

New York State 4-H

Interview Process

Preparing for a job or college interview can be overwhelming and nerve-racking. 4-H youth can get a head start on this endeavor by participating in the New York State 4-H Public Speaking Program's Interview Process. During the Interview Process, 4-H teens will undergo a simulated interview for a job or college entrance with a trained volunteer evaluator.

In the interview process, youth can choose to participate in a job or college entrance interview. The same format will be followed for either choice. The résumé, cover letter and application (written presentation) will be judged based on appearance and content. The oral presentation will be the actual interview using questions selected from a set list . This list is on page 3 of this booklet.

The written presentation documents will be submitted for judging prior to the face-to-face interview. The face-to-face interview should last about 20 minutes. Afterward, the evaluator will review the youth's evaluation sheet and provide positive feedback in a private consultation.

Job Interview

Job Position: 4-H Summer intern

Required Paperwork:

1. Completed Job Application
2. Résumé
3. Cover Letter

College Entrance Interview

College: Unnamed or 4-Her's choice

Required Paperwork:

1. Universal College Application
2. Résumé
3. Essay on why youth chose the college and future career path

New York State 4-H Public Speaking Program

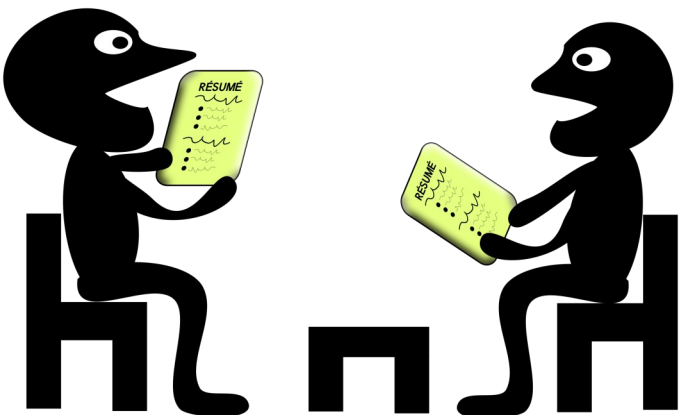
Interview Process Recommended Resource List

Printed Resources:

Express Yourself: N4-HCCS Communications Curriculum

Resources found on websites:

Developing Your Résumé	https://mass4h.org/programs/developing-your-resume/
Self-Assessment Worksheet	https://mass4h.org/programs/self-assessment-worksheet
Résumé Worksheet	https://mass4h.org/programs/resume-worksheet
Sample Résumé	https://mass4h.org/programs/sample-resume
Writing a Résumé	https://mass4h.org/programs/tips-writing-your-resume
List of Action Verbs	https://mass4h.org/programs/list-action-verbs
Winning Job Interviews	http://msue.anr.msu.edu/uploads/236/66843/TFCF-WinningInterviewHandout.pdf



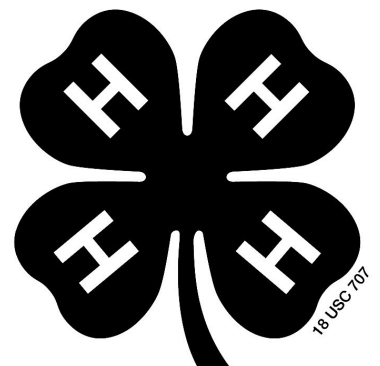
Interview Process Questions to be used at District and New York State Level Events

Questions for both Job and College Interview

1. Tell me about yourself.
2. What do you like to do in your spare time?
3. Tell me about your previous work and or volunteer experience.
4. What qualities or skills do you feel you could bring to this job or college that will help you to be successful?
5. Why are you interested in working for our company or attending our college?
6. How are you qualified for this position?
7. What is one of your greatest strengths?
8. What is one of your weaknesses?
9. What are you most proud of and why?
10. Do you consider yourself to be responsible? How so?
11. How would your previous boss or volunteer supervisor describe you?
12. If you have a problem, what methods do you use to solve it?
13. Do you consider yourself to be a leader? If so, in what way?
14. What motivates you?
15. Where do you see yourself in 5 years?
16. What were the responsibilities in your last job or volunteer experience?
17. Is there anything else you wish to share?
18. Do you have any questions?

Job Specific Question

1. Why did you leave or why are you leaving that position?
2. Describe your ideal or dream job.



Evaluation Sheets

Interview Process Evaluation Sheet and Evaluation Guidelines are located on the New York State 4-H Website: <http://nys4h.cce.cornell.edu/events/Pages/PublicPresentations.aspx> .

New York State 4-H Public Speaking Committee

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NYS 4-H Youth Development

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