover letter. Please see examples in Appendix One.

Feel free to design your own letterhead or use a regular letter format!

Company Name and Address  
1234 4-H Way  
Davis, CA 95056

February 23, 2009

Dear (Find the name of the person receiving the résumé or if name is unavailable, To Whom It May Concern),

### Introduction Paragraph

Introduce yourself and the position you are applying for.

### Body Paragraph

Share an experience that taught or exemplified a skill you have that is needed in the position from the position description. This may be what drew you to the position or a connection you had with the position. Think and share what makes you the perfect fit for this position.

### Closing Paragraph

Looking forward to meeting the person interviewing and excited to interview for the position.

Sincerely,

*Personally Sign your Name*

Type Name Under Signature



# Interview Preparation *Tips!*

---

*Preparation Will Help You Practice, and Practice Helps Make Perfect!*

**1. Review the position description, company or organization.**

Be sure to understand the position, the company offering it and where you might fit in the industry. This knowledge will help you prepare for the interview and show your interviewers that you are prepared and excited for the position. Information can be found on the internet, the newspaper and talking to employees.

**2. Match skills listed in the description to experiences or skills that you have.**

Understand these matches and practice how to communicate them to your interviewers. This can be through questions that they might ask or incorporating them to other topics. You can also think of questions that you might ask them that showcase your skills.

**3. Practice questions that interviewers are likely to ask.**

Find questions in the Appendix and practice questions. You don't want to sound "canned" or have responses that are memorized, but it does help you organize answers and showcase your skills that make you a perfect fit for the position.

**4. Select three things that you want the interviewers to know about you.**

These three things can include skills, values, or experiences that you want the interviewers to remember about you. These should exemplify your abilities and show that you are a perfect fit for the position. This is your chance to make your mark and show your personality!

**5. In answers, use examples to show you can do a particular thing, instead of just telling them that you can do it.**

Everyone can tell someone that they can do something, but it is different when you can show someone. If you can share an experience, it allows the interviewers to see your personality and brings the experience to life.

# Interview Question *Tips!*

---

*Don't Just Answer Questions, Wow Your Interviewer with Your Answers!*

Interview Questions can be about you, your skills, your experiences or the position, company or organization. To be prepared for your interview, be prepared for all types of questions!

**Examples are:**

## **You Questions**

- Tell me about yourself.
- Who are your role models? Why?
- What do you consider to be your greatest strengths? Greatest weaknesses?
- Where do you see yourself in 1, 3, or 5 years?

## **Skill Questions**

- How do you rate your written communication skills?
- What is your typical role in a group?
- How do you teach others something new?
- What skill do you want to improve? How do you plan to do this?

## **Experience Questions**

- Tell us about a time when you worked well on a team.
- Describe a time when you wished you had done more planning.
- Have you ever had to take charge of a project to get it done on time?

## **Position/Company/Organization Questions**

- What aspect of this position interests you most?
- What contributions can you make to our company?
- Why should we hire you?

**Answers should be:**

- ✓ Direct and Concise
- ✓ Answer the question that is asked
- ✓ Use examples to show experiences in answers
- ✓ Express your personality in answers
- ✓ Organized and complete answers

# Adding Your Personal Touch to An Interview *Tips!*

---

*Make Your Mark to Help Stand Out!*

## 5 Simple Ways To Make Your Mark!

**1**

**Personally sign your cover letter.**

Sign with Blue or Black ink. This will show your interviewers that you value details and a personal touch in your work.

**2**

**Don't just use a template letter or résumé.**

Add headings when you have a lot of experience in an area, such as Community Service. Remember to add personality to your cover letter to bring it and your résumé to life!

**3**

**Shake your interviewers hand before and after the interview.**

It's polite to greet with a handshake and wait to be asked to be seated. Finishing with a hand shake says thank you and that you appreciate their time. Remember- no handshake is complete without a smile!

**4**

**Include relevant personal experiences that show your experience and personality.**

Bring your answers to life with real examples! Don't forget that personality is shown through your words, your eyes, your hand gestures and your smile! It will also make you less nervous if you can be confident and be yourself.

