

4-H Public Presentations – Teen “Mock” Interview Guidelines for the Interviewee

Before the scheduled Interview:

Prepare for your interview using the **Suggested Interview Questions** as well as the sample **Evaluation Form**.

You must prepare and bring an **“Interview Portfolio”** containing:

A Cover Letter (addressed to Marika R. Rywak)

A Resume (for the position you are applying for)

A Completed (sample) Job Application (do not include SS#)

A Thank You Letter (addressed to Marika R. Rywak)

A 4-H Portfolio (This is not required, however it is highly encouraged to bring one)

The Interview Process:

On the day of the interview, please arrive 15 minutes prior to your scheduled time. When you check-in, you will receive your blank *Evaluation Form*. Be sure to dress professionally.

After check-in, take a few moments to complete the TOP PORTION of the Evaluation Form.

Once the ‘interviewer(s)’ have had an opportunity to review the contents of your ‘Interview Portfolio’, you will be invited in for your interview.

After the interview is over, the Evaluator(s) will take a few moments to complete the evaluation form – during this time – you may be asked to wait in the hall. After the form has been filled out, the Evaluator(s) will invite you back in for the Interview Consultation – during this time – it will be explained how you did, what you did well and what you need to work on.

After the Interview:

After the interview, the Evaluator(s) will present you the completed Evaluation Form.

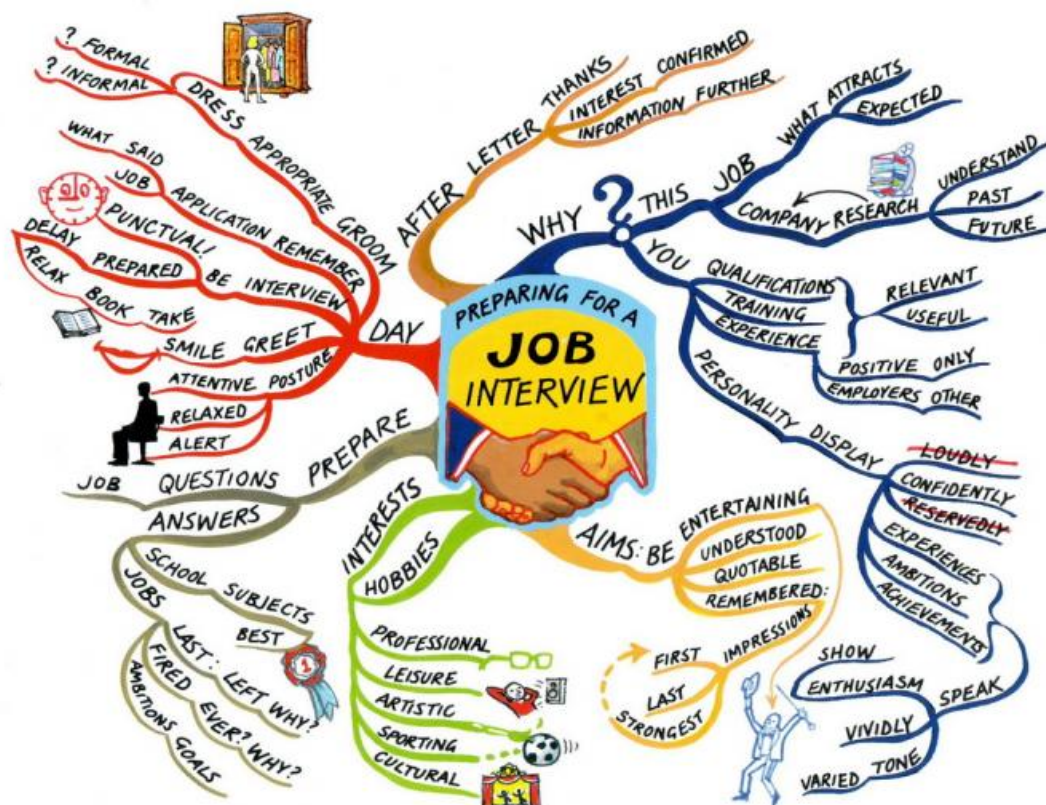
Return to the Check-Out Table with the completed form.

