

CATA Curricular Code Change Proposal

Contest:	Job Interview
Proposed By: (Name, School, Email)	Jill Sperling, CDE - Central Region State Job Interview Contest Coordinator
Signature of Contest Advisor:	
Issue: (Describe the reason/rationale for the proposed change.)	1. Recognizing Winners at Regional & State Levels -- Update the code to reflect current practice of recognizing the Top 6 individuals at the region and state levels.
Please check ALL the boxes that apply to your proposed change.	
This proposal will require a contest to open out of rotation.	
The change will affect General Rules.	
The change will affect the awards needed.	
The proposed change will affect tabulations.	
The proposed change will affect contest forms.	
The proposed change will affect contest hosting site. (e.g. additional facilities, new sections, additional scoring, etc.)	
If you answered yes to any of the above questions, please explain.	
<i>*It is recommended that you, or a representative, are in attendance at the pre-conference governing board to answer any questions regarding proposed curricular code changes to contests that are requested to be opened out of rotation.</i>	

<p>Description: (Describe what is changing.)</p>	<p>Currently, the Top 6 students are recognized at the Regional and State levels. The CC states that the Top 5 will be recognized. This would clean up the language in the code to reflect current practice.</p>
<p>Proposed CATA Code Change: (Only include the section that the proposed change pertains to – do not include the entire contest. Reference numbered section. If editing text show new text with old text in parenthesis. For large changes set track changes in the Word document and attach the file, with edits, to this document when submitting.)</p>	<p>1. Recognizing Winners at Regional & State Levels III. SELECTING WINNERS: C. In the regional and state contests, judges will rank contestants in the top six (five) places.</p>

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Issue: (Describe the reason/rationale for the proposed change.)	<p>2A. Development of Job Titles & Descriptions -- Update the code to reflect current practice of the State Contest Coordinator developing the annual list of job titles and descriptions (rather than by committee at the State FFA Leadership Conference like the code currently states).</p> <p>2B. Add language to the code to determine when the list of job titles and descriptions will be posted on www.calaged.org</p>
Please check ALL the boxes that apply to your proposed change.	
This proposal will require a contest to open out of rotation.	<input type="checkbox"/>
The change will affect General Rules.	<input type="checkbox"/>
The change will affect the awards needed.	<input type="checkbox"/>
The proposed change will affect tabulations.	<input type="checkbox"/>
The proposed change will affect contest forms.	<input type="checkbox"/>
The proposed change will affect contest hosting site. (e.g. additional facilities, new sections, additional scoring, etc.)	<input type="checkbox"/>
If you answered yes to any of the above questions, please explain.	
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<p>Description: (Describe what is changing.)</p>	<p>Currently, the code states that the annual list of job titles and descriptions will be developed during a meeting held at the State FFA Convention. This has not happened in at least 8 years.</p> <p>The State Contest Coordinator develops the list of job titles and descriptions and posts on www.calaged.org by October 1st each year.</p>
<p>Proposed CATA Code Change: (Only include the section that the proposed change pertains to – do not include the entire contest. Reference numbered section. If editing text show new text with old text in parenthesis. For large changes set track changes in the Word document and attach the file, with edits, to this document when submitting.)</p>	<p>IV. CONTEST PROCEDURES: C. Only one job title will be assigned to each area. The contestant must research the job title for the area selected. The state contest coordinator will develop the list of job titles and descriptions and post on www.calaged.org by October 1st each year. (A meeting will be held at the State FFA Convention to determine job titles and descriptions suitable for the following year's contest.)</p>