**5**

**A hand written thank you note is always appreciated.**

Saying thank you or writing an email might do, but nothing is better than taking the time to show how much you mean thank you. A simple note and a few lines is all you need to show this gratitude and make someone's day.

# 10 Ways to Win an Interview

Compiled From *The Everything Job Interview Book*, By Bob Adams, 2001

## 1. Be Prepared

Be prepared by thinking out the interview before it happens. Know where it will be held, arrive 15 minutes early, and bring an extra copy of your cover letter and résumé just in case!

## 2. Dress Appropriately

Dress conservatively and it's always good to over-dress instead of under-dress. Dress also includes not having too much jewelry or makeup! Remember details make the difference.

## 3. Be Confident

Smile and believe in yourself. If you believe in yourself, your interviewers are more than likely to believe in you. Be careful to not sound cocky or conceited, but take pride in your skills and experiences that make you the perfect choice.

## 4. Make Eye-Contact

This can be difficult when you are nervous, but this is one of the best ways to show confidence. Make eye-contact with the person asking the question and then slowly roam making contact with each person, so you don't seem shifty or nervous.

## 5. Show Your Enthusiasm

Be excited to be at the interview! Show that you are eager and willing to learn, and excited about what the interviewer is discussing with you. This is done both with your words and body language!

## 6. Know the Position

Understand what you will be doing and form any questions you have about those tasks. Find matches between what you want to do and what the position offers.

## 7. Know the Industry

Understand where the company or organization fits in the industry and what their mission or goals are. This will help you see the big picture and where you might fit in that company or organization.

## 8. Know the Company

You might get the question, "Tell me what you know about this company." or you may have to insert information about the company in your answers. Either way, it shows dedication and that you did your homework when you know about the company!

## 9. Practice

Practice makes perfect! Don't memorize answers, but think about possible questions and how you might respond. Watch your non-verbal communication such as eye and facial expressions in the mirror or with a friend! You'll be confident and prepared if you practice.

## 10. Follow Up

Whether it's a thank you note, a call, or a quick email, thank the interviewer for their time soon after the interview, usually done within two days. This will keep your name at the top of their mind and shows that you appreciated their time.

## It's Interview Time *Típs!*

---

*Are You Ready?*

### Interview Time Checklist:

- Do you know where and when your interview will be?
- Is your résumé edited by two other people?
- Is your cover letter edited by two other people?
- Is your résumé and cover letter printed on résumé or nice paper?
- Do you have an extra copy of your résumé and cover letter printed and ready to go just in case?
- Did you personally sign your cover letter?
- Did you practice likely questions?
- Do you know the position description?
- Do you feel prepared?
- Is your interviewing outfit clean and pressed?
- Are your earrings, make-up and hair not flashy or distracting?
- Are you conservative and classic?
- Smile ready?
- Excited?
- Confident?

**If all of these are checked- *You are Prepared and Ready***

***For Your Interview!***

## Post-Evaluation *Tips!*

---

---

*Let This Experience Help You In the Future!*

Name:

Interview Date:

What went well in the interview?

---

---

---

---

What could be improved?

---

---

---

---

What questions were asked?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Was I prepared for the interview?

Yes

No

What else can I do to prepare? \_\_\_\_\_

---

Did I practice for the interview?

Yes

No

What else can I do to practice? \_\_\_\_\_

---

Did I review the judge's comments?

Yes

No

What could I improve next time from these comments? \_\_\_\_\_

---

## Additional *Tips!*

---

*Excel in your next real interview with these additional tips!*

### **Thank You's**

Thank you notes have been mentioned several times throughout this manual and there are some tips for sending them after your next real interview.

You can choose to email or write a handwritten thank you. Here are some general guidelines to follow for either option.

- All types of thank you's should be sent within two days of the interview.
- Make sure the style of the thank you matches the organizational culture of the company you interviewed with.
- For all types of thank you's, be sure to use correct grammar, spelling and punctuation.
- Thank you's should include thanking them for their time and the opportunity to interview with them. You may want to include something special that you remembered about interview panel, company or the interview. Be genuine!
- A hand written note is appreciated, especially in a business or organization that would focus on providing a personal touch to others.
- Choose professional and classic note cards and write the note in ink.
- Send an email thank you for a company that is more technology focused or has a fast turn around time for decisions.
- Another thank you method includes a phone call, which would follow the same guidelines as what to write on a thank you.