4-H PORTFOLIO

4-H members should have plenty of material to create a professional looking portfolio. Although this is not required for a (job) Interview, having a portfolio helps you to stand out among all the others who have applied for the same position. You are encouraged to bring your portfolio with you to any interviews that you may have. Most employers will only take a minute or two to look through your portfolio. However take the opportunity to point out a few of your accomplishments (it is helpful if you bookmark pages that you would like to highlight, such as a newspaper article, or an award).

Your 4-H Portfolio should include a:

- **Table of Contents**
- **Resume**
- **Recommendation Letters**
- **Awards** (if you cannot put the entire award in the book, put a photo of the award in the book)
- **Testimonials/Thank You Letters & Cards**
- **Newspaper Articles**
- **Writing Samples**
- **Power Point Presentations you have created**
- **Other**



The 4-H Portfolio is essentially your 4-H Achievement Book & Activity Report, which is a Fair Entry as well as a requirement for Individual Awards

4-H Public Presentations – Teen Interview
Suggested Interview Questions for EMPLOYMENT

You are not required to ask all of these questions; instead use this list for a reference of possible questions. If you feel that there are more suitable questions for a particular applicant, feel free to initiate your own.

- Tell me about yourself?
- Tell me about your previous work and/or volunteer experience?
- What were the responsibilities on your last job or volunteer experience?
- Why did you leave (or why are you leaving) your last position?
- Why are you interested in working for CCE Orange County?
- What do you know about this position?
- How would your previous boss/volunteer supervisor describe you?
- How are you qualified for this position?
- What qualities or skills do you feel you could bring to this job that will help you be successful?
- What is one of your greatest strengths?
- What is one of your weaknesses?
- What are you most proud of? Why?
- If you were asked by 2 different supervisors to complete 2 different projects and you felt you were unable to complete both by the deadline, how would you handle it?
- Do you consider yourself to be responsible? How so?
- When you have a problem, what methods do you use to solve it?
- Do you consider yourself to be a leader? If so, in what way?
- What motivates you?
- Describe your dream or ideal job?
- Why should we hire you?



Contact Marika to schedule an Interview
845-344-1234

Mrr28@cornell.edu

Firm Deadline Date is March 6th 2016

**CORNELL COOPERATIVE EXTENSION
STAFF POSITION DESCRIPTION NON-EDUCATOR**

Date: PP 2015

The job title classification will be determined in accordance with the [Position Classification Process](#). *Please refer to prior to completing this document.*

4-H PUBLIC PRESENTATIONS INTERVIEW

Position #: _____

Classification Job Title: Assn. Temp Administrative

Working Title (if different): 4-H Summer Assistant

Exempt: Nonexempt:

County Association: Orange County

Immediate Supervisor's Name and Classification Job Title: Marika R. Rywak, 4-H Resource Educator

POSITION SUMMARY and PREFERRED QUALIFICATIONS are combined for any associated posting.

POSITION SUMMARY: Explain the purpose for the position and summarize the responsibilities.

Working independently under the general supervision of the 4-H Resource Educator this individual will assume responsibility for clerical, livestock and facilities support of the summer educational youth programs in the areas of animal science, engineering, youth fairs, contests and shows. This position involves organization and maintenance of clerical documents; physical maintenance of buildings; transportation of supplies and equipment; and handling of various livestock species.

REQUIRED QUALIFICATIONS: Specify required minimum equivalency for education, experience, skills, information systems knowledge, etc.

High School diploma, education or experience in related field appropriate to the responsibilities of this position.

Minimum Experience: One year of related work experience.

PREFERRED QUALIFICATIONS: Specify preferred specialized education, field and/or certifications.

Associate's Degree with course work in education or a technical field with relevant experience.

General knowledge of animal care with a minimum of 1 year of barn management experience: good clerical skills, and ability to transport or handle objects with a minimum weight of 45 pounds.

CORNELL COOPERATIVE EXTENSION

Staff Skills for Success

(THE FOLLOWING SKILLS ARE ESSENTIAL FOR INDIVIDUAL AND ORGANIZATIONAL SUCCESS)

SKILLS

EXAMPLES OF DEMONSTRATED BEHAVIOR

Inclusiveness

- Shows respect for differences in backgrounds, lifestyles, viewpoints, and needs in reference to areas such as ethnicity, race, gender, creed, and sexual orientation
- Promotes cooperation and a welcoming environment for all
- Works to understand the perspectives brought by all individuals
- Pursues knowledge of diversity and inclusiveness

