

# **4-H Public Presentations**

## **Presenter's Guide**

**for**

## **College and Job Interviews**



## **4-H Positive Youth Development**

**Cornell Cooperative Extension** | **Dutchess County**

*The County of Dutchess partially funds Cooperative Extension Programs in Dutchess County  
Cornell Cooperative Extension is an equal opportunity, affirmative action educator and employer*

# What to Prepare for ALL Interviews

To be successful at an interview, significant preparation is required. Follow these guidelines:

**- Job Interview: Applicants must complete and bring the Job Description (see template)**

**- College Interview: Applicants must complete and bring the College Essay (see guidelines)**

## - All Interviews:

- Write a cover letter that addresses the job or college requirements and explains why you have applied to this business/college.
- Prepare a résumé that is well laid out and up to date.
- Study the evaluation rubric as this explains what the interviewer is looking for.
- Plan ahead and decide what to wear relevant to a formal interview.
- Practice answering the questions below in front of a mirror or to another person.
- Prepare your portfolio.

## Bring a Portfolio to Your Interview

A portfolio is a collection of documents that demonstrate your accomplishments, highlight your achievements, and strengthen your chances of success in your application.

It is *highly recommended* that you bring a detailed portfolio to any interview. Having a strong, well-presented portfolio helps you to stand out among all the others who have applied for the same position.

Most employers and/or college personnel will take only a minute or two to look through your portfolio. During the interview you can take the opportunity to point out your key accomplishments. For example, if asked about your communication skills you could show them a writing sample or slide presentation in your portfolio.

### Tips for Portfolio Development

- ❑ Before the interview, bookmark the pages of the portfolio you would like to highlight, such as a newspaper article with you in it or an award you won.
- ❑ Portfolios should be neatly presented in a binder or similar. They should include:
  - Table of contents (use dividers to separate sections)
  - Résumé
  - 2-3 letters of recommendation
  - Awards and/or certificates you have earned
  - Testimonials and other acknowledgements of your character and actions
  - Newspaper articles featuring you or your club(s)
  - Details of community service activities you have participated in
  - Writing samples (e.g., an essay you wrote)
  - Examples of work illustrating your skills, such as slide presentations you have created
  - Details of community service activities you have participated in
  - Any other documents that strengthen your application

## Suggested Interview Questions for JOB INTERVIEW

This list of questions is a guide.

Interviewers will not ask all these questions and may choose to add others they feel are relevant. Practice answering these in preparation for your interview.

- 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 our company/agency?
- What do you know about this position?
- How are you qualified for this position?
- How would your previous boss/volunteer supervisor describe you?
- 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 two different supervisors to complete two 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?*

## Suggested Interview Questions for COLLEGE

This list of questions is a guide.

Interviewers will not ask all these questions and may choose to add others they feel are relevant. Practice answering these in preparation for your interview.

- 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 two to three years? (In or outside of school)
- Tell me a highlight/personal accomplishment of this year (school, personal, etc.).
- 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 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 the community?
- Do you consider yourself to be 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 do you plan to do when you graduate? (Work, travel, grad school, etc.)
- How will this college benefit from your participation?
- Is there anything else you would like to tell us about yourself?



**GENERAL INFORMATION**

<b>Name (Last)</b>	<b>(First)</b>	<b>(Middle)</b>	<b>Social Security #</b>	<b>Date of Application</b>
<b>Mailing Address (street, city, state, zip code)</b>			<b>Phone (daytime)</b>	<b>Phone (evening)</b>

**Have you ever been convicted of any criminal offense other than minor traffic violations?**  **Yes**  **No**  
**If yes, please explain in detail.**

**POSITION**

<b>Position Applying For</b>	<b>Expected Salary Range</b> \$	<b>Date Available</b>
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**Where did you learn about this position opening?**

**EDUCATION**

Institution	City and State	Dates Attended	Major	Degree

**Describe any other training or skills you have had that you feel are relevant to the position for which you are applying.**

**Please list any organizations, honors, achievements, or certifications that you consider relevant to employment.**

**What are your hobbies?**

## EMPLOYMENT HISTORY

Please list previous employers beginning with the most recent.

<b>Employer</b>		<b>Address</b>		
<b>Phone</b>	<b>Title</b>	<b>Starting Date</b>	<b>Ending Date</b>	<b>Salary per Week</b> \$
<b>Reason for Leaving</b>		<b>Supervisor's Name</b>		<b>May we contact this person?</b>
<b>Employer</b>		<b>Address</b>		
<b>Phone</b>	<b>Title</b>	<b>Starting Date</b>	<b>Ending Date</b>	<b>Salary per Week</b> \$
<b>Reason for Leaving</b>		<b>Supervisor's Name</b>		<b>May we contact this person?</b>

## REFERENCES

Please list three persons, other than personal friends or relatives, who have knowledge of your work experience and/or education.

Name	Title	E-mail	Phone Number

I hereby authorize investigation of all statements contained in this application. I certify that such statements are true and understand that misrepresentation or omission of facts called for in this form or during any interview is cause for termination of employment without notice.

