

**Niagara County 4-H
Public Presentations
Teen Interview
Presenter Guide**



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Niagara County 4-H Program
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Basic Guidelines

Preparing for a college or job interview can be a challenge for most 4-H youth. This public presentation can help you prepare for either task. You will gain interview experience, confidence, and poise by participating in the 4-H Public Presentations Teen Interview Process.

You will undergo a simulated employment or college entrance interview.

- Open to 4-H youth ages 14 and over and who have given at least one prior 4-H public presentation
- You will be required to submit a cover letter, resume, and application, which all will be evaluated on content and appearance
- The oral presentation will be an actual interview using questions selected by the evaluator from the list of questions found later in this packet
- The written documents will be submitted 2 weeks prior to the interview
- The face-to-face interview will last 15 minutes
- After the interview, you will receive feedback from the evaluator

Before the Interview

You need to prepare for your interview

- Decide what type of interview you would like to do ~ college admission or job
- Prepare for your interview using the **Suggested Interview Questions** as well as the sample **Evaluation Form**
- You must prepare and submit an **Interview Portfolio** that contains the following
 - Cover Letter/Letter of Intent
 - Resume
 - Completed college or job application (do not include SS#)
 - College Essay (only if you are applying for admission to college)
 - Thank You Letter
 - 4-H Portfolio (this is not required, but highly recommended)

Interview Process

- On the day of your interview, please arrive at least 15 minutes before your scheduled interview
- Be sure to dress professionally
- You will be interviewed and then receive your feedback on all aspects of the interview and paperwork submitted

Building your 4-H Portfolio

The presenter should have plenty of material to create a professional portfolio. This is NOT required as part of the interview public presentation but does help you stand out among others who may have applied for the same position.

Your portfolio should include:

- Table of Contents
- Resume
- Recommendation Letters
- Awards (photos of awards are acceptable or a list of awards)
- Certificates
- Testimonials/Thank you cards or letters
- Newspaper Articles
- List of Power Point Presentations you have created
- Other

Suggested Interview Questions for Job Application

- Tell me about yourself?
- Tell me about your previous work and/or volunteer experience?
- Why did you leave (or why are you leaving) your last position?
- Why are you interested in working for our company/agency?
- 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 to 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 a leader? If so, in what way?
- What motivates you?
- Describe your dream or ideal job?
- Why should we hire you?

Suggested Interview Questions for College Application

- Tell me about yourself?
- What subjects do you like the most? Why?
- What subjects do you like the least? Why?
- What other activities have you participated in during the past 2 to 3 years? (in or outside school)
- Tell me a highlight/personal accomplishment of this year? (school or personal)
- How do you get along with people?
- What is one of your greatest strengths?
- What is one of your weaknesses?
- What are you most proud of? Why?
- Tell me about your previous work and/or volunteer experiences?
- How would a friend describe your character?
- Why do you want to attend college?
- Why do you want to attend this college?
- What qualities or skills do you feel you possess that will help you to succeed in college?
- How have you made an impact on others and/or your community?
- Do you consider yourself responsible? How so?
- Describe someone who has had a positive influence in your life and why.
- Do you consider yourself to be a leader? If so, in what way?
- What motivates you?
- What do you plan to do when you graduate? (work, travel, grad school)
- How will this college benefit from your participation?
- Is there anything else you would like to tell us about yourself?

Guide to Writing a College Essay

This is a great way to get a jump start on writing at least one college essay. You can save yourself some grief by starting to think about topics and jotting down ideas.

- **General Facts About Essays**

The admissions people read zillions of really boring essays about “How great I am” and “My plan for World Peace.” Colleges are very worried that their students don’t write as well as students did in the past, so if you have strong writing skills, you have a serious edge.

You want to get your point across, not bury it in words. Your prose should be clear and direct. If an admissions officer has to struggle to figure out what you are trying to say, you'll be in trouble.

Avoid adjectives and exclamation points. As you reread your essays, stop at every adjective and ask yourself is it necessary. Don't even bother asking yourself about exclamation points, just leave them out.

- **That's What Friends Are For**

If your essay is filled with misspellings and grammatical errors, admissions officers will conclude not only that you don't know how to write, but also that you don't know enough to get help. Ask someone to read your essay and comment on it. Be especially careful about punctuation.

- **Pick a Topic, Any Topic**

Here are some common essay questions, followed by typical responses to them and ways to avoid getting stuck in the rut.

- **Write about something you have read.**

Many applicants think this means to do a book report. That's the danger: Too many responses to this sort of question sound like a book report, and nobody likes to read book reports. Don't write about an obvious book. Your choice should make you seem interesting.

- **Write about someone you admire.**

Most people write without much conviction about the President, a relative, or a well-known figure. These people are highly admirable and heroic, but they seldom inspire interesting essays. Instead, find someone truly meaningful to you; it is even better if your choice surprises the reader.

- **Why do you want to attend this school?**

Your real reason may be something better left unsaid. The closer to the truth your answer is, the more likely you'll write something enjoyable. Avoid generalities be as specific as possible ("To get a good liberal arts education"; "To broaden my knowledge") are not good choices.

- **How do you see yourself ten years from now?**

Avoid describing the perfect job. This is a tough question, because the temptation to be boring can be overpowering. Narrow your focus. Picture yourself doing something a bit unusual, and don't strain to make a direct connection between it and a college education. Don't pretend that you think your college degree will be the sole foundation on which you build the rest of your life.

- **Write about a meaningful activity.**

Which of your activities really was the most meaningful? Which was the most fun? Don't say that your most meaningful activity was your service on the Student Council because it taught you the importance of effective leadership. What is effective leadership?

There are very few young people that have not been active in a group or organization. You should be able to write several essays and you may want to do just that and then decide which one is your best writing. Good Luck!