Adaptability

- Is flexible, open and receptive to new ideas and approaches
- Adapts to changing priorities, situations and demands
- Handles multiple tasks and priorities
- Modifies one's preferred way of doing things

Self Development

- Enhances personal knowledge, skills, and abilities
- Anticipates and adapts to technological advances as needed
- Seeks opportunities for continuous learning
- Seeks and acts upon performance feedback

Communication

- Demonstrates the ability to express thoughts clearly, both orally and in writing
- Demonstrates effective listening skills
- Shares knowledge and information
- Asks questions and offers input for positive results

Teamwork

- Builds working relationships to solve problems and achieve common goals
- Demonstrates sensitivity to the needs of others
- Offers assistance, support, and feedback to others
- Works effectively and cooperatively with others

Service-Minded

- Is approachable/accessible to others
- Reaches out to be helpful in a timely and responsive manner
- Strives to satisfy one's external and/or internal customers
- Is diplomatic, courteous, and welcoming

Stewardship

- Demonstrates accountability in all work responsibilities
- Exercises sound and ethical judgment when acting on behalf of the university
- Exercises appropriate confidentiality in all aspects of work
- Shows commitment to work and to consequences of own actions

Motivation

- Shows initiative, anticipates needs and takes actions
- Demonstrates innovation, creativity and informed risk-taking
- Engages in problem-solving; suggests ways to improve performance and be more efficient
- Strives to achieve individual, unit, and university goals

RESPONSIBILITIES/ESSENTIAL FUNCTIONS: List the position's assigned responsibilities and estimate percentage of annual time spent on each responsibility. Include only the essential functions that are fundamental and necessary to the position. Estimate % will vary with needs and changing priorities.

	Approximate % of time, Annualized
<p><u>Program Administration & Implementation:</u> Within appropriate program areas responsible for supply orders, program materials, award orders and maintaining accurate records and budgetary requirements. Assist with and/or participate in educational meetings pertinent to position. Assume other duties as assigned.</p> <p>4-H Summer Assistant works closely with the 4-H Issue Leader, educators, 4-H program secretary, and other staff. 4-H Summer Assistant must maintain a professional working relationship with 4-H volunteers; youth program clientele, extension staff, donors, and sponsors.</p>	70%
<p><u>Program Support:</u> Provide physical maintenance of buildings; transportation of supplies and equipment; and handling of various livestock species.</p>	20%
<p><u>EEO/EPO:</u> All Association employees have accountabilities in this area including: appreciating and embracing diversity in all interactions with clientele, staff, volunteers and the public. Ensure all program outreach and volunteer recruitment includes diverse audiences and is provided with respect for and tailored to ethnically, culturally and religiously diverse groups.</p>	5%
<p><u>PERSONAL DEVELOPMENT AND IMPROVEMENT:</u> Participate in required orientation programs; attend in-service and in-depth courses as needed in relation to program responsibilities.</p>	5%

TOTAL 100%

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to initiate, implement, plan and organize work assignments as directed.
 Good written and oral communication skills.
 Able to research and organize information.
 Ability to work well with people. Good personnel management and client relation skills.
 Ability to work with and organize volunteers.
 Ability to relate effectively to co-workers, advisors, community and professional leaders and audience groups, especially adolescents and adults who work with adolescents.

SPECIAL REQUIREMENTS:

Must be willing to travel and work occasional evenings and weekends during their employment. Schedule must be flexible and meet needs of the position with special emphasis on availability during designated periods.

Must be able to transport visual aids, tables, meeting materials, equipment, etc.

Needs to provide reliable transportation appropriate to the implementation of the responsibilities of the position.

WORK WEEK:

Temporary – Summer

July – August

40 hours per week at \$15.00 per hour – total 190 hours in two months.

REVIEWED AND APPROVED:

Executive Director: _____ Date: _____

Supervisor: _____ Date: _____

Employee: _____ Date: _____

For each factor below, check the phrase that best fits the characteristics of this position

Please double-click the appropriate box and then choose the option "Checked".

