

*Montana 4-H Congress*  
**4-H CAREER COMMUNICATIONS CONTEST**  
**GUIDELINES Updated 4/1/2018**

**PURPOSE:**

To allow 4-H members to learn skills related to careers, including research, application, resume writing and interviewing.

**CAREER COMMUNICATIONS:**

- ✓ Complete the provided job application
- ✓ Develop a cover letter and résumé
- ✓ Participate in a job interview

The Career Communications Contest is an opportunity for members to practice the skill of applying for a job. The contest involves completing the provided job application, cover letter, résumé and completing an in person interview. To prepare, read

**[http://montana4h.org/projects/4h\\_communication/career\\_communications.html](http://montana4h.org/projects/4h_communication/career_communications.html)**

The member selects the type of job they are applying for, but it should be one for which they currently have skills. The California Interview Manual has useful ideas for positions you may apply for [<http://www.ca4h.org/files/51307.pdf>]. You can also refer to your local newspaper or online job announcements to find a selection of jobs. **Include the specific job you are applying for in your cover letter and job application.**

**JOB APPLICATION:**

Students will complete the provided job application (**HERE**) prior to the personal interview. *This job application form is fillable, but you must first download from the web viewer to your computer or device.* While the application will be generic, 4-H members are to complete the application for their intended job. Bring completed job application to the interview. Job application and examples can be found at **HERE**.

**RÉSUMÉ:**

Each contestant will provide a cover letter, job application and résumé to the judges prior to the start of the interview. Each participant's résumé and application will be the result of his or her own efforts. If a contestant's materials are found to not be their original work, the contestant will be disqualified from the Career Communications Contest. Participants are encouraged to use examples related to their 4-H experience whenever possible when preparing their résumé.

**JOB INTERVIEW:**

The interview will be conducted by one to three judges. Questions will pertain to participant's current skill level and the specific job for which they are applying. As this contest simulates an actual job interview, spectators will not be permitted in the interview judging room.

**JOB DESCRIPTIONS:**

Please prepare a résumé for a position of your choice. Life experiences and education should be used to show that you are a good candidate for the selected job. Highlight your 4-H experiences whenever possible.

**LENGTH:**

The job interview may be up to 20 minutes in length. Judges will determine when the interview is finished.

**NUMBER OF PRESENTERS:** This is a contest for individuals.

**QUESTIONS:** Only judges may ask questions

**ATTIRE:** Attire and grooming suitable for the specific job interview.

**OTHER:** Contestants are encouraged to research career communications, including résumé and cover letter writing and interviewing skill. Career exploration and knowledge should be part of the research

**GUIDELINES:**

Counties may enter any number of participants in Career Communications

More than one platform may be used for this event, depending on the number of contestants. Contestants will be assigned to platforms randomly.

The Career Communications contest will be held on contest day of Montana 4-H Congress. There will be **two to three (2-3)** judges per platform. Each judge will use the scoring rubric. In addition to the scoring rubric, judges will be asked to rank the contestants.

**AWARD:**

The top placing individual or team will be awarded with a medal and certificate. The individual with the highest numerical scores will be awarded a trip to National 4-H Congress. Delegates who previously received a trip to National 4-H Congress may participate in the contest, but will not receive a second award trip.

Montana 4-H Congress Participants that are 13 years of age **are permitted** to compete in the state contest at the discretion of the County. However, they may not be eligible for an award trip due to age requirements set by the national/regional event. They do not lose their eligibility and can compete in future years to again earn eligibility for a national award trip.

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The California State 4-H Interview Manual is an excellent resource. Please do not refer to the contest guidelines listed in this manual, just the resource information.

