

Interview Contest

What is an Interview Contest? The Interview Contest is an opportunity for members to practice the real-life skill of applying for a job. The contest involves a set of job descriptions that the members use to prepare for the process of applying and interviewing for a position. To enter the Interview Contest the member must:

- pick one of the three job descriptions for a job the member has a potential interest in pursuing
- develop a résumé utilizing their real education and experiences that they believe make them a good candidate for the job selected
- write an accompanying cover letter for their résumé
- prepare for the interview
- fill out a job application the day of the contest for the chosen position
- participate in an actual interview where they are judged on all of the key elements in the process

Guide http://www.unl.edu/careers/documents/publications/student_publications/jobsearch.pdf
Rev 12/17/2014

General Rules

1. Each contestant will email a cover letter and résumé (PDF file formatted) to Sue Pearman (spearman2@unl.edu).
2. Cover letters and job résumés should not exceed one page each. Each participant's cover letter, résumé and application will be the result of his or her own efforts. If a contestant's materials are found to not be their own original work, that contestant will be disqualified from the Interview Contest.
3. Participants are encouraged to use examples related to their 4-H experience whenever possible when preparing their cover letter, résumé, and interview.

The Day of the Contest

Phase 1

Cover Letter (Completed before contest) (Points – 50) Résumé
(Completed before contest) (Points – 75)

Phase 2

Application (Done day of contest) (Points – 25)

- a. Students will complete a standard job application on-site, prior to the personal interview.
- b. Students will assume the application is for the job for which they provided their cover letter, résumé and accompanying references.
- c. Students must provide their own writing utensil.
- d. Points awarded to each contestant for the application portion of the contest will equal the average of the total points awarded by each judge.
- e. The use of notes will not be permitted.

Phase 3

Personal Interview (Done day of contest) (Points – 150)

- a. The interview will last between ten to fifteen minutes.
- b. Points awarded to each contestant for the personal interview portion of the contest will equal the average of the total points awarded by each judge.
- c. As this contest simulates an actual job interview, spectators will not be permitted in the interview judging room.

Job Descriptions

Please prepare a cover letter and résumé for ONLY ONE of the job descriptions listed below. Real-life education and experiences should be used to show that you are a good candidate for the job selected. Highlight your 4-H experiences whenever possible.

SuperPets

Position: Pet Shop Assistant **Position Overview:** The Pet Shop Assistant is an essential member of the SuperPets team. The assistant will be expected to help customers identify needed pet care products, advise customers of proper care, provide care for the animals in the store, maintain stock levels and perform the following duties to ensure a safe and comfortable environment:

Essential Job Functions: ♣ Sell pet care products ♣ Assist customers ♣ Care for small animals ♣ Inventory stocking and recording **Other Necessary Skills:** ♣ Interest in animals ♣ Customer service ♣ Communication skills ♣ Problem solving ♣ Follow health and safety guidelines ♣ Confidence in handling a wide range of domestic animals ♣ Cash handling procedures and cash register ♣ Animal care experience helpful

Please send inquires to Paul Green, SuperPets, 5020 Road 100, Lincoln, NE 68505.

University of Nebraska–Lincoln Extension

Position: Teaching Assistant **Position Overview:** University of Nebraska–Lincoln Extension is seeking individuals interested in making a difference in the lives of young people. Teaching assistants will assist with planning and teaching 4-H workshops and activities. Teaching Assistants must perform the following duties to ensure a healthy, safe, and positive educational atmosphere that will meet the needs of youth: **Essential Job Functions:** ♣ Assist with planning and teaching of 4-H workshops ♣ Create a positive learning environment ♣ Provide guidance and supervision

Other Necessary Skills: ♣ Passion for 4-H ♣ Accept supervision and guidance ♣ Leadership skills ♣ Good character, integrity, adaptability, enthusiasm, sense of humor, patience, and self-control ♣ Ability to communicate and work with groups of different age and skill levels ♣ Work cooperatively with other staff in a team-oriented environment ♣ Ability to enforce appropriate safety regulations and emergency procedures, and apply appropriate consequences Please send inquires to Chase Smith, University of Nebraska–Lincoln Extension, 200 Nebraska Street, Lincoln, NE 68583.

Woodland's Insurance Agency

Position: Intern **Position Overview:** Woodland's Insurance Agency is seeking a highly motivated individual interested in working in the insurance industry. This exciting internship gives an individual the opportunity to learn about the insurance industry and make a difference in the lives of community members. **Essential Job Functions:** ♣ Research agent questions ♣ Provide general office support (i.e. answering the phone, filing, typing, database management, and mail distribution) ♣ Draft correspondence ♣ Greet individuals who enter the office **Other Necessary Skills:** ♣ Leadership skills ♣ Analytical and problem solving ♣ Ability to work on a team ♣ Outstanding verbal and written communication skills ♣ Ability to maintain confidentiality ♣ Technology proficient ♣ Great people skills

Please send inquires to Jennifer Woodland, Woodland's Insurance Agency, 501 16th Street, Lincoln, NE 68505.