MINIMUM EDUCATION EQUIVALENCY:

- High School Diploma
- Training 6 months to 1 year, technical trade-no degree
- Associate's Degree
- Bachelor's Degree
- Training beyond Bachelor's, less than Master's Degree
- Master's Degree
- PhD/EdD/JD/ or LLB

MINIMUM JOB-RELATED EXPERIENCE:

- Less than 6 months
- 6 months to 1 year
- 1 to 2 years
- 2 to 3 years
- 3 to 4 years
- 4 to 5 years
- 5 to 7 years
- 7 but less than 10 years
- More than 10 years

ACCOUNTABILITY THROUGH SCOPE OF IMPACT:

- Limited; immediate work group/association
- Moderate; beyond the association
- Substantial; beyond association
- Significant; beyond State CCE System/Association

INTERACTION WITHIN ASSOCIATION:

- Receive/provide information
- Assist others; provide/obtain cooperation
- Provide guidance/coordinate activities/contribute to work groups
- Coordinate major activities/sensitive situations
- High level interaction; considerable diversity, highly sensitive and/or confidential

INTERACTION WITH VOLUNTEERS:

- None to limited
- Occasional; provide information
- Frequent; provide advice on complex issues or provide instruction on more complex equipment

INTERACTION OUTSIDE ASSOCIATION:

- Limited
- Conduct straightforward business; provide information
- Conduct complex business; provide/receive/analyze/develop guidance and advice
- Develop/make presentations and negotiate

DIRECTING OTHERS:

- No responsibility for others
- Occasional guidance to co-workers
- Supervises others who perform similar work
- Manages, assigns and reviews work of others
- Manages supervisors
- Broadly directs managers

COMPLEXITY OF WORK / DECISION-MAKING:

- Predominantly follows established procedures, practice, policy; makes routine decisions within prescribed limits
- Occasionally adapts procedures to resolve unusual cases; make some decisions requiring consideration of criteria
- Frequently adapts procedures to resolve questionable cases; often makes decisions requiring consideration of criteria
- Occasionally develops practice, suggests policy changes to resolve difficult cases
- Often develops practice, assists/influences decisions, recommends policy changes to resolve difficult cases and address emerging organizational change
- Regularly develops policy to address organizational change; regularly makes policy-setting decisions

SCOPE OF DECISION-MAKING ACTIVITY:

- Functional area within association or minimal staff/employee effect
- Multiple functional areas with limited student/employee effect
- Entire association or moderate staff/employee effect
- Several associations or significant staff/employee effect

DIRECTION RECEIVED:

- Detailed instructions or guided by standard policy/procedure
- General Supervision
- Very general direction
- Little guidance; considerable latitude for exercising judgment and self-direction

SUPPORT SKILLS-WRITING

- Limited writing required
- Usually issues standard responses
- Frequently writes non-standard responses
- Frequently writes extensive, non-standard responses based on specialized knowledge, interpretation of data and/or research

SUPPORT SKILLS-COMPUTER

- Limited use of computers; uses basic communication and time-collection tools
- Uses basic business/technical programs/applications to perform responsibilities
- Uses a variety of basic and advanced business/technical programs/applications to perform responsibilities involving data management and analysis
- Uses a wide-variety of advanced and complex business/technical programs/applications to manage data, systems, and information technology infrastructure; applies programming skills
- Applies advanced programming skills for wide-variety of advanced and complex business/technical programs/applications to refine/develop systems, information technology, and data infrastructures.

WORKING CONDITIONS

ESSENTIAL PHYSICAL REQUIREMENTS*

- Typically lifts less than 10 lbs
- Typically lifts 10 to 20 lbs
- Typically lifts 20 to 50 lbs
- Typically lifts more than 50 lbs

VISUAL

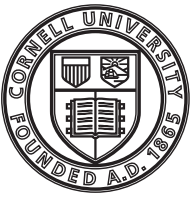
- Normal concentration
- Close concentration
- Close concentration/manual dexterity
- Acute concentration/eye-hand coordination

HAZARDS

- Limited exposure
- Chemicals/careful use
- Chemicals/safety precautions
- Highly toxic chemicals

* Check applicable level after considering reasonable accommodations.

