

Purpose and Standards

The Job Interview Career Development Event seeks to effectively prepare the CYAE participants for the expectations of interviewing for available positions within the Agricultural Industry. CYAE participants seeking careers within the Agricultural Industry must not only develop a high degree of knowledge and skill; they must also develop the ability to interview through communication in both written and oral forms; and be able to complete a resume and cover letter accurately.

Rules**I. CONTEST PROCEDURES:**

- A. Letters of Introduction and Resumes must be uploaded to Google Form with livestock entries by July 12, 2024.
<https://forms.gle/o1YghdXReYTq7Ndp7>
- B. Contestants shall apply for jobs or positions in one of the following areas: (Listed at the end of this document)
 1. Agricultural Business Management,
 2. Agricultural Mechanics,
 3. Animal Science,
 4. Forestry & Natural Resources,
 5. Ornamental Horticulture,
 6. Plant & Soil Science
 7. Floral.
- C. Only one job title will be assigned to each area. The contestant must research the job title for the area selected. The list of job titles and descriptions is included with these guidelines.
- D. Letters of Introduction should not exceed one page. It is suggested that the date of the letter of introduction be the date of the CYAE contest, August 1, 2024.
- E. Based on the number of entries, letters and resumes may be prescored to determine contest interview participation. Entered contestants will be notified via email by July 18, 2024, if entry numbers have been exceeded and a paper screening is being used.
 1. 20 Junior contestants
 2. 30 Intermediate contestants
 3. 40 Senior contestants
- F. Students will draw for interview order in their assigned room.
- G. Judges will all rate the contestant's letter of introduction and resume and conduct the interview.
- H. When all contestants have finished speaking, each judge will total his/her scores.
- I. Contestants shall be ranked in numerical order on the basis of the final score to be determined by each judge without consultation with each other.
- J. The judges' ranking on each contestant then shall be added by the contest coordinator, and the winner shall be the contestant whose total ranking is the lowest. Other placings shall be determined in the same manner (low points score method of selection).
- K. No materials may be taken into the interview room by the CYAE participant.
- L. The top 3 contestants in each room will move on to a second round of competition to determine the contest winners. Scores from previous rounds will not be used in determining the winning scores.

II. DRESS CODE:

- A. Public Speaking contestants will adhere to the following dress code.
 - 1. FFA members, official FFA dress
 - 2. 4-H members, official 4-H dress
 - 3. Independent or grange members, dress clothes
- III. SELECTING WINNERS:
 - A. Rules of the contest should be placed in the hands of the judges at least one week before the time of the contest.
 - B. Judges will make a joint report on the final placing. The official job interview scorecard must be used by all judges.
 - C. In the regional and state CYAE contests, judges will rank contestants in the top six places.
- IV. RATINGS BY JUDGES:
 - A. Letter of Introduction - 25 points - neatness, organization, and content.
 - B. Resume - 25 points - neatness, organization, and content.
 - C. Knowledge of Position - 10 points - conveys knowledge of career area and/or evidence of researching job skills. Use of career terminology and understanding of job procedures.
 - D. Presentation - 20 points - communicative ability, sincerity, direct, force, attitude, poise, confidence, pronunciation, articulation, voice quality, ease before an audience, maturity, and honesty.
 - E. Response to questions - 30 points - organized response, logical development of thought, complete, original, uses critical thinking skills, can think quickly, convincing, and easily understood.
 - F. Total possible points - 100 points
- V. TIME:
 - A. Interview - approximately 10 minutes.
- VI. The final ranking sheet included with the rules shall be used to summarize the judge's score sheets.
- VII. Tie Breaker - In case of a tie, the individual with the highest total score shall have a prior rating.

JUDGE'S SCORE SHEET JOB INTERVIEW CONTEST		Contestants											
		1	2	3	4	5	6	7	8	9	10	11	12
Name of Judge													
	Points Allowed	Points Awarded to Contestants											
LETTER OF INTRODUCTION	25												
RESUME	25												
KNOWLEDGE OF POSITION	10												
PRESENTATION	20												
RESPONSE TO QUESTIONS	20												
TOTAL POINTS	100												
RANK OF CONTESTANT													

Job Interview Contest Rubric – Score according to the column that best fits performance.

