

2019
Henry County
4-H
Job Interview Challenge
Information Packet



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



henry.osu.edu

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information: go.osu.edu/cfaesdiversity.

JOB INTERVIEW CHALLENGE

Purpose

The Job Interview is designed for members to use their communication skills and to practice and demonstrate the skills needed in seeking employment. Each part of this event simulates real world experiences that members will have when seeking employment in the future.

Contest Information

1. Participants must bring the following items with them to the contest:

- A. A typed cover letter and résumé as a result of his or her own efforts; no fictitious information should be used.*
- B. Filled out application (select the position you want to apply for).
- C. List of references (with complete information as requested below)

2. Participants will be evaluated on their cover letter, resume', application, reference listing and personal interview.

These scores will be totaled and the member with the highest score will be declared the winner.

Scoring Guide

Cover Letter	100 pts.
Résumé	100 pts.
Application	100 pts.
Reference Listing	50 pts.
Personal Interview	450pts.

Grand Total	800 pts.

3. Specifics of Each Component

- 1. Cover letter and Resume'- The cover letter and résumé must be typed, single-spaced, on 8.5 x 11 inch white or bonded paper. Only one side may be printed with no more than 10 point font and block justified. The cover letter should be addressed to the individual who is listed on the job description for the specific job chosen. The member's résumé should not exceed one page. The reference list should be created as a second, separate page.
- 2. References- Develop a list of 3 personal references. Be sure to provide the references full name, position the person holds, address, telephone number/s, e-mail address.
- 3. Application - Participant will complete a standard job application. A black or blue pen must be used and all information must be completed or marked "NA" for not applicable on the application.
- 4. Personal Interview- Participant will have the opportunity to discuss their qualifications, make impressions on the interviewer(s) and ask questions about the company or the position.

JOB POSTINGS

***Please select one of the following Job Postings to apply for. They are included in this packet of information along with the application.**

Job #1: Dairy Queen Crew Member or Cashier

Job #2: TSC Retail Store Team Member

Job #3: High School Secretary

Résumé

The résumé is a one-page summary tool that illustrates who you are, what you can do and where you want to go. It is an advertisement to sell your services and time to a potential employer. While your format and style may vary, your résumé must include the following categories:

Name and Contact Information

Objective-Indicate your overall career objective.

Education-List in reverse chronological order all the schools (secondary or university) you have attended. Include the full name with city and state and the years you attended. You may also indicate pertinent programs and courses you were enrolled, as well as any honors, diplomas or certifications received.

Work Experience-List in reverse chronological order all work experience, especially work directly related to your career objective. Consider volunteer work in addition to paying jobs. Include place of employment, dates, job title, description of duties and achievements.

Activities-List in reverse chronological order school or community Organizations you are active in. Include name of group, dates, leadership positions, description of responsibilities and achievements.

Capabilities/Awards-List technical, teamwork, leadership, personal management and employability skills that can be used in the job you are seeking. Include any special honors or recognitions not already mentioned or relative to one of the other resume categories.

References-Prepare as a separate, second page. Provide at least three references. Include name, job title, company name, address and phone number.

Guidelines

1. Write it yourself. Look at several examples but make sure the final product sounds like you.
2. Proofread! Make every word count and make it error free. Ask someone else to help you look it over.
3. Make it look good. Choose conservative looking fonts. Avoid cramming too much information. A résumé that is too “busy” is hard to read. Provide contrast with your name and category titles. Use a good quality printer on good quality paper.
4. Be specific. Give facts and numbers. Avoid vague and slang or informal language.
5. Keep it lively. Use action verbs and short sentences. Avoid negative statements. Emphasize accomplishments and results.

Cover Letter

This letter is called a cover letter because it is sent on top of your resume to a prospective employer. The cover letter has two basic purposes:

- 1) to entice the recipient to read the attached resume and
- 2) to ask the prospective employer for an interview. Make sure your cover letter is short and to the point. Your cover letter and resume together should make the employer want to invite you for an interview.

Your Address

City, State Zip Code

Date of Writing

Their Name

Job Title (Personnel Director)

Company name

Their Address

City, State Zip Code

Dear Mr. Doe:

First paragraph – Tell why you are writing. Name the position you are applying for and tell how you learned of the opening. Try to arouse interest on the part of the reader.