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Issue: (Describe the reason/rationale for the proposed change.)	3. Removal of the Job Application portion of the contest -- this is an outdated component of the contest; applications are now primarily done online in an electronic format; with only 10 points allotted to this portion, it does not have an impact on the overall performance and placings of the students; rather than move to an electronic application and deal with the technology issues that will arise, it would be easier to just remove this portion from the contest.
Please check ALL the boxes that apply to your proposed change.	
This proposal will require a contest to open out of rotation.	
The change will affect General Rules.	
The change will affect the awards needed.	
The proposed change will affect tabulations.	
The proposed change will affect contest forms.	
The proposed change will affect contest hosting site. (e.g. additional facilities, new sections, additional scoring, etc.)	
If you answered yes to any of the above questions, please explain.	
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<p>Description: (Describe what is changing.)</p>	<p>Removal of the job application portion of the contest.</p>
<p>Proposed CATA Code Change: (Only include the section that the proposed change pertains to – do not include the entire contest. Reference numbered section. If editing text show new text with old text in parenthesis. For large changes set track changes in the Word document and attach the file, with edits, to this document when submitting.)</p>	<p>IV. CONTEST PROCEDURES</p> <p>E. Remove entirely F. Remove entirely H. Students will draw for interview order in their assigned room (prior to completing the job application at the contest site). I. There will be three judges. They will all rate the contestant's letter of introduction and resume (and employment application) and conduct the actual interview.</p> <p>V. RATINGS BY JUDGES</p> <p>C. Remove entirely</p> <p>VI. TIME</p> <p>A. Remove entirely</p> <p>JUDGES SCORE SHEET Remove row with application form</p> <p>CONTEST RUBRIC Remove row with application form</p>

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Signature of Contest Advisor:	
Issue: (Describe the reason/rationale for the proposed change.)	4. Clean up language in the existing code to reflect current practice and correct terminology
Please check ALL the boxes that apply to your proposed change.	
This proposal will require a contest to open out of rotation.	
The change will affect General Rules.	
The change will affect the awards needed.	
The proposed change will affect tabulations.	
The proposed change will affect contest forms.	
The proposed change will affect contest hosting site. (e.g. additional facilities, new sections, additional scoring, etc.)	
If you answered yes to any of the above questions, please explain.	
<i>*It is recommended that you, or a representative, are in attendance at the pre-conference governing board to answer any questions regarding proposed curricular code changes to contests that are requested to be opened out of rotation.</i>	

<p>Description: (Describe what is changing.)</p>	<p>IV. G -- change the word "prepared" to "interview"</p> <p>IV. G -- change "regional supervisor" to "state contest coordinator"</p> <p>I. Change "letter of application" to "letter of introduction"</p>
<p>Proposed CATA Code Change: (Only include the section that the proposed change pertains to – do not include the entire contest. Reference numbered section. If editing text show new text with old text in parenthesis. For large changes set track changes in the Word document and attach the file, with edits, to this document when submitting.)</p>	<p>IV. CONTEST PROCEDURES</p> <p>G. Sample interview (prepared) questions will be made available to schools by the State Contest Coordinator (Regional Supervisor)</p> <p>I. There will be three judges. They will all rate the contestant's letter of introduction (application) and resume (and employment application) and conduct the actual interview.</p>

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Signature of Contest Advisor:	
Issue: (Describe the reason/rationale for the proposed change.)	<p>5. Reallocate point distribution of the existing scorecard to reflect the removal of the points for appearance and put more weight on the resume and letter of introduction components of the contest. Decrease the Response to Questions from 30 points to 20 points. This would make the resume/letter of introduction worth 50 points and the interview worth the other 50 points.</p> <p>Over the years, many judges have expressed their unease with evaluating students based on how they look. Typically, judges just give all students the 10 points and move on. This means that those points are unnecessary. I suggest adding "well groomed and professional appearance" to the rubric under the "presentation" points rather than having its own category.</p> <p>In the real world, applicants submit their resume and letters of introduction online. Those are heavily paper screened and only the top candidates get to move on the interview portion. Rather than suggesting a move to a paper screen, I am proposing increasing the point value of the resume and letter of introduction so that they have a greater impact on the overall placings of the contest.</p>
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If you answered yes to any of the above questions, please explain.	
<p><i>*It is recommended that you, or a representative, are in attendance at the pre-conference governing board to answer any questions regarding proposed curricular code changes to contests that are requested to be opened out of rotation.</i></p>	

