MICHIGAN FFA

JOB INTERVIEW

Leadership Development Event

Contest Details

Individual Event
Official Dress Required: Yes
National Qualifying Event: Yes

OBJECTIVES

To stimulate interest and acquaint students with the employment procedures they will face when applying for a job and to allow students to demonstrate oral and written communications.

EDUCATIONAL STANDARDS

For educational standards, please refer to the Employment Skills Handbook located at https://www.ffa.org/participate/ldes/employment-skills/

TEAM MAKE-UP/ELIGIBILITY

Number of students

All participants must be members in good standing with the Michigan FFA Association and on the official roster.

Official Dress

Official dress is required for this contest.

Official Dress for an FFA member includes:

1. An official FFA jacket zipped to the top
2. Black slacks and black socks/nylons or black skirt and black nylons

    a. *Skirt should be a minimum of knee length*
    b. *Slacks should be full length*
3. White collared blouse or white collared shirt
4. Official FFA tie or official FFA scarf
5. Black dress shoes with closed heel and toe

Note: Medical or cultural adjustments to required official dress may be made with prior approval of the contest/event chair. Also, appropriate personal protective equipment may be used with Official Dress. Junior high FFA members are allowed to wear FFA jackets, but it is optional. Participants in junior high contests should not be judged differently for wearing or not wearing a jacket.

If warranted, deductions for non-compliance with official dress guidelines will be determined by the contest chair and enforced equally by all judges. The chair may make a deduction of 0, 2, 5, 7, or 10 points.

CONTEST PERSONNEL

Judges

Four competent and impartial persons will be selected to judge the event. At least one judge should have an agricultural/FFA background.

Two judges will score all letters of application, resumes, and job applications in an online format. Paperwork judging may occur prior to the event. The final paperwork score will be the average of the two paperwork judge scores.

The remaining two judges will conduct the interview of each contestant.

Paperwork and Interview Judges should not be the same judges.

Contest Chair

The contest chair will monitor the contest room and assist the judges as they compile their final placings.

The contest chair will adequately prepare the judges before the event competition.

Holding Room Monitor

The holding room should be monitored at all times.

PROCEDURE

Paperwork

Prior to the contest, each contestant will submit their letter of application and resume in an online format. Contestants will also complete an online job application before the contest. Students may use school address and advisor email and phone number instead of using personal information.

The online job application will include an optional space for contestants to include a description of the job position they are applying for to provide context to the judges. This is optional and will not be scored.

Contestants shall apply for jobs or positions in keeping with their occupational objectives. The job must be of an agricultural nature and should be one that the student should realistically apply for with their current skill competency.

ACCEPTABLE POSITION EXAMPLES	NOT ACCEPTABLE POSITION EXAMPLES
Assistant Herdsman Conservationist Nursery/Landscape Assistant Ag Mechanization Trainee Parts Department Trainee Field Crop Trainee Soil Laboratory Technician Orchard Assistant Lawn Care Technician Assistant Greenskeeper Veterinary Assistant Horse Trainer Assistant Sales/Cashier Pest Scout (IPM) Produce Manager Assistant	Professional Soil Scientist Agricultural Educator Agri-Finance Manager Conservation Officer

Advisors may assist students with the online job application prior to submission. Application will be sent from the state office one week prior to the first contest date.

Statement of Authenticity

All paperwork submissions must include a signed copy of the Michigan FFA Statement of Authenticity Form verifying that the portfolio and presentation result from the students' original work. The Statement of Authenticity Form

can be found on the Michigan FFA website at: Statement of Authenticity. https://www.michiganffa.org/sites/default/files/2026-09/Statement%20of%20Authenticity%20Form_Fillable%20%20Update%2091826_0.pdf

For district, regional, and state contests, the Statement of Authenticity Form should be included when submitting paperwork. If the signed Statement of Authenticity Form is not included, a deduction of 5 points will be determined by the contest chair and enforced equally by all paperwork judges.

Contest materials for district and regional contests are required to be turned in two days prior to the event. State contest materials are due by the deadline published on the association calendar. https://www.michiganffa.org/2026-2027-michigan-ffa-calendar

Two judges will score the letters of application, resumes, and job applications. Paperwork judging may occur prior to the event.

