

**Alameda County Presentation Day
January 30, 2010
Interview Contest
Instructions, Judging Guidelines , Job Descriptions and Entry Form**

This packet from the California 4-H Interview Contest Manual on the 4-H web site. It contains much useful information. You can access the manual at <http://www.ca4h.org/projresource/fieldday/CA4H-InterviewContestManual.pdf>

What is an Interview Contest:

The Interview Contest is a Public Speaking contest that gives members an opportunity to practice the real-life skill of applying for a job. The contest involves a set of fictitious Job Descriptions for the various age groups that the members can go through the process of applying for. To enter the Interview Contest the member must:

- pick a **job description** for a job the member feels qualified for and interested in
 - Junior: 9-11 years old
 - Intermediate:12-14 years old
 - Senior: 15-18 years old
- develop a **resume** of their **real-life education and experiences** that they feel make them a good candidate for that job
- write an accompanying **Cover Letter** for their resume
- **prepare** for the interview
- participate in an actual **interview** where they are judged on all of the key elements in the process

Pre-Entry:

Due to the constraints of the contest process, members must apply to enter the contest in advance. For County Presentation Day, entries must be received by January 28. E-Mail intent to participate to bswb1@aol.com or paper-mail the Application Form at the end of this packet to:

Barbara Butko
4371 St. Andrews Rd
Oakland, CA 94605

Contest Day:

On the morning of the contest, January 30, 2010, the member must show up at Canyon Middle School by 9 am with their Resume and Cover Letter prepared for the interview. Interviews will be scheduled throughout the event.

Results:

The results of the contest will be available at the awards ceremony at the end of the contest if time permits.

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
Interview Answers	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.	
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 effect of answer.	
Voice	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.	
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.	
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.	
Résumé	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:

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January 2010
Interview Contest Application**

Name: _____

Age: _____ Club: _____

Address: _____

Contact Info:

Home Phone: _____ Cell: _____

eMail Address: _____

Preferred Interview Time (Rank 1st, 2nd, 3rd choices)

9:30 _____	9:45 _____	10:00 _____
10:30 _____	10:45 _____	11:00 _____
11:15 _____	11:30 _____	11:45 _____

Mail this application form to:

Barbara Butko
Presentation Day Interview Contest
4371 St Andrews Rd
Oakland, CA 94605

MUST be received by January 28, 2010

OR

Copy information into an email and send to bswb1@aol.com with "Interview Contest" in SUBJECT