Revised 2/07



Cornell University

EMPLOYMENT APPLICATION

Cornell University is an affirmative action/equal opportunity employer & educator

- DIRECTIONS
• Type or print, using black ink or marker
• If you need additional space, attach a supplemental sheet
• Sign the completed application

GENERAL

NAME (LAST) (FIRST) (MIDDLE) DATE OF APPLICATION
PRESENT ADDRESS (STREET, CITY, STATE, ZIP CODE) PHONE NO. - DAY () PHONE NO. - EVENING ()
ADDRESS WHERE YOU MAY BE CONTACTED IF DIFFERENT FROM PRESENT ADDRESS ALTERNATE PHONE NO. () BIRTHDATE, IF UNDER 18 ()

HAVE YOU PREVIOUSLY WORKED FOR CORNELL? DATES OF EMPLOYMENT DEPARTMENT POSITION SUPERVISOR
YES NO

IF HIRED, CAN YOU PROVIDE PROOF OF CITIZENSHIP OR LEGAL RIGHT TO WORK? YES NO

HAVE YOU EVER BEEN CONVICTED OF ANY CRIMINAL OFFENSE OTHER THAN MINOR TRAFFIC VIOLATIONS? IF SO, PLEASE EXPLAIN. A CRIMINAL CONVICTION WILL BE CONSIDERED ONLY IN RELATION TO THE JOB FOR WHICH YOU ARE APPLYING.

POSITION

TYPE OF POSITION APPLYING FOR SOURCE OF REFERRAL JOB POSTING NO.
DATE AVAILABLE POSITION DESIRED SPECIFY ANTICIPATED PERIOD OF WORK AND/OR NUMBER OF HOURS PER DAY SALARY EXPECTED
FULL-TIME REGULAR TEMPORARY PART-TIME REGULAR \$

Please note that the Employment Record, Education & Training and References sections do not need to be completed if an Attached resume provides all of the specific requested information. If there is information requested that is not on your Resume, please be sure to provide that information in order to ensure your application materials will be considered.

EMPLOYMENT RECORD

LIST MOST RECENT EMPLOYMENT FIRST

START DATE END DATE FINAL POSITION TITLE FINAL SALARY MAY WE CONTACT THIS EMPLOYER? YES NO
EMPLOYER LAST SUPERVISOR'S NAME REASON FOR LEAVING
STREET ADDRESS, CITY, STATE, ZIP CODE PHONE ()
POSITION DESCRIPTION

START DATE END DATE FINAL POSITION TITLE FINAL SALARY MAY WE CONTACT THIS EMPLOYER? YES NO
EMPLOYER LAST SUPERVISOR'S NAME REASON FOR LEAVING
STREET ADDRESS, CITY, STATE, ZIP CODE PHONE ()
POSITION DESCRIPTION

LEAVE BLANK

2 EMPLOYMENT RECORD CONTINUED

START DATE	END DATE	FINAL POSITION TITLE	FINAL SALARY	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
EMPLOYER		LAST SUPERVISOR'S NAME	REASON FOR LEAVING	
STREET ADDRESS, CITY, STATE, ZIP CODE			PHONE ()	
POSITION DESCRIPTION				

EDUCATION & TRAINING

COLLEGE UNIVERSITY OR TECHNICAL SCHOOL	GRADUATE?		TYPE OF DEGREE OR DIPLOMA	MAJOR SUBJECT	NAME OF SCHOOL
	YES	NO			CITY & STATE
COLLEGE UNIVERSITY OR TECHNICAL SCHOOL	GRADUATE?		TYPE OF DEGREE OR DIPLOMA	MAJOR SUBJECT	NAME OF SCHOOL
	YES	NO			CITY & STATE
HIGH SCHOOL LAST ATTENDED	GRADUATE?		TYPE OF DEGREE OR DIPLOMA	MAJOR SUBJECT	NAME OF SCHOOL
	YES	NO			CITY & STATE
OTHER	GRADUATE?		TYPE OF DEGREE OR DIPLOMA	MAJOR SUBJECT	NAME OF SCHOOL
	YES	NO			CITY & STATE

LIST LICENSES, FOREIGN LANGUAGES, COMPUTER, DATA/WORD PROCESSING, OFFICE EQUIPMENT, TYPING, SHORTHAND, OR OTHER SKILLS & TRAINING YOU CONSIDER RELEVANT TO EMPLOYMENT AT CORNELL

LANGUAGE ABILITY--LIST THOSE YOU COULD USE IN YOUR WORK											
ENGLISH	SPEAK	READ	WRITE	OTHER	SPEAK	READ	WRITE	OTHER	SPEAK	READ	WRITE
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROFESSIONAL ORGANIZATIONS, ASSOCIATIONS, HONORS, CERTIFICATIONS, PROFESSIONAL LICENSES AND PUBLICATIONS YOU CONSIDER SIGNIFICANT. PLEASE INDICATE THE PROFESSIONAL LICENSE NUMBER AND STATE OF ISSUANCE

REFERENCES

LIST THREE PERSONS, OTHER THAN RELATIVES OR PERSONAL FRIENDS, WHO HAVE KNOWLEDGE OF YOUR WORK EXPERIENCE AND/OR EDUCATION.