Here are some appreciation words to consider using in your next thank you note.

- Beneficial
- Character
- Excellence
- Fine
- Great
- Importance
- Impressive
- Kind
- Outstanding
- Pleasant
- Rewarding
- Special
- Superb
- Treasure
- Value
- Worthwhile

# Additional *Tips!*

*Excel in your next real interview with these additional tips!*

## Employment or Job Applications

Every job application may be different, but there are some important tips to remember to have for any application.

**Work History**

Month/Year Began	Month/Year Left	Beginning Wage	Ending Wage
Employer	Job Title	Supervisor's Name	
Address, City, State, Zip		Telephone	
Reason For Leaving			
Responsibilities			

Month/Year Began	Month/Year Left	Beginning Wage	Ending Wage
Employer	Job Title	Supervisor's Name	
Address, City, State, Zip		Telephone	
Reason For Leaving			
Responsibilities			

Month/Year Began	Month/Year Left	Beginning Wage	Ending Wage
Employer	Job Title	Supervisor's Name	
Address, City, State, Zip		Telephone	
Reason For Leaving			
Responsibilities			

**Education/Training**

Type of Instruction	Name and Location of School	Subjects	Dates of Attendance	Graduated? (Yes/No)
High School				
Vocational Schools, Junior College				
College/ University				
Other Training				

Academic Achievements

Approximate overall high school G.P.A.

**Please Read Carefully and Sign**  
 I understand that this application for employment will be given every consideration, but its receipt does not constitute a contract of employment, nor does it imply that I will be hired.  
 I certify that all answers given on this employment application are true and complete to the best of my knowledge and that any misrepresentation or omission is sufficient cause for immediate termination of employment by the employer without incurring any liability or obligation.  
 I hereby acknowledge that I have read and understand this agreement.

Signature of the Applicant \_\_\_\_\_ Date Signed \_\_\_\_\_

- Be sure to write in blue or black ink and print legibly or type the application.
- Be sure that the application is complete with no blanks. If it does not apply to you, put N/A or Not Applicable.
- Personal Information includes your address, phone number and your social security number.
- Educational Information includes your schools, their addresses, courses completed, GPA and degrees conferred.
- Work Experience includes the name of the company and address, supervisor name and contact information, job duties, dates of employment, reason for leaving and salary or hourly wage.

- References should be people to confirm your information or character. These usually cannot be relatives or siblings. Include the reference name, position title, company, address and contact information.
- Some may ask for availability on the days of the week and times.
- Electronic applications may ask you to upload a cover letter and résumé . Be sure to have them ready and in a PDF format if it has a lot of formatting such as columns or bullet points.



Part Two:  
*For The Contest Organizer*

Contest Format and Set-Up

Contest Timeline and Checklist

Rubric Explanation

Recruiting Judges

Judges Orientation

Job Description

Questions

Judging Cover Letters

Judging Résumés

## Contest Format and Set Up

---

The contest can be as large or small as needed. Each applicant turns in a cover letter, résumé and goes through a 5-10 minute interview. This contest is currently called the Interview Contest, but is based on job positions. This manual provides all the necessary information for the contest organizer and Part One includes information for Project Leaders and Members.

### **The Contest Format is:**

- Organizing Party provides two to three job positions for each age category. These should be posted at least one month prior to the contest.
- Questions for each age category and position should be compiled prior to the contest. These do not need to be posted, but should consist of questions based on the position, skills and about the member. Sample questions are provided in Appendix Two.
- For the contest, there should be two to three judges for each age category.
- There should be one room for each age category being judged, unless all categories are judged together, such as in small contests.
- Provide a holding room for contestants and a room host to help coordinate moving members to rooms for the interview.
- Judges will evaluate the interview based on the 4-H Interview Contest evaluation rubric, provided in this manual.
- Judges also judge the cover letter and résumé based on guidelines in this manual. Constructive criticism and comments are highly encouraged.
- Résumés and cover letters are returned to members so they can improve based on the comments and constructive criticism that is provided.
- Awards are presented according to Club, County, Sectional or State guidelines.

The set up can be changed by the size of the contest, but the basic format for the 4-H Interview Contest will remain the same.

### ***Contest Set Ups might be:***

#### **Small Contests (<10)**

Two to Three judges for all age categories. (Junior and Intermediate can be combined based on number of people.) Judges also judge the cover letter and résumé based on guidelines in this manual.

#### **Medium Contests (10-30)**

Two to Three judges for each age category, Junior, Intermediate, and Senior. Judges also judge the cover letter and résumé based on guidelines in this manual.

#### **Large Contests (>30)**

Two to Three judges for each age category (Junior, Intermediate, and Senior) with a separate judge for all résumés, and another judge for all cover letters.

## Contest Timeline and Checklist

---

### Ideal County Contest Timeline\*

*\* This timeline is for a County Contest but can be easily adapted to all desired levels. Dates are guidelines, but for a smoothly run contest, information should be provided as early as possible so any questions or concerns can be addressed prior to the contest.*

Two Months Before.....	Post two to three job descriptions for each age category being judged.
Two Months Before.....	Post the Contest Rubric and help sheets for résumés, cover letters and interviews. This information can be found in Part One of this manual and examples are provided in the Appendix.
At least One Month Before.....	Gather judges for the contest. Two to Three judges per category. Organizers are encouraged to gather a variety of judges. Please see Recruiting Judges in this manual.
Normal Registration.....	The contest can be provided as a pre-registration contest to know numbers of participating members and be accurate in gathering judges.
Optional.....	Have résumés and cover letters sent in prior to contest to judge before the contest day.
Two Weeks Before.....	Go through the contest checklist to verify that all items are covered.
Morning of Contest.....	Orientate all judges on rubric and guidelines. Make sure they understand the contest, moving up past this level and providing constructive criticism.

### Contest Checklist:

- Do you have the rooms needed for all categories?
- Do you have the judges you need?
- If collecting résumés and cover letters prior to the contest, are they organized in age categories for judge accessibility?
- Do you have questions for each age group and position compiled and printed for each judge?
- Do you have guidelines on judging cover letters and résumés printed for judges?
- Do you have the 4-H Interview Contest rubric printed for judges and enough for all possible contestants?
- Do you have an orientated room host to help coordinate the contestants?
- Do you have pencils provided for judges?
- Have you orientated judges on the rubric and guidelines for cover letters and résumés?
- Are judges informed of the encouragement to wear professional dress, but that it is not required and that members cannot be discounted for not wearing it?
- Have you provided guidelines on providing constructive criticism to positively help members grow and learn?
- Do you have the awards needed for this contest?

## 4-H Interview Evaluation

Date: \_\_\_\_\_

Member Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

County: \_\_\_\_\_ Position: \_\_\_\_\_

	Level 1 (1 point)	Level 2 (2 points)	Level 3 (3 points)	Level 4 (4 points)	Points
<b>Interview Answers</b>	More practice needed to answer questions.	Questions answered or handled well when unable to provide answers.	Skillful answers to questions and related them well to the position.	Answers are used to exemplify skills beyond the questions, résumé and cover letter.	
<b>Position Knowledge and Coverage</b>	Not enough information is presented to judge speaker's knowledge.	Adequate knowledge of position is demonstrated.	In-depth knowledge of position is demonstrated.	Full position knowledge (more than required).	
<b>Organization</b>	Answers to questions are unorganized.	Answers to questions follow a logical progression.	Answers to questions show skill and creativity in organization.	Answers to questions show a strong structure and structure enhances effect of answer.	
<b>Voice</b>	Volume, pronunciation or vocal variation needs improvement.	Voice and language are adequate for the interview.	Voice and language are skillful and effective.	Volume, tone, timing, inflection, and language are used to enhance the interview.	
<b>Manner and Appearance</b>	Appearance, body language or gestures need improvement.	Appearance and mannerisms are appropriate.	Appearance and mannerisms are presented with business like conduct and style.	Appearance and mannerisms are presented with a professional demeanor and personal style.	
<b>Cover letter</b>	Cover letter is missing or unclear.	Cover letter is clear and organized.	Cover letter is well organized and effective. Tailored to position.	Cover letter is creative, organized and contributes to a professional presentation.	
<b>Résumé</b>	Résumé is missing or unclear.	Résumé is clear and organized.	Résumé is well organized and effective. Tailored to position.	Résumé is creative, organized and contributes to a professional presentation.	
Total Points _____					

Point Breakdown: Gold: 24-28 Blue: 18-23 Red: 11-17 White: <11

Judge's Name: \_\_\_\_\_ County: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_

Comments:

# Rubric Explanation

Please be familiar with this rubric prior to the contest. Contest Goals are provided in the beginning of this manual. Ask any questions to the organizing party or to the California State 4-H Office.

## 4-H Interview Evaluation

Date: \_\_\_\_\_  
 Member Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_  
 County: \_\_\_\_\_ Position: \_\_\_\_\_

Complete the upper part of the rubric at the beginning of the interview. Be sure to ask age and grade.

	Level 1 (1 point)	Level 2 (2 points)	Level 3 (3 points)	Level 4 (4 points)	Points
Interview Answers	More practice needed to answer questions.	Questions answered or handled well when unable to provide answers.	Skilful answers to questions and related them well to the position.	Answers are used to exemplify skills beyond the questions, resume and cover letter.	
Position Knowledge and Coverage	Not enough information is presented to judge speaker's knowledge.	Adequate knowledge of position is demonstrated.	In-depth knowledge of position is demonstrated.	Full position knowledge (more than required).	
Organization	Answers to questions are unorganized.	Answers to questions follow a logical progression.	Answers to questions show skill and creativity in organization.	Answers to questions show a strong structure and structure enhances affect of answer.	
Voice	Volume, pronunciation or vocal variation needs improvement.	Voice and language are adequate for the interview.	Voice and language are skilful and effective.	Volume, tone, timing, inflection, and language are used to enhance the interview.	
Manner and Appearance	Appearance, body language or gestures need improvement.	Appearance and mannerisms are appropriate.	Appearance and mannerisms are presented with business like conduct and style.	Appearance and mannerisms are presented with a professional demeanor and personal style.	
Resume	Resume is missing or unclear.	Resume is clear and organized.	Resume is well organized and effective. Tailored to position.	Resume is creative, organized and contributes to a professional presentation.	
Cover letter	Cover letter is missing or unclear.	Cover letter is clear and organized.	Cover letter is well organized and effective. Tailored to position.	Cover letter is creative, organized and contributes to a professional presentation.	
Total Points _____					

Use the rubric descriptions to select points for each category. These descriptions are to assist you in identifying the appropriate level and corresponding points. Half points may be given if they border between two levels.

Judge's Name: \_\_\_\_\_ County: \_\_\_\_\_  
 Judge's Signature: \_\_\_\_\_  
 Comments: \_\_\_\_\_

Judges should complete the lower part of the rubric at completion of judging the interview, résumé and cover letter.

Comments should be constructive. These materials will be returned to the members to help them continue to learn and grow through this contest.

***Professional attire or 4-H uniform are not required, but are encouraged. Please remember that the actual dress and member needs only to be clean and neat in appearance.***

***Résumés and cover letters are encouraged to be typed and presented on appropriate paper, but may not be discounted if they are not.***

## Recruiting Judges

---

*Organizing Parties are encouraged to recruit a variety of judges for a diverse background of experiences and help!*

### **Examples of Judges Can Be:**

- Volunteer Leaders
- Local Community Leaders
- City Council Members
- 4-H Council Members
- 4-H Alumni
- Teachers
- Human Resources Professionals
- Representatives from Local Organizations
- Representatives from Local Companies
- Representatives from Local Fair Sponsors
- College Professors

### **Guidelines for Recruiting Judges**

- ✓ Ask well in advance of contest
- ✓ Bring in people with diverse backgrounds to get maximum help and different perspectives. *Example: a Business member, a teacher and a 4-H leader*
- ✓ Orientate judges with 4-H background, goals and the 4-H life skills wheel
- ✓ Properly orientate all judges on the rubric and cover letter and résumé guidelines
- ✓ Orientate judges on contest structure to advancement to higher levels and awards
- ✓ Answer any questions and check in on judges

### **Judges are encouraged to:**

- Wear Business Casual dress and be neat and appropriate
- Provide constructive criticism and comment on the interview, résumé and cover letter.
- View this judging opportunity as a connection with a younger generation and help them grow personally and professionally.

## Judge's Orientation

---

*Please use in conjunction with the Rubric Explanation, Judging Cover Letters and Judging Résumés sections of this manual.*

### 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.

### 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 contributes to a professional presentation.

*Please note that members are encouraged to have résumé s and cover letters typed on appropriate paper.*

### 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 résumé s and cover letters typed on appropriate paper.*

# Job Description

You will find sample Job Descriptions in Appendix Two. There are positions for Juniors, Intermediates and Seniors. You can also design some of your own! All were designed with the same easy to follow format. An explanation of this format is below.

**California State 4-H  
Interview Contest**  
<http://www.ca4h.org/proj/resource/fieldday/>



**Flowers and More Floral Shop**  
**Position: Floral Clerk**

**Position Overview**  
Flowers and More Floral Shop is seeking a part-time employee to join their team! Position will assist in answering calls, taking floral orders, helping customers that come into the store, clean and organize floral design space, care and handle fresh cut flowers and assist the floral designer. Flowers can be for any occasion; hence applicant must be caring and friendly. This is a perfect position for a youth with availability after-school and has a joy in working with and learning about flowers and plants!

**Essential Job Functions**

- Answering phone calls
- Taking floral orders
- Assisting customers in the store
- Cleaning and Organizing the store and design table
- Caring for fresh cut flowers
- Assist the floral designer in special projects

**Other Necessary Skills**

- Contributions to a Group Effort
- Learning to Learn
- Social Skills
- Caring and Empathy
- Self-Responsibility

**Eligibility:** 4-H Intermediate or Senior category  
**Bring:** Cover letter and Résumé for this position

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

**Company Name and Position Title** These are fictitious, but represent a position that a youth could apply for.

**Position Overview**  
This overview describes the daily tasks of the position. This can be a source of questions based on duties and experience with these tasks.

**Essential Job Functions**  
This is the bulleted list where specific tasks and skills are listed for this position. This is another source for position questions based on experience and skills needed for this position. This is where members should be identifying similarities to what they like and can do that are needed in the position.

**Other Necessary Skills**  
This bulleted list of skills is more general than job specific and should correspond to the life skills wheel, citizenship and leadership taught in 4-H. This is an area where most members should have experience examples to share with you.

The Job Descriptions are used for:

- Questions Specific to the Position
- Experiences Relevant to the Position, 4-H and Other Organizations
- Knowledge of Position and Preparation
- Realization of 4-H Life Skills and Their Importance
- A Connection For Youth to This Contest and Real Positions



## Job Description Example

### California State 4-H Interview Contest

<http://www.ca4h.org/projresource/fieldday/>



### Flowers and More Floral Shop

**Position: Floral Clerk**

#### Position Overview

Flowers and More Floral Shop is seeking a part-time employee to join their team! Position will assist in answering calls, taking floral orders, helping customers that come into the store, clean and organize floral design space, care and handle fresh cut flowers and assist the floral designer. Flowers can be for any occasion; hence applicant must be caring and friendly. This is a perfect position for a youth with availability after-school and has a joy in working with and learning about flowers and plants!

#### Essential Job Functions

- Answering phone calls
- Taking floral orders
- Assisting customers in the store
- Cleaning and Organizing the store and design table
- Caring for fresh cut flowers
- Assist the floral designer in special projects

#### Other Necessary Skills

- Contributions to a Group Effort
- Willingness to Learn
- Social Skills
- Caring and Empathy
- Self-Responsibility

**Eligibility:** 4-H Intermediate or Senior category

**Bring:** Cover letter and Résumé for this position

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

## Job Description Template

### California State 4-H Interview Contest

<http://www.ca4h.org/projresource/fieldday/>



**Company Name**

**Position Title**

### Position Overview

### Essential Job Functions

- 
- 
- 
- 
- 

### Other Necessary Skills

- 
- 
- 
- 
- 

**Eligibility:** 4-H \_\_\_\_\_ category

**Bring:** Cover letter and Résumé for this position

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

## Interview Questions

---

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

Have about 10 questions ready, but 6 important questions that you would like answers to, if time gets short. You can also have the number of questions based on age categories. (Ex: Juniors: 6 questions, Intermediates: 8 questions and Seniors: 10 questions)

**The Appendix has many questions for you to choose from in these categories or you can design your own!**

Questions that address the member should:

- Be about them, their goals and activities
- These will help calm nerves because it is talking about them, not their position knowledge
- Provide an insight to their personality, character, and values

*Examples are: "Tell us about yourself and your activities." or "Who are your role models and why?"*

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 "If the children you were baby sitting finished their homework early, what would you do?"*

Questions that address experiences and skills 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
- These allow youth to bring their résumé to life by sharing an experience or lesson learned

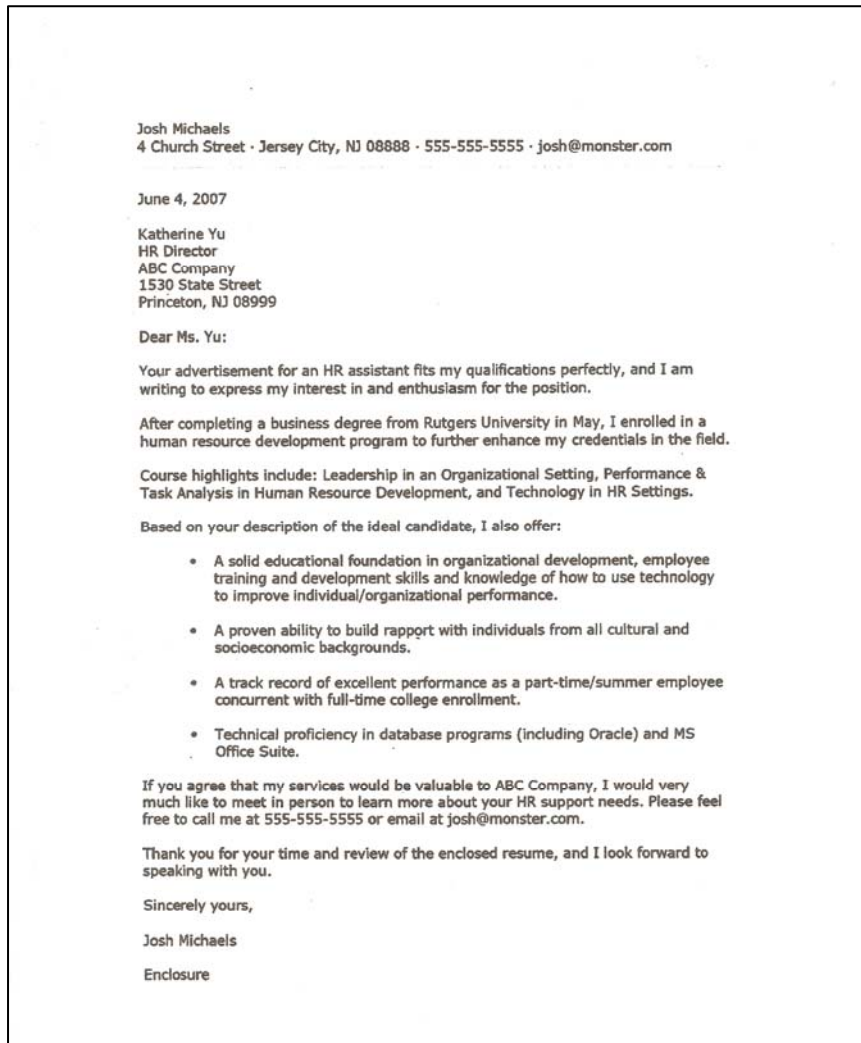
*Examples are: "Describe your animal experience." Or "Tell us about a time when you had to learn something new to accomplish a task."*