<p>Description: (Describe what is changing.)</p>	<p>Remove 10 points from Appearance category. Add the appropriate language (well groomed and professional appearance) from Appearance to the Presentation category.</p> <p>Increase the point value of the Letter of Introduction from 10 points to 25 points.</p> <p>Increase the point value of the Resume from 10 points to 25 points.</p> <p>Decrease the point value of the Response to Questions from 30 points to 20 points.</p> <p>These changes would make the resume/letter 50 points and the actual interview portion 50 points, keeping the total at 100.</p>
<p>Proposed CATA Code Change: (Only include the section that the proposed change pertains to – do not include the entire contest. Reference numbered section. If editing text show new text with old text in parenthesis. For large changes set track changes in the Word document and attach the file, with edits, to this document when submitting.)</p>	<p>V. RATINGS BY JUDGES</p> <p>D. remove entirely F. Persentation -- add to the end "and appearance (in official FFA uniform and neatly groomed" G. Response to Questions -- change point value from 30 to 20</p> <p>JUDGES SCORE SHEET Remove row for Appearance Change point value for Letter of Introduction from 10 to 25 Change point value for Resume from 10 to 25 Change point value for Presentation from 30 to 20</p> <p>RUBRIC Remove row for Appearance Reallocate points for Letter of Introduction, Resume and Response to Questions (see attached document for specifi changes)</p>

JOB INTERVIEW

Revised 6/2010

Purpose and Standards

The Job Interview Career Development Event seeks to effectively prepare the students for the expectations of interviewing for available positions within the Agricultural Industry. Students 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, cover letter and job application accurately. California Career Technical Education Model Curriculum Standards addressed by this event include:

Foundation Standards: Communications – Reading 2.1, 2.6, 2.7, Writing 1.1, 1.2, 2.3f, 2.5, Written and Oral English Language Conventions 1.2, 1.2, 1.2, and Listening and Speaking 1.1, 1.7, 1.2, 2.3, 1.8. Career Planning and Management 3.1, 3.2, 3.3, 3.4, 3.5, 3.6. Technology 4.2, 4.6. Problem Solving and Critical Thinking 5.1, 5.3. Health and Safety 6.1, 6.2, 6.4, 6.5. Responsibility and Flexibility 7.1, 7.2, 7.3, 7.4, 7.5, 7.6. Ethics and Legal Responsibilities 8.2, 8.3. Leadership and Teamwork 9.1, 9.2, 9.3, 9.4, 9.5, 9.6. Technical Knowledge and Skills 10.2. Demonstration and Application – Students will demonstrate and apply the concepts contained in the foundation and pathway standards.

Contestants (Eligibility)

- Contestants must be active, in-school, FFA members of a chapter in good standing with the California Association of FFA and who are enrolled in an agricultural education course.
- The preliminary contests are local, sectional and regional in nature.
 - Each section will determine how many chapter members may participate at the sectional level. Each region will determine how many sectional participants may compete at the regional level. Participation at the state level is limited to the top 50% of those that participate in the regional contest (or major portion thereof), with a maximum of four (4) per region.
 - The finals for this contest will be held the same time as the state prepared public speaking and state extemporaneous public speaking contests are conducted.
 - A contestant may not participate in the Job Interview, Prepared Public Speaking or Extemporaneous Public Speaking contests in the same year.

Tie Breaker

In case of a tie, that individual who has the highest grand total score shall have prior rating.

Rules

- I. Contestants must be in the official FFA dress uniform.
- II. JUDGES:
 - A. Three competent and impartial persons shall be selected to judge the contest. At least one judge should have previous experience in interviewing job applicants.
 - B. All judges will equally rate the job interview contestants.
 - C. The judges at the state finals are to be from industry, preferably representing three different agricultural career areas.
- III. SELECTING WINNERS:
 - A. Rules of the contest should be placed in the hands of the judges at least one week prior to the time of the contest.

