

California Ag Ambassador State Conference

Job Interview Contest

Rules

General Description

The Job Interview Contest is an opportunity for Ag Ambassadors to practice the real-life skills needed to apply and interview for a job. Participants will prepare a resumé and cover letter for a position they choose from the Job Interview Contest Job Descriptions. Evaluators review their performance during a mock interview and give constructive feedback using a standard evaluation rubric. This contest is open to students attending the Ag Ambassador State Conference.

Contest Format

- Contestants will choose one position to apply to from the contest job descriptions provided.
- Contestants will be required to complete a job application including a resume and cover letter specific to the contest position of their choosing prior to the contest. The due date for such applications shall be set by the Ag Ambassadors State Conference Executive Committee.
- Contestants shall arrive at the designated contest location and draw at random to be assigned an interview room. Contestants will draw at random to determine interview order in each room.
- Each room will be judged by a panel of three judges with each judge scoring each contestant individually based on a rubric.
- Contestant scores from each judge will be added, then ranked by total points from highest to lowest.
- The top contestant from each room will be interviewed in a final round and scored in the same manner.
- Winners will be announced at the awards dinner during the Ag Ambassadors State Conference.

Consent Rules

- Contestants must register and attend the Ag Ambassadors State Conference.
- Each school is limited to one contestant.
- The contest applications should be submitted 10 days prior to the contest.
- Each interview will have a 10 minute time limit.
- In the case of a tie, the contestant with the highest grand total score will rank higher.

- Judges will be impartial industry professionals with experience in interviewing and hiring employees.
- Judges will be given all contest rules, contestant applications, resumes, and cover letters one week prior to the contest.

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Job Description (2023)

Please choose ONE of the following job descriptions to write a cover letter and mock interview for. Please note that these are descriptions created specifically for the use of this contest. Please do not attempt to contact the emails given in the description. Submit your required materials using the google form on our website.

Ag Business Management - Sales Assistant

GloriAnn Farms is looking for a sales assistant. The job responsibilities are to perform customer data analysis for presentation to management and the sales director. Assist in the preparation of account business reviews for sales representatives. Maintain consistent communications and work closely with the Sales Manager and sales team by providing the information needed to develop customer presentations. Assist in preparing and coordinating industry trade shows and represent the company at exhibitions and related functions. Manage sales orders via phone, online portal, email, etc., writing and entering sales orders, preparing various shipping documents, emailing passings to customers, and providing proper inspection notices to the Agricultural office. Collaborate with internal departments such as marketing, sales, farming, processing, logistics, and external partners and allies to develop and implement new strategies, plans, and products. Please send your resume and cover letter with the words “sales assistant” in the subject line to feedback@gloriannfarms.com.

Animal Science - Clinical Laboratory Assistant

DVx seeks a clinical laboratory assistant for hands-on tissue dissection and cytology preparation. Handle clinical and research samples from receipt at the laboratory and report pathologic findings to the archive of sample materials. Data entry, transcription of pathology reports, answering phones, and providing exceptional customer service for our clients. Ideal candidates for this position should possess a strong work ethic and enjoy working in a dynamic team environment with various duties. High School Diploma or equivalent required. Previous experience in laboratory, veterinary, or medical settings preferred. To apply for this position, submit a resume and cover letter on our website at: <https://vdxpathology.com/Careers.htm>

Plant and Soil Science – Pest Control Assistant

The CA Department of Food & Agriculture (CDFA) is looking for a Pest Control Assistant to help perform regulatory inspections on vehicles and commodities at the borders to prevent the introduction of unwanted pests into California. Duties include but are not limited to: Enter the interior of vehicles, including trailers, trunks, and passenger compartments of commercial trucks, automobiles and watercraft in order to inspect for and remove any hitchhiking pests (i.e., gypsy moth, zebra mussel, etc.); read and interpret shipping manifests and quarantine certificates in order to determine the contents of shipments; sample and inspect rejected or regulated commodities for pest infestation by collecting samples and using knives, fruit crushers, hand lenses, and microscopes to examine commodities; and apply good public relations techniques to educate and solicit the cooperation of the public and maintain the good image of CDFA. Send a cover letter and resume to CA Department of Food & Agriculture, Attn: Ms. Carrie Sanchez-Julio; PO Box 4357, Sacramento, CA 95814

Job Interview Contest Rubric – Score according to the column that best fits performance.

