

## **COUNTY JOB READINESS EVENT**

Job Readiness is an individual event which recognizes members who communicate a personal understanding of and ability to perform specific job requirements. Seniors will do this through written materials and a job interview, while intermediates will be evaluated on written materials only. **This will be held following County Rally, check newsletter for date.**

### **Event Categories:**

- Two age categories:
1. Intermediate: 13-14 years of age
  2. Senior: 15 and above years of age
- Each county may submit two individuals in each age category.*



### **Job Categories:**

1. Retail Sales: could include discount stores, department stores, specialty stores, grocery stores, farm supply stores, gardening and nursery, bookstores, etc.
2. Services: could include full-service restaurants, fast-food stores, day care, automotive service and repair, farm/ranch workers, contractor/construction worker, photography, hair stylists, etc.
3. Home-based Type Businesses: baby-sitting, housekeeping, catering, services, pet care, word processing, etc.
4. Office Work: clerical, filing, receptionist, etc.
5. Health Care: nursing homes, hospitals, doctors' offices, pharmacies, etc.
6. Other: please specify job type. Should be a job that does not fit into one of the above categories.

### **Criteria For Evaluation:**

Senior participants will be evaluated on:

- An information folder which includes a resume, a job description sheet, a letter of application or home-based business advertisement flyer and a job application form. All materials will be completed by the participant prior to the event and turned in at the designated location on Tuesday at Roundup.
- An interview conducted during Roundup
- A follow-up letter completed immediately after the interview

Intermediate participants will be evaluated on:

- An information folder which includes a resume, a job description sheet, a letter of application or home-based business advertisement flyer and a job application form. All materials will be completed by the participant prior to Roundup. Folders will be returned and ribbons awarded during the workshop session on Wednesday.

## Rules:

1. Participants will apply for an actual job in which they have an interest. All positions should be ones for which the member is presently qualified. Participants are to use factual information throughout the application process and interview.
2. Participants will select one job category from the six that are listed and list a specific job for which they are applying.
3. Each participant will be responsible for turning in the following materials before 2:30 p.m. on Tuesday at Roundup. A drop box will be placed at the front desk at the residence hall. One copy of the following items should be attached in a folder. It is suggested that participants use a duo-tang folder or staple materials in a manila file folder. Examples of these materials are included in the Roundup notebook. Materials should be placed in the following order.
  - Completed check sheet (clipped to the inside front cover of the folder)
  - Job Description Sheet which includes the name of the firm or home-based business, firm size, job title or home-based business product or service offered, short job description or home-based business you are operating, hours, wage typically offered for this job (must be actual company or employer and job within that company)
  - Letter of application or home-based business advertisement flyer
  - Resume
  - Completed application for employment (may be typed or printed in black ink)
4. Each file folder should have the following information on the upper left corner:
  - Name of participant
  - County
  - Name category and job title
5. At the event, senior participants will check with the chairperson 15 minutes prior to the assigned time. Assigned times will be sent to county extension offices prior to Roundup and will be included in the Roundup packet. No late entries can be accepted due to the schedule problems. Be sure to register delegates on the Roundup registration form that goes to Ag Conference Services and the registration form included with this information in the Roundup notebook. *4-H members who need special accommodations due to challenges, handicaps or schedule conflicts must make arrangements by calling the State 4-H Office or the event chairperson the first week of May.*
6. Participants will dress in appropriate attire for a 4-H sponsored interview.
7. Appropriate attire consists of the following:

**Boys:** Slacks and a shirt with loafers or dress shoes (coat and tie are optional depending on the job description)

**Girls:** Dress or suit (with skirt or slacks), skirt and blouse or slacks and shirt with appropriate hosiery and dress shoes or loafers.

**Jeans, T-shirts, athletic shoes, ball caps, etc. are not appropriate for this activity.**

8. The event chairperson will introduce the participant to the evaluators.
9. A team of evaluators will conduct a 10-12 minute interview. Sample questions are included, however, evaluators may ask other questions.
10. After the interview, the participant will have 15 minutes to compose an interview follow-up letter. White paper, a ruled guide sheet, black pens and a dictionary will be provided. The participant may not use notes, however, they may bring the name and address of the business or potential client at a home-based business. The letter should be addressed to the business or client and not the judging committee. The letter should include the following points:
  - Appreciation for the interview
  - Further information not stated during the interview, if any
  - Whether or not the participant is still interested in the job.
11. The total time required for this event is approximately 60 minutes per participant.