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature**



STUDENT INFORMATION				
Legal Last Name	First Name	Middle Name(s)	Social Security #	Date of Birth
Permanent Address (street, city, state, zip code)			Phone (cell)	Phone (other)
Mailing Address for correspondence (if different from above)			Email Address	
PARENT/GUARDIAN INFORMATION (if applicant is under 18)				
Legal Last Name	First Name	Middle Name(s)	Social Security #	Date of Birth
Permanent Address (street, city, state, zip code)			Phone (cell)	Phone (other)
Mailing Address for correspondence (if different from above)			Email Address	
STUDENT DEMOGRAPHICS				
Are you a US Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No			If not, country of citizenship	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> Choice of Pronouns				
Hispanic or Latino <input type="checkbox"/> Yes <input type="checkbox"/> No		First Language		Read/Write/Speak English proficiently <input type="checkbox"/> Yes <input type="checkbox"/> No
How do you identify (check one or more)				
American Indian or Alaska Native <input type="checkbox"/>		Black or African American <input type="checkbox"/>		2 or more Races <input type="checkbox"/>
Asian <input type="checkbox"/>		White <input type="checkbox"/>		Native Hawaiian or Pacific Island <input type="checkbox"/>
EDUCATION - include secondary school(s) and any college experience				
Institution	City and State		Dates Attended	GPA if known

## ACADEMICS

Please provide details of best subjects/grades since 9<sup>th</sup> grade: high school classes, SAT, TOEFL/IELTS, AP/IB subjects, honors, and any other relevant academic achievements

## EXTRACURRICULAR ACTIVITIES AND WORK EXPERIENCE

Please list your principal activities (e.g., sports, volunteer work, jobs) beginning with the most recent.

Date(s)	Description

## COLLEGE PLANS

Season/Year of Entry	Full or Part Time	Do you intend to apply for financial aid?	Do you intend to apply for a scholarship?

Academic Interest 1

Academic Interest 2

Career Interest

Under the terms of the Family Educational Rights and Privacy Act (FERPA), after you matriculate you will have access to this form and all other recommendations and supporting documents submitted by you and on your behalf.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

## Job Description Template

*Use this template to create a 'fictional job' or provide a real job description to your interviewers.*

**Job Title** (e.g., 4-H Program Assistant)

**Terms of Employment** (state if the position is part or full time, hours/days to be worked, if it includes weekends and/or evenings, rate of pay and any benefits)

**Detailed Job Description** (give an overview of what the job entails then use bullets to list each task that the employee may need to perform, e.g., respond to phone calls and emails, order supplies, assist teaching children)

**Education and or Experience Required** (e.g., high school diploma/GED and/or 1 year of related experience)

**Competencies and Requirements** (list what the successful applicant must be able to do, such as use Microsoft Office software, drive, work with certain age groups, be willing to do certain essential tasks)

### General Facts About Essays

The admissions people read *a lot* 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. Aim 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 essay, stop at every adjective, and ask yourself if it is necessary. Don’t even bother asking yourself about exclamation points, just leave them out!

### That’s What Family Is 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 your mom, dad, teacher, or anyone with the appropriate skill to read your essay and comment on it.

### Pick a Topic, Any Topic

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

**Write about something you have read:** Many applicants think this means you have to do a book report. Too many responses to this sort of question sound like book reports, and nobody likes to read book reports. Don’t write about an obvious book. Your choice should be relevant to your beliefs and current affairs.

**Write about someone you admire:** Most people write without much conviction about the president, a relative, Mother Teresa, or Martin Luther King, Jr. While these people are highly admirable and heroic, they seldom inspire interesting essays. Instead, find someone truly meaningful to you; it’s better if your choice surprises your reader. It can be an unknown person who has inspired you.

**Why do you want to attend this school:** Your real reason may be something better left unsaid, e.g., “Because it is near my home.” Avoid generalities, e.g., “To get a good liberal arts education.” Instead, show you have done research on the college, e.g., “X College is reported as having the highest graduation rate for students in my field.”

**How do you see yourself ten years from now:** Avoid describing the perfect job. Narrow your focus. Be realistic. 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:** Don’t say that your most meaningful activity was, for example, your service on the student council because it taught you the importance of effective leadership. What is effective leadership? Be honest and give a real example of an experience that has left you with skills or knowledge.

**Above all, be honest to yourself. If you write an essay that portrays you as someone you are not and you get accepted, it may not be a good fit.**

## Dutchess County 4-H Teen Interview Evaluation Sheet



Name: \_\_\_\_\_

Type of Interview (check one)  Job

College

Age (as of Jan. 1st current year): \_\_\_\_\_

Name of Interviewer: \_\_\_\_\_

Name of Club (s): \_\_\_\_\_

Date of Interview: \_\_\_\_\_ Location: \_\_\_\_\_

Rating Factors	Outstanding	Above Expectations	Meets Expectations	Needs Improvement or not provided	Comments
<b>1. Interviewee</b>					
Appearance: professional attire and appropriate grooming					
Introduction: professional greeting and attitude, firm handshake					
Body Language: displayed confidence, makes eye contact					
Voice: clear enunciation, good volume, tone and rate					
<b>2. Application Form (required)</b>					
Neatness: legible writing, clean with few crossings out					
Content: fully completed with relevant information					
<b>3. Job Description or College Essay (required)</b>					
Content: fulfills the intended purpose					
Writing, Spelling and Grammar: legible and well written					
<b>4. Portfolio (highly recommended)</b>					
Quality: relevance and breadth of content					
<b>4. The Interview</b>					
Ability to Answer Questions: relevant, articulate and well spoken					
Competence: knowledge: of skills and/or subject matter					
Leadership: qualities such as initiative, organization, and teamwork					
Conclusion: asks relevant questions and sincerely thanks interviewers					

Would you recommend this candidate for the position they are applying for?  YES  NO (If No, provide constructive feedback - use back of sheet if needed)

Summative Comment: