

## Job Interview CDE

### Purpose

The Job Interview Career Development Event is designed for FFA members to develop, practice and demonstrate skills needed in seeking employment in the agricultural industry. In this event members submit a cover letter, resume, complete a job application and then conduct a personal interview. Each part of the event simulates “real world” activities that will be used by real world employers.

### Sponsor

The North Carolina FFA Foundation currently sponsors this event.

### State Event Superintendent

The superintendent for this event is Mr. Jason Davis, State FFA Coordinator, Department of Agricultural and Extension Education, NCSU, Campus Box 7654, Raleigh, NC 27695-7654. Phone: 919.515.4206 Fax: 919.513.3201 Email: jason\_davis@ncsu.edu

### Eligibility

This event is open to all FFA chapters and FFA members in good standing. FFA Members may not participate in a Career Development Event that leads to a state level event after July 1, following the high school graduation. The event will be open only to students who are active FFA members and who are currently enrolled in agricultural education. Members winning a previous state event in this area or that have participated in a previous national event in this area are ineligible. This event will be held during the North Carolina State FFA Convention.

Only the top individual in the regional event is eligible to participate in the state event. Each participant’s cover letter, resume and application will be the results of his or her own efforts. Students must provide their own writing utensils.

The use of cellular phones, personal digital

assistants (PDA’s) or mobile electronic equipment is allowed to provide information needed to complete the job application. Electronic devices should be turned off and kept out of sight during the actual job interview.

Any member found cheating in any state-level career development event will result in total team disqualification for that event.

At the North Carolina FFA State Convention, members may participate in only one career development event with the exceptions of Creed and Parliamentary Procedure or Prepared Public Speaking and Parliamentary Procedure.

### Dress Code

Participants are required to follow the North Carolina FFA Career Development Event Dress Code. Participants in this event must wear official dress as described in the FFA manual. For male members: black slacks, white collared shirt, official FFA tie, black dress shoes, black socks, and an official FFA jacket zipped to the top. For female members: black skirt, white collared blouse, official FFA blue scarf, black dress shoes with closed heel and toe, black nylon hosiery, and an official FFA jacket zipped up to the top. (Special Note: The skirt is to be at least knee length, hemmed evenly across the bottom, with a split no longer than two inches above the knee, excluding the kick pleat.).

### Event Format

Students must provide their own writing utensils. This event is developed to help participants in their current job search (for SAE projects, part-time and full-time employment that is agriculturally related). 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 like to 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 for which they



qualify.

**Participants must submit the following to the North Carolina FFA Association office by the state convention registration due date of the year in which they are competing:**

### Cover Letter (100 points)

1. Four copies of a single-spaced 8 ½" by 11" white paper. The paper is to be single sided only, typed with no more than ten characters per inch and block justified.
2. The letter is to be addresses to the Superintendent of the Career Development Event and dated for the first day of the event.  
Jason Davis  
Job Interview CDE Superintendent  
NC FFA Association  
NCSU Box 7654  
Raleigh, NC 27695-7654

### Resume (150 Points)

1. Four copies of a single-spaced 8 ½" by 11" white paper resume. 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 upon the participant's work history.
3. Students are to submit three references.
4. **Copy of an agriculturally related job announcement of which they are applying. The job announcement or posting may be real or fictitious but should include a description of the job, skills desired, name of the employer and job requirements.**
5. Cover letter, resume and copy of the job announcement must be submitted to the North Carolina FFA Association office by the state convention registration due date of the year that the participant is competing.

**will be completed:**

### Application (50 Points)

1. Participants will complete a standard job application on-site prior to the personal interview.
2. Participants will complete the application by their own efforts.
3. Application must be completed in blue or black ink.

### Personal Interview (450 points)

1. Participants will interview for their desired job position in front of a panel of two to four judges.
2. The interview will be from 10 to 20 minutes in length.

Sample scorecards for this event are found in the National FFA Career Development Events Handbook

### Scoring

<i>Maximum Score</i>	<i>750</i>
Cover Letter	100
Resume	150
Application	50
Personal Interview	450

### Procedure for Determining the State Event Winner When Scores are Tied

Ties will be broken based on the greatest number of low ranks. Participant's low ranks will be counted and the participant with the greatest number of low ranks will be declared the winner. If a tie still exists, then the event superintendent will rank the participant's response to questions. The participant with the greatest number of low ranks from the response to questions will be declared the winner. If a tie still exists, then the participant's raw scores will be totaled. The participant with the greatest total of raw points will be declared the winner.

**At the State FFA Career Development Event the following**

GROWING NORTH CAROLINA'S FUTURE

WWW.NCFFA.ORG



**NORTH CAROLINA**  
FFA ASSOCIATION SINCE 1929

Learning to Do, Doing to Learn,  
Earning to Live, Living to Serve.

## State Awards

The following awards will be presented annually at the state FFA convention provided sponsorship is available:

State Winner  
*\$500, first place plaque*

Second Place  
*Second place plaque*

Third Place  
*Third place plaque*

## National Career Development Event Participation

The State winner advancing to the national career development event will be automatically registered for the national event. It is the responsibility of the FFA Chapter Advisor to complete all necessary national certification and waiver forms and return them to the state FFA Coordinator by the assigned due date.

State winners that choose not to participate at the national level should contact the state office by Sept. 1 prior to national convention. Winners that fail to inform the state office prior to Sept. 1 will be ineligible to participate in that same CDE for the next year (chapters may appeal to the State FFA Board of Directors). Winners that do not compete at the National Convention will be required to pay back the \$500 travel award.

## Bibliography

Official FFA Manual

National FFA Career Development Events Handbook

---

Last revised 9/15/2014

