

Instructions for Coordinating a Virtual Job Interview Contest

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Basic Considerations

- The virtual contest will be conducted using Zoom
- Students will be required to wear the official FFA uniform
- All information provided by the student in all aspects of the contest (letter of introduction, resume, application and interview) must be true. Students cannot make up information to make them better suited for a position.

Prior to the Day of the Event

- For each participant, collect the following information: name, school, email address, cell phone number, teacher's name, teacher's email and teacher's cell phone number
- Secure 3 judges per breakout room (see below). Collect their names and email addresses.
- PDF versions of introduction letter and resumes will be sent to the contest coordinator by designated due date (these can be submitted via email or through a Google Form)
- OPTIONAL – Conduct a paper screen. The top 50% of participants will move through paper screen process to the virtual interview. This mirrors industry standards.
- Email each semi-final judge the following information:
 - Contest rules
 - Job Titles & Descriptions
 - Sample interview questions
 - Zoom link and password (if applicable)
 - PDF copies of introduction letters and resumes for the students that they will be judging
 - Scorecard – either a PDF copy that they can print and use or a link to an electronic scorecard (i.e. Google Form)
- That same info will be emailed to each final round judge on the day of the contest, after the semi-final results are determined.

Contest Organization

- Semi-Final round occurs in the morning; final round occurs in the afternoon.
- Sample schedule:

SEMI-FINAL ROUND SCHEDULE:

Judge Orientation – 9:00 am
Student Orientation – 9:20 am
Semi-Final Rounds Start – 9:30 am
Finalists Announced (via email) – 11:30 am

FINAL ROUND SCHEDULE:

Judge Orientation – 12:00 pm
Final Round Starts – 12:30 pm
Award Announcement (Zoom) – 2:30 pm

- Breakout rooms will be set up for each of the groups. A contest will be divided into groups based on size.
 - Example # 1: for a contest with 12 participants, we use 2 breakout rooms “A” and “B” which each have 6 students assigned. The judges in each breakout room will select their top 3 students to advance to the final round. Final round will have 6 participants.
 - Example #2: for a contest with 24 participants, we use 3 breakout rooms “A”, “B” and “C” which each have 8 students assigned. The judges in each breakout room will select their top 2 students to advance to the final round. Final round will have 6 participants.
- 3 judges are needed for each breakout room. It is suggested to have 3 brand new judges for the final round.
- Students will be assigned an interview time. They will be instructed to show up 10 minutes early and be in the “waiting room” until the contest moderator allows them into the appropriate breakout room.
- Once allowed into the breakout room, the student will have 10 minutes to answer the judges’ questions.
 - Judges are encouraged to prepare 8-10 questions. Some students will give lengthy answers; others will be very short.
 - 1 judge in each room is asked to monitor the time. Once a student’s interview hits the 10 minute mark, the judges should allow the student to finish the answer they are giving and then end the interview (even if the student has not answered all questions). This step can be skipped but then some students will take 5-6 minutes and others will take 25-30 minutes, depending on how in depth they go in their responses.