

Check sheet for Job Readiness Entries

Clip this form to the inside front cover of the folder

Folder should be labeled in the upper right corner with participant's name, county and job category.

Name of Participant _____

County _____

Job Title or Name of Home Based Business _____

Age Group (circle one)

Intermediate
(13-14 years)

Advanced
(15 years & over)

The following items are included in the folder:

____ Job Description Sheet

____ Letter of Application **or** Home Based Business flyer

____ Resume

____ Completed Application for Employment

Job Readiness Event Guidelines

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.

Event Categories

Each county may submit two individuals in each age category.

Age Categories: **Intermediate:** age 13-14
 Advanced: age 15 & over

Job Categories (*individuals may choose one of the four categories below*):

Services: Could include full service restaurants, fast food stores, employment at a day care center, automotive service/repair, farm/ranch workers, contractor/construction worker, photography, cosmetologists, etc.

Home Based Business: Could include babysitting (for an individual), housekeeping, catering services, lawn care and maintenance, home repair/maintenance, custom sewing, pet care, word processing, special occasion photography, etc.

Retail/Office: Could include any retail store (discount, department, specialty, farm supply, garden/nursery, book store) or office-type work (including clerical, filing, and receptionist).

Other: Please specify job type. It should be a job that does not fit into one of the other categories. If you have questions, please contact the Extension Educator in your county.

Criteria for Evaluation:

Advanced participants will be evaluated on:

- ✓ An information folder, which includes a resume, a job description sheet, a letter of application OR home based business flyer and a completed job application form. All materials will be completed by the participant prior to the event. The information folder will be turned in the first day of Round-up.
- ✓ An interview conducted during Round-up.
- ✓ A follow-up letter completed immediately after the interview.

Intermediate participants will be evaluated on:

- ✓ An application folder which includes a resume, a job description sheet, a letter of application OR home based business advertisement flyer and a completed job application form. All materials will be completed by the participant prior to Round-up. The folders should be turned in on the first day of Roundup. All folders will be returned and ribbons awarded during the workshop session.

Rules:

1. Participants will apply for an actual job in which they have an interest. The member should be presently qualified for the position. Participants are to use factual information throughout the application and interview.
2. Participants will select one job category and indicate a specific job.
3. Each participant will be responsible for bringing 2 copies of the following materials. 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 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 operated, hours, wages, etc.
 - 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 right corner:
 - Name of participant
 - County
 - Job category and job title
5. Participants will dress in appropriate attire for a 4-H sponsored interview. Appropriate attire for the interview consists of the following:
Boys: Slacks with a dress shirt or sport shirt and 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 blouse and appropriate hosiery with dress shoes or loafers.
Jeans, T-shirts, athletic shoes, ball caps, etc. are not appropriate for this activity.
Clothing should be pressed and/or wrinkle free.
6. A team of evaluators will conduct a 10-12 minute interview. Sample questions are in this packet; however evaluators may ask other questions.
7. 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 for a home-based business. The letter should be addressed to the business or client (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 the participant is still interested in the job
10. The total time required for this event is approximately 60 minutes per participant.

Questions Often Asked During Job Interviews

Interviews involve a question-answer situation where you will be expected to answer many different questions. It is important for you to think before answering questions and then be brief, positive and honest in answering questions. The following are questions which might be asked when applying for various jobs. Practice answering these questions before the actual interview.

1. Tell us about yourself.
2. Where do you go to school? When do you graduate?
3. What did you like most/least in school?
4. What did you like best about the jobs or activities you have performed? What did you like least?
5. At what salary do you expect to start?
6. Describe your training and how you think it has prepared you for this job.
7. What are some of your special abilities? What skills do you possess? What machines can you operate?
8. What personal characteristics do you think are needed to succeed in this job?
9. Is there an area in which you feel you need improvement or additional training to perform in this position?
10. Please describe your employment history. Include dates, wages earned, and reasons for leaving. Also include any volunteer or unpaid activities that contribute to your experience history.
11. May we write or call your last employer?
12. This job requires working one weekend a month. Would you be able to work this type of schedule?
13. How could you contribute to our organization?
14. How do you feel about attendance and being on time for work?
15. When could you start to work?
16. Why do you want this job?
17. What are your hobbies? How do you spend your spare time?
18. How did you determine the need in your community for your product or service?
19. How did you get started financially with your business?
20. How did you determine the cost for your product or service?
21. Is there anything else you would like to tell us about yourself?
22. Do you have any questions you want to ask us?

(Note: Discriminatory questions concerning race, creed, color, national origin, sex, age, veteran status, handicaps, disabilities, and marital status cannot legally be asked during the interview process. Unfortunately, some employers continue to ask such questions. Answer all questions as openly and honestly as possible.)

