

MEMO

TO: Utah FFA Advisors
FROM: Brett M. Evans, Utah FFA Association Executive Secretary
DATE: January 9, 2012
SUBJECT: 2011-2012 Job Interview CDE

Following please find all necessary information to enter a contestant into the Job Interview CDE to be conducted at the 2011-12 State Convention.

Please note that the Job Interview CDE is held at the same time as the State Officer Candidate Nominating Committee is interviewing State Officer Candidates. As a result Nominating Committee members and State Officer Candidates can NOT compete in the Job Interview CDE.

The Utah FFA State Job Interview CDE will follow the rules listed in the "*Career Development Events Handbook 2012-2016*" with the following adaptations.

1. Each Chapter may submit one contestant for the state event.
2. The contestant's cover letter, and resume must be collated into an individual packet. Ten copies of the packet must be submitted to the Executive Secretary **postmarked by Feb 15, 2012**. The event officials **WILL NOT** make extra copies if you do not submit the required number.
3. Address your cover letters to:
Job Interview CDE Host
2300 Old Main Hill
Logan, UT 84322-2300
4. Participants not in full Official Dress according to the *Utah FFA Association Code of Ethics* will be automatically docked 25 points on the Personal Interview Score Card - Appearance and courtesy section.
5. Participants will be allowed 15 minutes to complete the Job Application on-site. The application will be a hard copy and will be completed by hand. Contestants will receive two copies of the blank application. Additional copies will not be provided.
6. Instead of the Telephone Interview a Cold Contact Personal Interview will be conducted. The same telephone interview score card will be used. The situation will simulate an unscheduled personal visit to the employer asking for an interview. The contestant should interview with the thought that the company has already received the applicants cover letter and resume. The interview will last 3 - 5 minutes, being concluded when the contestant leaves the room or the 5 minute time limit is reached.
7. The Personal Interview will be conducted by a panel of judges. The interview will be a

maximum of 7 minutes not 20 minutes.

8. All applications and letters completed at the event will be hand written. No computers will be available. Participants are not allowed to bring their own computer.
9. The new Networking Activity described in the rules (pg 3 Final Round e. Networking Activity) will be conducted as part of the finals round. We will use the Networking Activity Scorecard provided on pg 11.
10. Depending on the number of contestants the Job Interview CDE will be conducted in flights with finalists returning for a finals round. Specific information will be available regarding judging flights and schedules once the number of contestants is known.

The Job Interview CDE will be held on Friday, March 9 during the State FFA Convention on the Snow College South campus. The event will begin at 8:00 a.m. Additional location and time information will be included in the state convention registration packet.