- B. Judges will make a joint report on the final placing. The official job interview score card must be used by all judges.
- C. In the regional and state contests, judges will rank contestants in the top ~~six~~ five places.
- IV. CONTEST PROCEDURES:
- A. Letters of Introduction and resumes must be sent to the chairman of the state and regional contests 14 days prior to the activity.
- B. Contestants shall apply for jobs or positions in one of following areas:
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 state contest coordinator will develop the list of job titles and descriptions and post on www.calaged.org by October 1st of each year. A meeting will be held at the State FFA Convention to determine job titles and descriptions suitable for the following year's contest.~~
- D. Letters of Introduction should not exceed one page. It is suggested that the date of the letter of application be the date of the region/state contest.
- ~~E. Each contestant will complete an employment application. An application form will be provided at the time of the contest. Notes will not be allowed to complete the employment application.~~
- ~~F. Each contestant will have 20 minutes to complete the application. After completion of all the applications, individual interviewing will be conducted by the judges in the contest room.~~
- G. Sample ~~interview prepared~~ questions will be made available to schools by the ~~State Contest Coordinator Regional Supervisor.~~
- H. Students will draw for interview order in their assigned room ~~prior to completing the job application at the contest site.~~
- I. There will be three judges. They will all rate the contestant's letter of ~~introduction application and resume and employment application~~ and conduct the actual interview.
- J. When all contestants have finished speaking, each judge will total his/her scores.
- K. Contestants shall be ranked in numerical order on basis of final score to be determined by each judge ~~without consultation with each other.~~
- L. The judges' ranking on each contestant then shall be added by the Regional Supervisor in charge of the contest, and the winner shall be the contestant whose total of rankings is the lowest. Other placings shall be determined in the same manner (low points score method of selection).
- M. No materials may be taken into the interview room by the students.
- V. RATINGS BY JUDGES:
- A. Letter of Introduction - ~~25~~ 10 points - neatness, organization and content.
- B. Resume - ~~25~~ 10 points - neatness, organization and content.
- ~~C. Application form - 10 points - neatness, legibility, completeness, and adherence to instruction.~~
- ~~D. Appearance - 10 points - in official FFA uniform and neatly groomed.~~

- E. 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.
 - F. Presentation - 20 points - communicative ability, sincere, direct, force, attitude, poise, confidence, pronunciation, articulation, voice quality, ease before an audience, maturity, honesty and appearance (in official FFA uniform and neatly groomed).
 - G. Response to questions – 20 30 points - organized response, logical development of thought, complete, original, uses critical thinking skills, can think quickly, convincing, and easily understood.
 - H. Total possible points - 100 points
- VI. TIME:
- A. Job Application Form – 20 minutes.
 - B. Interview - approximately 10 minutes.
- VII. The final ranking sheet included with the rules shall be used to summarize judges score sheets.
- ~~VIII. Job Interview Contest Job Titles and Contact Persons are located on the www.calaged.org website~~

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 10																
RESUME	25 10																
APPLICATION FORM	10																
APPEARANCE	10																
KNOWLEDGE OF POSITION	10																
PRESENTATION	20																
RESPONSE TO QUESTIONS	20 30																
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
Letter of Introduction	25 10	19-25 0-10 Points <ul style="list-style-type: none"> No Spelling or Grammatical Errors Well Stated Unique, Descriptive Letter Visually Appealing Follows Business Format 	13-18 7-8 Points <ul style="list-style-type: none"> 1-2 Spelling or Grammatical Errors Well Stated Descriptive Letter Visually Appealing Follows Business Format 	7-12 5-6 Points <ul style="list-style-type: none"> 3-4 Spelling or Grammatical Errors Vaguely Stated Generic Letter Does Not Follow Business Format 	1-6 4 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
Resume	25 10	19-25 0-10 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 7-8 Points <ul style="list-style-type: none"> 1-2 Spelling or Grammatical Errors Visually Appealing Organized Contains Relevant Information Follows Business Format 	7-12 5-6 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 4 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
Application Form	10	0-10 Points <ul style="list-style-type: none"> No Errors Neat and Legible Complete Follows Instructions Contains Relevant, Descriptive Information Consistent with Resume and Letter of Introduction 	7-8 Points <ul style="list-style-type: none"> 1-2 Errors Neat and Legible Complete Follows Instructions Contains Relevant Information Consistent with Resume and Letter of Introduction 	5-6 Points <ul style="list-style-type: none"> 3-4 Errors Illegible Incomplete Follows Most Instructions Lacks Relevant Information Inconsistent with Resume and Letter of Introduction 	1-4 Points <ul style="list-style-type: none"> More than 4 Errors Illegible Incomplete Does Not Follow Instructions Lacks Relevant Information Inconsistent with Resume and Letter of Introduction
Appearance	10	0-10 Points <ul style="list-style-type: none"> Well Groomed Professional Appearance 	7-8 Points <ul style="list-style-type: none"> Well Groomed Mostly Professional Appearance 	5-6 Points <ul style="list-style-type: none"> Fairly Groomed Lacks Professional Appearance 	1-4 Points <ul style="list-style-type: none"> Poorly Groomed Unprofessional Appearance
Knowledge of Position	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
Presentation	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
Response to Questions	20 30	16-20 26-30 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 21-25 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 16-20 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 0-15 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