	Points Allowed	Excellent	Good	Fair	Poor
Cover Letter	25	19-25 Points <ul style="list-style-type: none"> No Spelling or Grammatical Errors Well Stated Unique, Descriptive Letter Visually Appealing Follows Business Format Proper PDF Format 	13-18 Points <ul style="list-style-type: none"> 1-2 Spelling or Grammatical Errors Well Stated Descriptive Letter Visually Appealing Follows Business Format 	7-12 Points <ul style="list-style-type: none"> 3-4 Spelling or Grammatical Errors Vaguely Stated Generic Letter Does Not Follow Business Format Not PDF format, but accessible 	1-6 Points <ul style="list-style-type: none"> More than 4 Spelling or Grammatical Errors Poorly Stated Information Not Applicable to Position Does Not Follow Business Format Not PDF format and inaccessible
Resume	25	19-25 Points <ul style="list-style-type: none"> No Spelling or Grammatical Errors Visually Appealing Logically Organized Contains Relevant, Descriptive Information Follows Business Format Proper PDF Format 	13-18 Points <ul style="list-style-type: none"> 1-2 Spelling or Grammatical Errors Visually Appealing Organized Contains Relevant Information Follows Business Format 	7-12 Points <ul style="list-style-type: none"> 3-4 Spelling or Grammatical Errors Lacks Visual Appeal Lacks Organization Lacks Some Relevant Information Does Not Follow Business Format Not PDF format, but accessible 	1-6 Points <ul style="list-style-type: none"> More than 4 Spelling or Grammatical Errors Lacks Visual Appeal Disorganized Irrelevant Information Does Not Follow Business Format Not PDF format and inaccessible
Knowledge of Position	10	9-10 Points <ul style="list-style-type: none"> Understands all Aspects of the Position Uses Correct Terminology Relevant to the Position Relates Skills to the Position 	7-8 Points <ul style="list-style-type: none"> Understands Most Aspects of the Position Uses Correct Terminology Relates Most Skills to the Position 	5-6 Points <ul style="list-style-type: none"> Understands Some Aspects of the Position Uses Some Incorrect and/or Lacks Terminology Relates Some Skills to the Position 	1-4 Points <ul style="list-style-type: none"> Does Not Understand Aspects of the Position Uses No Terminology Relevant to the Position Relates No Skills to the Position
Presentation	20	18-20 Points <ul style="list-style-type: none"> Sincere Communication Articulates Thoughts Thoroughly Strong, Direct Voice Professional Poise and Attire Displays Confidence Positive Attitude Speaks at a Comfortable Pace Well Groomed 	15-17 Points <ul style="list-style-type: none"> 1-2 Qualities Missing or Not Strongly Exhibited 	12-14 Points <ul style="list-style-type: none"> 3-4 Qualities Missing or Not Strongly Exhibited 	0-11 Points <ul style="list-style-type: none"> More than 4 Qualities Missing or Not Strongly Exhibited
Response to Questions	20	16-20 Points <ul style="list-style-type: none"> All Responses are Well Stated Answers All Questions Thoroughly Exhibits Thought and Logic Responses are Relevant to the Position 	11-15 Points <ul style="list-style-type: none"> Most Responses are Well Stated Answers Most Questions Thoroughly Exhibits Thought and Logic Responses are Mostly Relevant to the Position 	6-10 Points <ul style="list-style-type: none"> Some Responses are Well Stated Answers Some Questions Thoroughly Exhibits Some Thought and Logic Responses are Somewhat Relevant to the Position 	1-5 Points <ul style="list-style-type: none"> Few Responses are Well Stated Answers Very Few Questions Thoroughly Exhibits Somewhat Rehearsed Responses to Questions Exhibits Very Little Thought and Logic Responses are Irrelevant to the Position