	Points Allowed	Excellent	Good	Fair	Poor
L e t t e r o f f i n t r o d u c t i o n	25	19-25 Points <ul style="list-style-type: none"> No Spelling or Grammatical Errors Well Stated Unique, Descriptive Letter Visually Appealing Follows Business Format 	13-18 Points <ul style="list-style-type: none"> 1-2 Spelling or Grammatical Errors Well Stated Descriptive Letter Visually Appealing Follows Business Format 	7-12 Points <ul style="list-style-type: none"> 3-4 Spelling or Grammatical Errors Vaguely Stated Generic Letter Does Not Follow Business Format 	1-6 Points <ul style="list-style-type: none"> More than 4 Spelling or Grammatical Errors Poorly Stated Information Not Applicable to Position Does Not Follow Business Format
R e s u m e	25	19-25 Points <ul style="list-style-type: none"> No Spelling or Grammatical Errors Visually Appealing Logically Organized Contains Relevant, Descriptive Information Follows Business Format 	13-18 Points <ul style="list-style-type: none"> 1-2 Spelling or Grammatical Errors Visually Appealing Organized Contains Relevant Information Follows Business Format 	7-12 Points <ul style="list-style-type: none"> 3-4 Spelling or Grammatical Errors Lacks Visual Appeal Lacks Organization Lacks Some Relevant Information Does Not Follow Business Format 	1-6 Points <ul style="list-style-type: none"> More than 4 Spelling or Grammatical Errors Lacks Visual Appeal Disorganized Irrelevant Information Does Not Follow Business Format
K n o w l e d g e o f P o s i t i o n	10	9-10 Points <ul style="list-style-type: none"> Understands all Aspects of the Position Uses Correct Terminology Relevant to the Position Relates Skills to the Position 	7-8 Points <ul style="list-style-type: none"> Understands Most Aspects of the Position Uses Correct Terminology Relates Most Skills to the Position 	5-6 Points <ul style="list-style-type: none"> Understands Some Aspects of the Position Uses Some Incorrect and/or Lacks Terminology Relates Some Skills to the Position 	1-4 Points <ul style="list-style-type: none"> Does Not Understand Aspects of the Position Uses No Terminology Relevant to the Position Relates No Skills to the Position
P r e s e n t a t i o n	20	18-20 Points <ul style="list-style-type: none"> Sincere Communication Articulates Thoughts Thoroughly Strong, Direct Voice Professional Poise Displays Confidence Positive Attitude Speaks at a Comfortable Pace Well Groomed Professional Appearance 	15-17 Points <ul style="list-style-type: none"> 1-2 Qualities Missing or Not Strongly Exhibited 	12-14 Points <ul style="list-style-type: none"> 3-4 Qualities Missing or Not Strongly Exhibited 	0-11 Points <ul style="list-style-type: none"> More than 4 Qualities Missing or Not Strongly Exhibited

	Points Allowed	Excellent	Good	Fair	Poor
R e s p o n s e t o Q u e s t i o n s	20	16-20 Points <ul style="list-style-type: none"> • All Responses are Well Stated • Answers All Questions Thoroughly • Exhibits Thought and Logic • Responses Relevant to the Position 	11-15 Points <ul style="list-style-type: none"> • Most Responses are Well Stated • Answers Most Questions Thoroughly • Exhibits Thought and Logic • Responses are Mostly Relevant to the Position 	6-10 Points <ul style="list-style-type: none"> • Some Responses are Well Stated • Answers Some Questions Thoroughly • Exhibits Some Thought and Logic • Responses are Somewhat Relevant to the Position 	1-5 Points <ul style="list-style-type: none"> • Few Responses are Well Stated • Answers Very Few Questions Thoroughly • Exhibits Somewhat Rehearsed Responses to Questions • Exhibits Very Little Thought and Logic • Responses are Irrelevant to the Position

CYAE JOB INTERVIEW CONTEST 2024

JOB TITLES AND CONTACT PERSONS

Note: Please prepare a letter of introduction to ONLY ONE of the job interview titles listed below. All information on the application, listed in your resume, communicated during the interview, etc. is to be accurate. Please approach the contest as if the openings appeared in your local newspaper.