Second paragraph – State why you are interested in working for this employer and specify your interests in this type of work. Briefly point out your qualifications for the posted position, but don't boast. This paragraph and the next should create interest in you on the part of the employer.

Third paragraph – Refer the reader to your enclosed resume, which gives a summary of your qualifications. You may also give the date you are available for employment, if applicable.

Fourth paragraph – Pave the way for an interview by asking for an appointment by giving your phone number or offering some similar suggestion to elicit an immediate and favorable response. Ask for action and close with a courteous comment or thank you.

Sincerely,

Your signature

Your Name (typewritten)

Encl.: resume and references

THE FOLLOWING PAGES INCLUDE THE JOB POSITION FROM WHICH YOU CAN CHOOSE FROM ALONG WITH THE PAPER APPLICATION YOU ARE TO FILL OUT FOR THE CHALLENGE:

Job #1: Dairy Queen



The international fast food chain maintains approximately 5,700 restaurants worldwide. Franchising and increased demand for the brand lead to several store openings every year. Applicants in search of entry-level work or professional careers with Dairy Queen often encounter numerous and recurring job openings for positions at every level.

Minimum Age to Work at Dairy Queen: 16 years old

Dairy Queen Hours of Operation: Mon-Sat: 10:00am-10:00pm; Sun: 11:00am-11:00pm

Available Positions at Dairy Queen: Cashier, Crew Member

Dairy Queen Job Opportunities- General Comments

Entry-level positions take on the essential yet menial tasks like operating the cash register and drive-thru area, cooking food, and basic menu item preparation. Duties prove easy to learn, and inexperienced workers with promising customer service skills typically earn crew member positions without issue. Depending on the needs of the store, Dairy Queen may offer entry-level associates full-time or part-time work schedules along with competitive base pay and eventual advancement opportunities. Crew members may also qualify for employee benefits packages.

Job Description and Duties

One of the most prominent fixtures in the fast food industry, Dairy Queen provides thousands of job seekers opportunities in entry-level and professional capacities. Dairy Queen manager job hopefuls serve as administrative and disciplinary backbones of the company at restaurant locations. Typical job duties include hiring and training workers, delegating daily tasks, driving sales, ensuring customer satisfaction, and ordering food inventories and supplies. Managerial positions include minimum age requirements of 18 for employment consideration. The ability to work and adapt quickly benefits prospective Dairy Queen managers due to the fast-paced nature of the job. Other hiring requirements revolve around demonstrative personalities, effective delegation skills, and professional demeanors.

Salary and Compensation

Dairy Queen manager jobs exist in assistant manager and restaurant manager capacities. Assistant managers and shift managers often work part-time. Average pay for Dairy Queen assistant manager positions falls between \$8.00 and \$12.00 per hour, depending on experience.

Apply for one of the two position below:

Crew Member

An entry-level job title, crew members meet, greet, and serve customers. DQ crew member job responsibilities include preparing food, organizing work stations, and working drive-thru windows. Food preparation duties include operating the grill and frying machines, cleaning equipment, and lifting between 25lbs. and 50lbs. on a regular basis. Ideal candidates work hard, possess good listening skills, and follow through on tasks. Crew members generally earn starting pay near minimum wage. Applicants at least 16 years of age or older may apply online to receive employment consideration. Read more about the [DQ crew member job](#).

Cashier

DQ must often hire new workers to staff cashier jobs. Cashiers work primarily on cash registers taking customer orders and providing prompt service. Associates must possess basic math skills and learn how to operate the point-of-sale systems (POS) used at locations. Cashier associates typically start out earning minimum wage. Read more about the [DQ cashier job](#).

APPLICATION FOLLOWS





EMPLOYMENT APPLICATION

We are an equal opportunity employer. No question is asked for the purpose of excluding any applicant due to race, creed, color, national origin, age, sex, veteran status, disability, or any other class of individuals protected by law.

PERSONAL

Social Security Number	Last Name	First Name	Middle Name
Current Mailing Address	Street	City	State Zip
Permanent Address (if different from above)	Street	City	State Zip
Phone Number	Cell Phone Number (if applicable)	Date of Birth:	
Are you Legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			

POSITION APPLYING FOR

Hrs. Available	M	T	W	Th	F	S	Su	Are You Interested In: <input type="checkbox"/> Full <input type="checkbox"/> Part <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal Have you ever worked in a fast food franchise before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, for whom? _____ From ___/___/___ to ___/___/___
From								
To								
Date Available:	Salary Acceptable Per Hour:		TOTAL HOURS Available Per Week					
Who Referred You To This Job? _____								Phone Number _____
Have you ever been convicted for a crime other than a major traffic violation? (This information will be considered in hiring or job placement but will not automatically disqualify you for employment) <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Explain: _____								

EDUCATION

Highest Grade Completed	Post Secondary	Other (Specify)	Grade Point Average
7 8 9 10 11 12	1 2 3 4		

ACTIVITIES

Class Organizations, Scholastic Honors, and other school activities (At your option, you may exclude organizations which indicate race, age, sex, creed, color, national origin, religion, or other protected class.)
Hobbies and Recreational Interests

EMPLOYMENT RECORD

Name & Address of Present Employer			Employment Dates From ___/___/___ to ___/___/___		
Supervisor's Name	Title	Phone	Position	Starting Salary	Final Salary
Reason for Leaving			May we contact this employer? <input type="checkbox"/> Yes, Immediately <input type="checkbox"/> Yes, at a Later Date <input type="checkbox"/> No, do not contact		
Name & Address of Most Recent Employer (if other than present, if applicable)			Employment Dates From ___/___/___ to ___/___/___		
Supervisor's Name	Title	Phone	Position	Starting Salary	Final Salary
Reason for Leaving			May we contact this employer? <input type="checkbox"/> Yes, Immediately <input type="checkbox"/> Yes, at a Later Date <input type="checkbox"/> No, do not contact		
OFFICE USE ONLY: INTERVIEW DATE AND TIME: ___/___/___ :___:___ DATE HIRED: ___/___/___					

By Signing below, I authorize the store owner to investigate all statements made by me on this application form. I understand that misstatements or omissions of information in connection with my application for employment can lead to rejection of my applications or dismissal from employment, whenever discovered. I also authorize the store owner to request and receive references from my former employers and I hereby release those employers supplying any information from liability.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the store owner and myself for either employment or the providing of any benefits. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the store owner unless expressly made in a formal written contract of employment signed by me and an authorized representative of the store owner. If I am hired, I understand that my employment would be "at will," which means that I would have the right to terminate my employment at any time for any reason and that the store owner would have the same right.

I hereby attest that all statements made by me above are true to the best of my knowledge.

Date _____ Applicant's Signature _____

Date _____ Manager's Signature _____

Job #2: TSC

Position: Retail Store Team Member

Overview

Tractor Supply Company (TSCO), the largest retail chain of rural lifestyle products in the United States, is dedicated to enhancing our strong company culture built on our team members' commitment to our Mission and Values. With over 1,700 stores in 49 states and an innovative e-commerce platform, Tractor Supply ranks in the Fortune 400 with revenues of \$7 billion and growing! Come grow your career with us as we serve those who live "Life out Here"!

This position is responsible for interacting with customers and team members, supporting selling initiatives and performing assigned tasks, while providing legendary customer service.



Responsibilities

As a Team Member, it is essential that you be available, flexible, adaptable and service-oriented, as you must be able to fulfill all of the the following requirements:

1. Maintain regular and predictable attendance.
2. Work scheduled shifts and have the ability to work varied hours, days, nights, weekends and overtime as dictated by business needs.
3. Take the initiative to support selling initiatives (GURA):
 - Greet the Customer
 - Uncover the Customers' needs
 - Recommend products
 - Ask for the Sale
4. Team Members are required to perform a combination of the following duties during 95 percent of their day. Although the mix may vary from one day to another, our business and staffing model makes it essential that every Team Member be able to perform all of the following duties accurately, efficiently and safely on a regular basis and without advance notice:
 - Operate cash register/computer following cash handling procedures as established by Tractor Supply Company
 - Recovery of merchandise
 - Participate in mandatory freight process
 - Complete Plan-o-gram procedures (merchandising, sets, and resets)
 - Assemble merchandisePerform janitorial duties
 - Execute price changes/markdowns
 - Operate Forklift
 - Operate Cardboard Baler
 - Assist customers with loading purchases
 - Complete all documentation associated with any of the above job duties
5. Team Members also may be required to perform other duties as assigned.