<http://www.ca4h.org/files/51307.pdf>

Fillable .pdf found at <https://montana.box.com/v/4-HCommunicationsResources>

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Position Applied for: \_\_\_\_\_

### Education

Elementary: \_\_\_\_\_ Address: \_\_\_\_\_

Middle School: \_\_\_\_\_ Address: \_\_\_\_\_

High School: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

Classes, Certification or Training:

Volunteer Experiences:

## Previous Work, Employment and Volunteer Service

Company  
or  
Organizatio  
n: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a  
reference? YES NO

Company  
or  
Organizatio  
n: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a  
reference? YES NO

Company  
or  
Organizatio  
n: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a  
reference? YES NO

## Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## LIST OF POSSIBLE INTERVIEW QUESTIONS:

*Evaluators may choose questions from this list, plus may add job-specific questions.*

### Position Knowledge and Self-Reflection

1. Tell us about yourself
2. What are your greatest strengths? Weaknesses?
3. Give an example of how one of your strengths was helpful on a team (work, school, etc.)
4. Give an example where you had to compensate for a weakness (yours or a team's) and how you did so.
5. Tell us about your skills related to this position.
6. Describe any training or experience you've had that is related to this job.
7. Why did you choose to apply for this position?
8. What do you think will be your biggest challenge with this job?
9. What do you think will be easiest part of this job for you?
10. How has your education or training prepared you for this position?
11. If we were to gather several of your supervisors, teachers and co-workers into a room and ask them what your greatest strengths are, what would they say? If we asked them the areas you needed to improve, what would they say?
12. What do you believe are the most important characteristics and skills you would contribute?
13. Why did you to apply for the position?
14. Tell us what you know about the position and what questions you have about the position.

### Organization, Time Management and Goals

15. What are your short-term and long-term goals?
16. Tell us about an important goal that you have achieved and the steps it took to achieve the goal.
17. What is something you have done that makes you feel proud? What accomplishments have given you the most satisfaction in life?
18. How do you prioritize tasks?
19. Tell us what motivates you.
20. What do you currently do to be effective in time management and organization – balancing multiple project priorities?
21. Can you describe a time when you had to organize a rather large project/event and how you managed it?

### Work Environment and Relationships

22. Describe a conflict you've had in a work/school/organization and how you solved it.
23. Have you ever had a conflict or difference of opinion with a supervisor or teacher? If so, describe the situation and how you handled it.
24. What qualities would you hope for in a supervisor?
25. Describe an ideal day on the job.
26. Tell us about some of your favorite classes, teachers or hobbies.
27. Would you rather work with information or people?
28. Can you describe a time when you had to work with someone you did not especially care for (client, co-worker, class member, volunteer) and how you handled that situation?
29. How do you feel about taking direction from co-workers or supervisors? (Explain)
30. How do you prefer to be approached about errors in your work?
31. How would you approach one of us if you found errors in our work?

*Montana 4-H Congress*  
**4-H CAREER COMMUNICATIONS CONTEST EVALUATION**

Member Name: \_\_\_\_\_ County: \_\_\_\_\_

	<b>Level 1 (1 point)</b>	<b>Level 2 (2 points)</b>	<b>Level 3 (3 points)</b>	<b>Level 4 (4 points)</b>	<b>Points</b>
<b>Interview Answers</b>	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, resumé and cover letter.	
<b>Position Knowledge and Coverage</b>	More information and understanding of job position is needed by applicant.	Adequate knowledge of position.	In-depth knowledge of position.	Full position knowledge (more than required).	
<b>Organization</b>	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 that enhances effect of answer.	
<b>Voice</b>	Volume, pronunciation or vocal variation needs improvement.	Voice and language are adequate.	Voice and language are skillful and effective.	Volume, tone, timing, inflection, and language enhance the interview.	
<b>Manner and Appearance</b>	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.	
<b>Application</b>	Application is missing or messy.	Application is clearly filled out.	Application is professional in appearance.	Application is exceptional done.	
<b>Cover letter</b>	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.	
<b>Resumé</b>	Resumé is missing or unclear.	Resumé is clear and organized.	Resumé is well organized and effective. Tailored to position.	Resumé is creative, organized and contributes to a professional presentation.	

Presentation Time \_\_\_\_\_

Total Points \_\_\_\_\_

Ribbon Placings:     Blue 32-24 points     Rec 23-16 points     White 15 and below

What did the 4-H member do particularly well?

What could the 4-H member have done differently to make the presentation more effective?

Additional Comments:

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Evaluator's Name: \_\_\_\_\_