Agribusiness Management – Fair Entry Clerk

Butte County Fair is seeking someone part-time who has excellent time management, organization skills, communication skills, and a positive attitude that is willing to work as a team player. Responsibilities will include processing fair and farm show entries; assisting with the organization of exhibit buildings; assisting with coordination of stall assignments for livestock and farm shows; processing data from judging sheets and posting results of shows; assisting with processing the Junior Livestock Auction sale orders and disposition lists from each sale. Please send resume and letter of introduction to: 42nd District Agricultural Association, Sarah Alexander, CEO, 1303-10th Street, Gridley, CA 95948

Agricultural Mechanics – Maintenance Mechanic

Crop Production Services in Cutler is looking for a Maintenance Mechanic. Duties include maintaining facility vehicles and equipment, updating records, repair welding, fabrication, and completing safety inspections. Candidates should possess a strong mechanical aptitude as well as skills needed in fabrication and repair. Experience in agriculture is a plus. Forward resume' and cover letter to: Crop Production Services, Attn: John Carpenter, HR Supervisor, 12768 Avenue 402, Cutler, CA 93615.

Animal Science – Veterinary Hospital Assistant

Green Acre Veterinary Hospital is looking for an entry-level assistant. Candidates must love animals and should not be afraid to get dirty! Responsibilities may include intake of animal patients; animal restraint/handling; assistance with collecting basic samples including blood, feces, and urine; assisting veterinarians by preparing wounds, gathering supplies, monitoring during and after procedures; and kennel sanitation. Submit resume and cover letter to: Green Acre Veterinary Hospital, c/o Francine Peterson, 2400 Primrose Road, San Carlos, CA 94070

Floriculture – Floral Shop Assistant

Do you want to tip-toe in the tulips? Fancy Florals is looking to add a part-time member to our team. The right candidate will be energetic, professional, reliable, and honest. Must have a California driver's license with a clean driving record. Duties will include but are not limited to: customer service, answering phones, taking orders, making floral deliveries, general cleaning of the shop, stocking and keeping track of inventory, designing floral arrangements and setting up for weddings and other events. Apply by sending cover letter and resume to: Fancy Florals, Attn: Jordan Vadenberg, 9402 Sunrise Drive, Palm Springs, CA 92240

Forestry and Natural Resources – Forest Technician Assistant

The USDA Forest Service has an opening for a Forest Technician Assistant in the Stanislaus National Forest, Groveland, California. The position is to assist in performing timber stand improvement, reforestation, and tree improvement duties. Specific tasks will include planting, thinning, seeding, and site preparation. Candidates should submit their resume' and a cover letter to USDA Forest Service, Attn. William F. Gould, 24545 CA-120, Groveland, CA 95321.

Ornamental Horticulture – Greenhouse Technician

Hanover Enterprises, Inc. is looking for a responsible person to work cultivating, propagating, and caring for plants in their Tehachapi greenhouses. Candidate must be able to identify plant varieties, identify pests, and help control diseases between the greenhouses. Employees will learn our company's cultivating techniques, pruning, de-leafing, thinning, irrigation, and pest control procedures to ensure quality control for our products. Candidate must be able to use a computer to maintain inventories, work safely, and have a valid driver's license. Please send resume and letter of introduction to: Hanover Enterprises, Inc., c/o Matt Jensen, 9225 Sycamore Road, Arvin, CA 93203

Plant and Soil Science – Commodity Inspection Intern

Safe Food Alliance is looking to hire an intern in their Commodity Inspection Department. Candidates should have knowledge of common nut crops such as walnuts, almonds, and pistachios. Responsibilities include drawing samples from the production line and inspecting them according to quality, grade, color, and size as specified under commodity guidelines. Candidates will also place rejected products and individual grades of products in designated piles, containers, or areas. Candidates should be able to make decisions efficiently, maintain sanitary work conditions and work independently. Send cover letter and resume to: Safe Food Alliance, c/o Margaret Schimper, 1432 Silver Trails Lane, Winters, CA 9569