



## **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 Gregory Stevens)

**A Resume** (for the position you are applying for)

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

**A Thank You Letter** (addressed to Gregory Stevens)

**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 Saratoga 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?

**BUSINESS PROFESSIONAL**

**BUSINESS CASUAL**

**BUSINESS PROFESSIONAL**

**BUSINESS CASUAL**

LIGHT BUTTON-UP SHIRT  
 NATURAL LOOKING MAKEUP  
 PORTFOLIO  
 PRESSED SKIRT  
 NO BULKY JEWELRY  
 APPROPRIATE LENGTH SKIRT  
 POLISHED, CLOSED-TOE SHOES  
 PRESSED HAIR CUT  
 CLEAN SHAVEN  
 APPROPRIATE TIE  
 PRESSED SLACKS  
 POLISHED SHOES  
 BUTTON-UP SHIRT  
 MATCHING BELT AND SHOES  
 PRESSED SLACKS

# What to wear?

This guide demonstrates acceptable Business Professional and Business Casual Attire for your upcoming career events.  
**NOTE:** For Interviews, always choose Business Professional attire.