In addition to the online submission, each contestant will bring two printed copies of the following to the interview for all levels of contest:

1. **2 printed copies of letter of application**
2. **2 printed copies of resume**
3. **2 printed copies of reference list**
4. **2 printed copies of job application that was filled out online before contest**

These four items will be the only four items that contestants may provide to the judges. No other items such as portfolios, cover slips, thank you notes to judges, business cards, etc. will be allowed.

Application letters and job resumes should not exceed one page each.

The letters of application must be addressed as follows:

Mr. Martin Jones
Personnel Director
Room 200 Lewis Building
Grand Rapids, Michigan 48900

Overview of Paperwork Requirements

	DISTRICT	REGIONAL	STATE SEMI-FINALS	STATE FINALS
Statement of Authenticity	Required	Required	Required	Required
Letter of Application	Required	Required	Required	Required
Resume	Required	Required	Required	Required
Reference List	Required	Required	Required	Required
Job Application *(Filled out online prior to contest)*	Required	Required	Required	Required
Online Submission	Submit all files electronically by District deadline	Submit all files electronically by Regional deadline	Submit all files electronically by deadline on association calendar	
Printed Copies	Submit two printed copies of all files at contest site	Submit two printed copies of all files at contest site	Submit two printed copies of all files at contest site	Submit two printed copies of all files at contest site
Extra Copies	N/A	N/A	Bring two **additional** copies for advancing to state finals	N/A
Note: See detailed requirements in above sections.				

Contest Procedures

Two rooms are needed for this contest:

1. One room will serve as a holding room and should be large enough for all contestants. The holding room should have tables or desks for each contestant.

2. The second room will serve as the interview room. The interview room does not have to be large since there will not be an audience for this contest. The interview room should have a table for the two interview judges and three chairs. These tables and chairs will be arranged so that the two judges are on one side of the table and the contestant is on the opposite side.

Each participant will report to the holding room with their (2) printed letters of application, (2) printed job resumes, (2) printed reference lists, and (2) printed job applications.

Contestants will draw for their place in the interview and the first contestant will proceed to the interview room.

The remaining two judges will conduct a 10 to 15-minute interview of each contestant. The judges will receive the employment application form, the letter of application, and the job resumes at the beginning of the contest. A minimum of three consistent questions should be asked of each student. These three questions will come from the question bank, provided by Michigan FFA and will be decided among the interview judges prior to beginning the first interview. Additional, personalized questions should be asked, if time allows.

TIME

The interview should last 10-15 minutes but will not be timed.

SCORES

The presentation will be scored on the following criteria.

SCORES FOR PAPERWORK	
Cover Letter: Format Grammar/Punctuation/Spelling Content General Appearances	40 points
Resume: Format Content Grammar/Punctuation/Spelling General Appearance	40 points
Application Form: General Information Education Work Experience References Capitalization/Abbreviations/Grammar/Punctuation/Spelling Overall Impression	20 points
SCORES FOR INTERVIEW	
Neat Appearance	10 points
First Impression	15 points
Response to Questions: Knowledge relayed Abilities described and match resume Accurate Convincing and organized Shared appropriate experiences Consistent responses	55 points
Communication Skills: Persuasive Proper grammar Enunciation Appropriate volume Concise, avoid rambling Confident Sincere Poise Discretion/Tact	55 points
Conclusion: Posed appropriate questions to employer Clarified next steps Appropriate thanks and exit	15 points

Determining Awards

Two judges will score contestants based upon their paperwork: letter of application, resume, and job application. Paperwork judging may occur prior to the event. The final paperwork score will be the average of the two paperwork judge scores.

The other two judges will score the contestants based upon their personal interview. These scores will then be combined by the contest chair.

Contestants will be ranked based on their total score from highest to lowest. In case of a tie, the two interviewer scores will be added together to be used to break the tie.

District and regional individuals will be rated **gold** or **silver.** State semi-finals individuals will be rated **silver** or **bronze.** State finals individuals will be rated **gold** or **silver.** Determinations should be based on the score break of the performance. The top individual and an alternate will be selected to move on to another contest level.

Placing and awards shall be determined utilizing the Job Interview Scoring and Ranking Sheet and General Rules Governing Michigan FFA Leadership Contests.

ADDITIONAL MATERIALS

In addition to these rules, please review the following documents:

- General Rules Governing Michigan FFA Leadership Contests
- Job Interview - Interview Rubric
- Job Interview - Paperwork Rubric
- Job Interview Ranking Sheet
- Job Interview Timekeeper Instructions
- Contest Chair Instructions
- Interview Question Bank