Application



TSC Retail Store Team Member

Applicant Information			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	Zip	
Phone	E-mail		
Date Available	Social Security No.	Desired Salary	
Position Applied for			
Are you legally eligible to work in the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Have you ever worked for this company? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when?			
Have you ever been convicted of a felony? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain.			

Education			
High School		Address	
From	To	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree

Employment History			
Company		From	To
Address		Phone #	
Supervisor		Responsibilities	
May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Company		From	To
Address		Phone #	
Supervisor		Responsibilities	
May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Company		From	To
Address		Phone #	
Supervisor		Responsibilities	
May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>			

References	
Full Name	Relationship
Company	Phone #
Address	
Full Name	Relationship
Company	Phone #
Address	
Full Name	Relationship
Company	Phone #
Address	

Disclaimer and Signature	
<p>I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired.</p> <p>I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information.</p> <p>In consideration for my employment, I agree to abide by the rules and regulations of the company, which rules may be changed, withdrawn, added or interpreted at any time, at the company's sole option and without prior notice to me.</p> <p>I also acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of the company or myself.</p>	
Signature	Date

Job #3: High School Secretary

JOB DESCRIPTION: Full-time High School Secretary position for school district with approximately 1500 students.

REPORTS TO: Ida High School Principal

QUALIFICATIONS:

- Prior secretarial experience or equivalent preferred.
- Excellent internal and external customer service skills.
- Excellent computer skills: Word and Excel a must along with mail merging, eSchool, eFinance.
- Notary Public or willingness to become one.
- Willingness to accept new responsibilities as the job demands.
- Excellent organizational skills and attention to detail.
- Ability to keep accurate records.
- Ability to keep accurate bookkeeping/accounting books.
- Maintain confidentiality regarding students and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receive money from various organizations. Prepare bank deposits, keep internal accounting books.
- Responsible for overseeing the teacher absences which includes assisting in putting absences in Smartfind (SFE) system.
- Responsible for preparing, copying and entering all building purchase orders in eFinance.
- Coordinate and maintain administrator's calendar and scheduling of activities.
- Maintain inventory of office supplies and materials.
- Assist in enrolling new students and withdrawing students.
- Responsible for inputting and monitoring all student immunization information.
- Responsible for receiving all incoming 9th grade CA60s and rolling over all senior files.
- Organize Graduation and Honors Night.
- Prepare any reports as requested by staff members.
- Responsible for submitting all professional development forms, purchase order forms, internal and general fund forms, field trip/transportation forms to the appropriate departments in the district.
- Other duties as assigned.

The Ida Public Schools Board of Education does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, military status, ancestry or genetic information (collectively, "Protected Classes") in its educational programs or activities or in its employment policies. The district compliance officers are the Superintendent and Curriculum Coordinator, 3145 Prairie Street, Ida, MI 48140.

Application:



High School Secretary Position

Applicant Information			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	Zip	
Phone	E-mail		
Date Available	Social Security No.	Desired Salary	
Position Applied for			
Are you legally eligible to work in the U.S.? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Have you ever worked for this company? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when?			
Have you ever been convicted of a felony? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, explain.			

Education			
High School		Address	
From	To	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree

Employment History			
Company		From	To
Address		Phone #	
Supervisor		Responsibilities	
May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Company		From	To
Address		Phone #	
Supervisor		Responsibilities	
May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Company		From	To
Address		Phone #	
Supervisor		Responsibilities	
May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>			

References	
Full Name	Relationship
Company	Phone #
Address	
Full Name	Relationship
Company	Phone #
Address	
Full Name	Relationship
Company	Phone #
Address	

Disclaimer and Signature	
<p>I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired.</p> <p>I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information.</p> <p>In consideration for my employment, I agree to abide by the rules and regulations of the company, which rules may be changed, withdrawn, added or interpreted at any time, at the company's sole option and without prior notice to me.</p> <p>I also acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of the company or myself.</p>	
Signature	Date