**Don't feel 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.



## ACTION VERBS FOR RESUME WRITING

### PEOPLE

Administered  
 Advised  
 Activated  
 Accomplished  
 Adapted  
 Adjusted  
 Advertised  
 Analyzed  
 Arranged  
 Assembled  
 Assisted  
 Achieved  
 Affected  
 Authored  
 Conducted  
 Coordinated  
 Calculated  
 Catalogued  
 Chaired  
 Collaborated  
 Conceptualized  
 Conciliated  
 Consulted  
 Contracted  
 Delegated  
 Demonstrated  
 Devised  
 Distributed  
 Directed  
 Explained  
 Effected  
 Encouraged  
 Enlarged  
 Managed  
 Motivated  
 Organized  
 Programed  
 Promoted  
 Supervised  
 Stimulated  
 Taught

### THINGS

Built  
 Constructed  
 Compiled  
 Calculated  
 Completed  
 Created  
 Designed  
 Drafted  
 Expedited  
 Edited  
 Educated  
 Enlarged  
 Established  
 Evaluated  
 Examined  
 Expanded  
 Fabricated  
 Facilitated  
 Familiarized  
 Formulated  
 Generated  
 Governed  
 Guided  
 Hired  
 Handled  
 Identified  
 Improved  
 Increased  
 Indexed  
 Influenced  
 Informed  
 Instrumented  
 Innovated  
 Inspected  
 Invented  
 Operated  
 Programed  
 Revised  
 Specified

### IDEAS

Applied  
 Analyzed  
 Adapted  
 Assessed  
 Clarified  
 Communicated  
 Conceived  
 Coordinated  
 Created  
 Defined  
 Devised  
 Established  
 Explained  
 Educated  
 Exchanged  
 Executed  
 Forecasted  
 Illustrated  
 Innovated  
 Implemented  
 Initiated  
 Integrated  
 Instituted  
 Interviewed  
 Maintained  
 Manipulated  
 Marketed  
 Modified  
 Monitored  
 Motivated  
 Negotiated  
 Obtained  
 Persuaded  
 Presented  
 Presided  
 Promoted  
 Processed  
 Proposed  
 Publicized  
 Rectified  
 Recommended  
 Recorded  
 Recruited  
 Related  
 Standardized  
 Surveyed  
 Synthesized  
 Transmitted  
 Wrote

## CLUSTERING YOUR SKILLS

The following are clusters of skills. Thinking about your own skills this way can help you to identify your abilities and enable you to write an accurate resume.

### MANAGEMENT SKILLS

Developing  
Supervising  
Coordinating  
Firing  
Hiring  
Producing  
Trouble-shooting  
Evaluating  
Planning  
Scheduling  
Analyzing  
Organizing  
Ranking  
Delegating  
Executing

### FINANCIAL SKILLS

Calculating  
Computing  
Planning  
Budgeting  
Accounting  
Auditing  
Appraising  
Researching  
Analyzing  
Allocating  
Administering  
Preparing  
Solving  
Bookkeeping  
Record-keeping

### MANUAL SKILLS

Operating  
Tending  
Grinding  
Assembling  
Feeding  
Cutting  
Binding  
Driving  
Moving  
Bending  
Shipping  
Handling  
Drilling  
Lifting  
Setting Up

### RESEARCH SKILLS

Clarifying  
Surveying  
Interviewing  
Investigating  
Gathering  
Evaluating  
Synthesizing  
Critiquing  
Examining  
Extracting  
Reviewing  
Writing  
Organizing  
Interpreting  
Extrapolating

### HELPING SKILLS

Relating  
Guiding  
Adjusting  
Attending  
Caring  
Listening  
Directing  
Perceiving  
Intuiting  
Understanding  
Assisting  
Sensing  
Referring  
Speaking  
Collaborating

### TEACHING SKILLS

Influencing  
Advising  
Persuading  
Guiding  
Informing  
Encouraging  
Explaining  
Enlightening  
Stimulating  
Inventing  
Adapting  
Facilitating  
Developing  
Clarifying  
Initiating

### DETAIL SKILLS

Approving  
Implementing  
Dispatching  
Arranging  
Collecting  
Comparing  
Tabulating  
Collating  
Operating  
Classifying  
Processing  
Recording  
Organizing  
Inspecting  
Retrieving

### CREATIVE SKILLS

Innovating  
Developing  
Imagining  
Designing  
Planning  
Joking  
Conceptualizing  
Synthesizing  
Abstracting  
Intuiting  
Visualizing  
Directing  
Playing  
Performing