Job Description Sheet

(use this sheet, or computer generate your own)

Name: _____ County: _____

Name of Firm OR Name of Home Based Business:

Job Title OR Home Based Business product or service offered:

Firm size: _____

Give a brief description of the job for which you are applying or the home based business you are operating:

Hours to be worked: _____

Typical Wages: _____

Sample letter of application

918 E. Poplar
Chickasha, OK 73018
January 15, 2007

Dr. Jim Davis
1000 W. Choctaw
Anytown, OK 73000

Dear Dr. Davis:

I understand that you will be hiring a part-time receptionist this summer. I am currently enrolled in the medical/dental assistant program at our local Vo-Tech and the instructor gave us a list of potential work-experience openings.

My experiences in the classroom lead me to believe that I might be interested in a long-term career in dental hygiene, and I believe working in a dental office would be a good way for me to learn more about the profession.

A copy of my resume is enclosed. Please note that in addition to my technical training, I have taken all of the math and science courses my schedule will allow and my clerical skills are above average.

I hope to have the opportunity to visit with you in person regarding this position, and career possibilities in the dental field.

Sincerely

Sue Jones

Sample Thank You Letter

January 19, 2007

Mr. and Mrs. John Doe
12509 North Adams
Anytown, OK 70004

Dear Mr. and Mrs. Doe,

Thank you for taking time today to interview me for consideration when you need someone to care for pets while you are away. I enjoyed hearing about your dog, Tiger. I have a terrier myself and feel Tiger and I would get along great together!

I am interested in making my home based business service the best it can be by providing quality and convenient service in our neighborhood at a fair and reasonable price. Please keep Neighborhood Pet Sitters in mind when you have a need for the service I offer. I hope to hear from you soon.

Sincerely,

(Your name, typed or printed neatly)
Neighborhood Pet Sitters

SAMPLE ONLY!



Neighborhood Pet Sitters

Who? 14-year-old neighborhood resident
Call 555-111 to schedule an interview
with me

What? When you are away, I'll treat your pets
with the same care that you would.

When? Available as needed

Where? No need to transport. I'll come to you!

Cost? Varies according to services requested.

Benefits?

- ◆ Dependable, low cost
- ◆ Less stress on your pet and you
- ◆ Saves time – no trips to vet or kennel
- ◆ Personal attention given to your pet
- ◆ Your pet will be at home waiting for
you when you return!



Job Readiness
 Evaluation of Written Material
 Age 13-14

Name of Participant _____ County _____

Job Title or Name of Home Based Business _____
 (exact title from Job Description)

Job Category: _____ Services
 _____ Home Based Business
 _____ Retail/Office
 _____ Other (specify) _____

Instructions: Write the appropriate rating in the "Score" column.
 Where information or evidence is missing, assign a "0".
 Please total the points.
 Make comments to help participants identify their strengths/weaknesses.

Evaluation Criteria	Needs Improvement	Good	Excellent	SCORE	Comments
Job Description Sheet complete	1	2	3		
Resume complete & appropriate	1	2	3		
Well written letter of application or advertising flyer	1	2	3		
Completed application form	1	2	3		
All materials neat & legible, with proper grammar	1	2	3		
Totals (15 possible points)					

Rating level achieved:
 (circle one)

- Blue 11-15 points
- Red 6-10 points
- White 1-5 points

Judges Signatures _____

Job Readiness
 Evaluation of Written Material
 Age 15 & over

Name of Participant _____ County _____

Job Title or Name of Home Based Business _____
 (exact title from Job Description)

Job Category: _____ Services
 _____ Home Based Business
 _____ Retail/Office
 _____ Other (specify) _____

Instructions: Write the appropriate rating in the "Score" column.
 Where information or evidence is missing, assign a "0".
 Please total the points.
 Make comments to help participants identify their strengths/weaknesses.

Evaluation Criteria	Needs Improvement	Good	Excellent	SCORE	Comments
Job Description Sheet complete	1	2	3		
Resume complete & appropriate	1	2	3		
Well written letter of application or advertising flyer	1	2	3		
Completed application form	1	2	3		
All materials neat & legible, with proper grammar	1	2	3		
Totals (15 possible points)					

Judges Signatures _____

Job Readiness

Evaluation of Interview and Follow-up letter

Age 15 & over

Name of Participant _____ County _____

Job Title or Name of Home Based Business _____

(exact title from Job Description)

Job Category: _____ Services
 _____ Home Based Business
 _____ Retail/Office
 _____ Other (specify) _____

Instructions: Write the appropriate rating in the "Score" column.
 Where information or evidence is missing, assign a "0".
 Please total the points.
 Make comments to help participants identify their strengths/weaknesses.

Evaluation Criteria	Needs Improvement	Good	Excellent	SCORE	Comments
Interview attire suitable for specific job	1	2	3		
Ability to express self	1	2	3		
Made eye contact with interviewers	1	2	3		
Friendly, poised and confident	1	2	3		
Neatly groomed with good posture	1	2	3		
Job knowledge – basic understanding of job/business	1	2	3		
Follow-up letter - Business-like letter - neat, legible, proper grammar	1	2	3		
Sub-total (21 points possible)					
Scores from evaluation of written materials					
Totals (36 points possible)					

Rating level achieved:

(Circle One)

Blue 25-36 points

Red 13-24 points

White 1-12 points

Judges Signatures _____
