



World of Work Contest

- Description:** Contestants will come prepared with a completed resume, job application and description (see below). You will be given an interview time in which to complete a 10 minute interview. Contestants should treat this contest as if they were actually going through a job application and interview process.
- Entries:** Individual only
- State Awards:** First place individual will receive choice \$50 towards future county/state event or a State 4-H Contests Jacket.

Special Information:

Contestants will be introduced to the job application and interview process utilized to hire new employees. Participants will demonstrate organizational and communication skills by completing a job application and experiencing a job interview.

Contest Rules:

- Contestants will be required to find a job they are qualified to apply for and obtain an application from the establishment.
- Submit a resume, job application, and job description summary to the State 4-H Office no later than June 15. (See below for specific guidelines and details)
- You are welcome to use any personal reference materials which you feel might be beneficial in providing information requested on the job application.
- You will have 10 minutes for the job interview.
- All information provided by you, the applicant, both oral and written, should be factual. Don't pretend to be a high school graduate or college graduate. This experience should prepare you to actually apply for the job you are interviewing for in this contest.
- Although a Social Security Number is requested on job applications, please DO NOT provide your number on the application used for this contest.
- Contest winners will be determined as rated by the judges. Judges' decisions are final. (Note: a blue ribbon would indicate that the interviewee would be hired.)
- Once you register for this contest, you will be assigned an interview time based on your schedule of other contests in which you may be participating. We will let you know the time for the interview. You will be expected to treat that time period as you would a regularly scheduled interview with a potential employer.

**Job Application:**

The Job Application should be obtained from the actual business of which you wish to apply. Asking for a job application is an important part of the employment process and should be taken seriously. Although the act of obtaining the application will not be judged, it is often your first impression on the business where you are applying. Whether you plan to actually apply, or are only using the application for State Contests, please act respectfully.

Job Applications are due in the State 4-H Office by June 15. Please submit via email to kelsey.romney@usu.edu with subject line: World of Work – State Contest

Resume:

The resume should be no longer than 1 page and reflect your qualifications and match the requirements on the job application. Please be honest about your qualifications and abilities. Asking a professional in the field what might be important to add to your resume is advised.

Resumes are due in the State 4-H Office by June 15. Please submit via email to kelsey.romney@usu.edu with subject line: World of Work – State Contest

Job Description:

The description should include the title and location of the business, a job title, hours per week, wage information, role/activities performed, and any other pertinent information you would like to include. The job description needs to be no longer than 1 page, double spaced, in 12 pt. font.

Job Descriptions are due in the State 4-H Office by June 15. Please submit via email to kelsey.romney@usu.edu with subject line: World of Work – State Contest



World of Work Scorecard

Blue Ribbon? (Circle One) Yes No
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Name: _____

County: _____

ITEMS TO BE SCORED	FAIR	GOOD	EXCELLENT	POINTS EARNED	COMMENTS
Forms					
Neatness: (10 Points) <ul style="list-style-type: none"> Clean No stray marks, stains, folds/tears Appropriate staple/clip 					
Legibility: (10 Points) : <ul style="list-style-type: none"> Easy to read Correct spelling and grammar 					
Completeness: (15 Points) <ul style="list-style-type: none"> All section acknowledged No partial responses Followed directions 					
Preparation: (10 Points) <ul style="list-style-type: none"> Appropriate forms have been completed and submitted on time Job description Job Application Resume 					
Job Interview					
Personal Appearance: (5 Points) <ul style="list-style-type: none"> Clean, appropriate attire, Non-distracting makeup, perfume/cologne 					
Non-Verbal Communication: (5 Points) <ul style="list-style-type: none"> Proper posture Firm handshake Pleasant eye contact Active stance 					
Attitude and Personality: (10 Points) <ul style="list-style-type: none"> Sincerity Initiative Interest Compatibility Courtesy Sense of humor 					
Mannerisms: (5 Points) <ul style="list-style-type: none"> Maintained a dignified demeanor Controlled distracting mannerisms No gum 					



<p>Handling Questions: (10 Points)</p> <ul style="list-style-type: none"> • Prepared to respond • Confident • Appropriate responses to unexpected/difficult questions • Provide specific examples 					
<p>Voice: (10 Points)</p> <ul style="list-style-type: none"> • Normal talking speed • Appropriate volume • Proper grammar and word choice • Clarity • No excessive “uhs...” etc. 					
<p>Post-Interview: (5 Points)</p> <ul style="list-style-type: none"> • Applicant’s manner and skill in terminating the interview 					
<p>Overall Performance: (5 Points)</p> <ul style="list-style-type: none"> • Asked appropriate questions • Knowledge of job/company • All information consistent with application 					
<p>Total Score: (100 Points)</p>					