



Career Program Area: Employment Interview

Employment Areas

Each participant will select a specific job description from a list found in **Generic Job Descriptions and Occupations**. This job will be in one of the following areas:

1. Agriculture Equipment Service
2. Agribusiness Administration
3. Agribusiness Sales
4. Crop Production
5. Dairy Production
6. Livestock Production
7. Forestry & Natural Resources
8. Fruit & Vegetable Production
9. Landscaping & Nursery
10. Floriculture
11. Fertilizer & Agriculture Chemicals
12. Feeds & Animal Health
13. Agriculture Education

Procedures

1. Judge's Rating Sheets – Complete the top portion of the Judge's Rating Sheets. Fill in your name, college/institution, and Employment Area (from the list above) in which you are competing on the **Resume and Application Materials Evaluation sheet** and the **Personal Interview Evaluation sheet**.
2. Two of each of the following items is required (one set for the interview judges and one set for the resume/letter/application judges).
 - a. Resume –The resume must be the work of the participant.
 - b. Letter of Application Address all materials to the Employment Interview Career Program coordinator. Use the **Generic Job Descriptions and Occupations list** to identify your desired entry level position within the appropriate Employment Area. Indicate within the letter the position title for which you're applying.

Address all letters of Application to:

Mr. Dwayne D. Faidley
Des Moines Area Community College
2006 S Ankeny Boulevard
Ankeny IA 50023

- c. Application for Employment – The application for employment can be found under the link identified as **Employment Application – fillable**. The application form will be completed by the participant prior to their arrival at the national conference and turned in with all required materials during the Employment Interview orientation session.
- 3. Two sets of all required materials must be turned in at the registration desk during registration period of state conference.
- 4. Submitted materials must be placed in the following order and paper clipped together:
 - a. Set One: Resume and Application Materials Evaluation sheet, Resume, Letter of Application, Application for Employment.
 - b. Set Two: Personal Interview Evaluation sheet, Resume, Letter of Application, and Application for Employment.

Note: envelopes are NOT LISTED among the required materials.
- 5. Personal Interview – Each participant will be interviewed individually, for a period not to exceed fifteen minutes. If the participant does not report for the interview at the assigned time, he/she forfeits participating in an interview, unless prearranged with the Employment Interview coordinator. A copy of the resume and a portfolio of the participant’s work may be brought to the interview. Interview times will be determined and posted following the Orientation Meeting.

Scoring

Participants must use all required forms for the Employment Interview Career Program that request information. Any forms that are required to be used and are not used by the participant will result in a 15% deduction in total points possible from the total score.

Component	Value
Resume	40 points
Letter of Application	40 points
Application for Employment Form	20 points
Personal Interview	100 points
Total	200 points

In the event of a tie, the participant with the higher number of points in the personal interview will be determined the winner.

All graded materials will be returned to the participants for them to use as learning tools. All announced results are final.

Judges

A judge familiar with the employment area will be provided for the personal interview.

State Awards and Recognition will be given to 1st, 2nd and 3rd place.