NAME/TITLE	MAILING ADDRESS	PHONE

AUTHORIZATION

APPLICATION MUST BE SIGNED PRIOR TO SUBMITTING.

I hereby authorize investigation of all statements contained in this application and on my resume, if provided. I certify that such statements are true, and understand that misrepresentation or omission of facts called for in this form, or on any resume provided by me, is cause for termination of employment without notice. I also agree: (1) to such examination by a university-designated physician as may be

required, employment being contingent on the satisfactory passing thereof; (2) if employed, to enroll in the University group insurance plan, except employees of Cornell University Medical Center; (3) if employed, to abide by all regulations of the University.

Date _____

Signature _____

NO PERSON SHALL BE DENIED EMPLOYMENT ON THE BASIS OF RACE, COLOR, ETHNICITY, NATIONAL ORIGIN, SEX/GENDER, SEXUAL ORIENTATION, RELIGION, CREED, DISABILITY (INCLUDING HIV STATUS, AGE, VETERAN STATUS, MARITAL STATUS OR EX-OFFENDER STATUS).

Employment is contingent upon furnishing evidence of identity and employment eligibility.

Cornell University Important Notice to Applicants

Disability Accommodation Available for Applicants

If you require an accommodation for a disability so that you may participate in the selection process, you are encouraged to contact Cornell University's Office of Workforce Diversity, Equity and Life Quality. That office can be reached at voice (607) 255-3976, TDD (607) 255-7006, or via e-mail at owdelq@cornell.edu.

Equal Opportunity/Affirmative Action Employer and Educator

Cornell University is an Equal Opportunity/Affirmative Action Employer and Educator

Cornell University is an academic community committed to diversity, inclusiveness and a welcoming environment for its faculty, staff, and students. Consistent with this commitment, qualified individuals are considered for employment and employees are treated during employment without regard to any legally protected status, including race, color, creed, religion, national origin, age, sex, marital status, disability, sexual orientation, or veteran status.

Offers of Employment

Please be advised that Cornell University will not be bound by offers or conditions of employment other than those made in official offer letters.

Application Fraud & Misrepresentation

I certify that all statements (verbal and written) made on any and all material collected during the hiring process are true, complete and accurate and I understand that misrepresentation or omission of facts called for in the employment application, resume, interview process or other application material may prohibit consideration for employment at Cornell University and is cause for immediate termination if employed.

Reference and Background Checking

Applying for a specific job authorizes Cornell University to contact any of your schools, your current* and former employers, or other references for the purpose of verifying information and/or obtaining an account of your education, work experience and skills. By applying for a job you agree to hold any and all of your reference sources harmless and free of any liability for releasing such information. Please note that for some positions a more extensive background check is part of the employment decision making process and you will need to sign any necessary disclosure and release forms including, but not limited to, a "Disclosure and Release of Information Authorization" form as part of the hiring process.

(* Please note that the point at which your prospective hiring supervisor will contact your employer may vary; however, this is most commonly done on a pre-employment basis usually after the initial interview. This practice is rarely performed on a pre-interview basis. If you have concerns about having your current employer contacted, please communicate those concerns to the person who conducts your initial interview to determine what, if any, alternatives exist.)

Employment Eligibility Verification

All offers of employment by Cornell University are contingent on the provision of satisfactory proof of your identity and legal authority to work in the United States. Prior to or on your first day of employment, you must comply with the requirements of the Immigration and Naturalization Service's Employment Eligibility Verification (I-9 Form).

Post Offer, Pre-Employment Medical Examination/Immunization(s)

For some positions, after an offer of employment is made, a pre-employment medical examination or immunization(s) may be required by the hiring department as a condition of employment only if it is relevant to the job. These examinations are arranged by and at the expense of the hiring department and may be performed by a university physician. If a pre-employment medical examination or immunization(s) is required, it will be stated in the recruitment advertising.

By applying for a specific job, you acknowledge your understanding and agreement that failure to successfully complete a required post-offer, pre-employment medical examination or immunization(s) will result in Cornell University rescinding the employment offer or terminating your employment.