

# CATA Curricular Code Change Proposal

**Make a copy** of this document. In order to input information.


<b>Contest:</b>	
<b>Proposed by:</b> (Name, School, Email)	

<b>Issue:</b> (Describe the reason/rationale for the proposed change.)

**Please answer yes or no to ALL the questions below.**

This proposal will require a contest to open out of rotation	
The change will affect General Rules	
The change will affect the awards needed.	
Which JudgingCard scorecard will be used for tabulations.	
The proposed change will affect contest forms.	
The proposed change will affect contest hosting site. (e.g. additional facilities, new sections, additional scoring, etc.)	

**If you answered yes to any of the above questions, you need to include the following signatures: [Click here](#) for link to CDE Contest Advisor and Coordinator list.**

CATA Approved Contest Advisor's Signature	
CDE Host Site Contest Coordinator's Signature agreeing that changes are able to be accommodated by the host site.	

**If you answered yes to any of the above questions, please explain.**

\*It is highly recommended that you, or a representative, attend the pre-conference governing board meeting to answer any questions regarding proposed curricular code changes to contests that are requested to be opened out of rotation.

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**Description:** (Describe what is changing.)

**Proposed CATA Code Change:** (Only include the section that the proposed change pertains to – do not include the entire contest. Reference numbered section. If editing text, show new text with old text in parenthesis. For large changes, set track changes in the Word document and attach the file, with edits, to this document when submitting.)

**Instructions for Submitting Curricular Code Change**

- Make sure the form is complete.
- Download and Submit this document as a PDF
  - Click File → Download → Download as a PDF
- If your proposal requires signatures make sure to contact the contest advisor and contest host. **Tip:** Docusign, Doc Hub are great sources for digital signature requests.
  - [Click Here](#) for contest Host and Advisor List
- Email completed Curricular Change Proposal **PDF** to [cata@calagteachers.org](mailto:cata@calagteachers.org) by June 1st.

**Warning:** Make sure you add all the topics or concerns you would like to discuss at the Curricular Code CDE meeting. If it's not posted on the CATA Curricular Code Changes website by June 1st, it **cannot** be discussed.

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**Proposal for Revisions to the Job Interview Contest and Rubric**

The proposed revisions to the Job Interview Contest Rubric and to Section V. of the curricular code, seek to enhance clarity, consistency, and alignment with industry standards. By refining evaluation criteria, the updated rubric and detailed guidelines in Section, V., ensures a fair, objective, and transparent assessment of contestants' abilities. These changes address uncertainties in the previous version, providing judges with clear guidelines on scoring essential components such as the Letter of Introduction, Resume, Knowledge of Position, Presentation, and Responses to Questions.

**Rationale for Changes:****1. Clarity in Business Format Requirements**

- The previous rubric lacked explicit definitions for a proper business format in the Letter of Introduction and Resume.
- The revised rubric specifies necessary elements, including recipient address, date placement, salutation, closing, and professional formatting.
- These additions align with industry expectations, ensuring students develop workplace-ready skills.

**2. Stronger Focus on Content and Visual Appeal**

- The previous rubric used vague criteria such as "organization" and "neatness" without defining what makes a document professional and visually appealing.
- The updated rubric explicitly outlines formatting expectations for structure, readability, and engagement while maintaining professionalism.
- This ensures resumes and letters are judged not just on format but also on their effectiveness in communicating the applicant's qualifications.

**3. Enhanced Evaluation of Knowledge of Position**

- The original rubric provided a limited scope for assessing contestants' understanding of their selected job roles.
- The revised criteria specify the importance of industry knowledge, including relevant terminology, job-related procedures, and workplace expectations.
- These updates ensure contestants demonstrate a comprehensive grasp of the agricultural career area they are applying for.

**4. Refined Presentation Scoring**

- The previous rubric did not sufficiently differentiate between general communication ability and professional demeanor.
- The new rubric breaks down professionalism into key aspects such as grooming, attire, posture, and respectfulness.
- Communication skills are now evaluated based on clarity, engagement, pacing, and avoidance of filler words, ensuring a structured and fair assessment.

**5. More Objective Assessment of Responses to Questions**

- The original rubric did not provide explicit criteria for assessing interview responses beyond vague descriptors like "logical development of thought."
- The updated rubric introduces specific scoring criteria based on organization, critical thinking, problem-solving, and relevance to the job role.
- Professional etiquette is also emphasized, ensuring students demonstrate confidence, eye contact, and appropriate language during the interview.

**Conclusion** The revised Job Interview Contest rubric provides a structured, fair, and industry-aligned evaluation system. By clearly defining scoring criteria, this revision ensures that all contestants are assessed based on measurable and relevant skills. These changes not only improve the contest's

integrity but also help students develop real-world employability skills that will serve them in future careers.

It is proposed that these revisions be formally adopted to enhance the consistency and fairness of the competition.

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## JOB INTERVIEW

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**Revised 6/2022**

### **Purpose and Standards**

The Job Interview Career Development Event seeks to effectively prepare the students for the expectations of interviewing for available positions within the Agricultural Industry. Students seeking careers within the Agricultural Industry must not only develop a high degree of knowledge and skill; they must also develop the ability to interview through communication in both written and oral forms; and be able to complete a resume, cover letter and job application accurately. California Career Technical Education Model Curriculum Standards addressed by this event include:

Foundation Standards: Communications – Reading 2.1, 2.6, 2.7, Writing 1.1, 1.2, 2.3f, 2.5, Written and Oral English Language Conventions 1.2, 1.2, 1.2, and Listening and Speaking 1.1, 1.7, 1.2, 2.3, 1.8. Career Planning and Management 3.1, 3.2, 3.3, 3.4, 3.5, 3.6. Technology 4.2, 4.6. Problem Solving and Critical Thinking 5.1, 5.3. Health and Safety 6.1, 6.2, 6.4, 6.5. Responsibility and Flexibility 7.1, 7.2, 7.3, 7.4, 7.5, 7.6. Ethics and Legal Responsibilities 8.2, 8.3. Leadership and Teamwork 9.1, 9.2, 9.3, 9.4, 9.5, 9.6. Technical Knowledge and Skills 10.2. Demonstration and Application – Students will demonstrate and apply the concepts contained in the foundation and pathway standards.

### **Contestants (Eligibility)**

- Contestants must be active, in-school, FFA members of a chapter in good standing with the California Association of FFA and who are enrolled in an agricultural education course.
- The preliminary contests are local, sectional and regional in nature.
  - Each section will determine how many chapter members may participate at the sectional level. Each region will determine how many sectional participants may compete at the regional level. Participation at the state level is limited to the top 50% of those that participate in the regional contest (or major portion thereof), with a maximum of four (4) per region.
  - The finals for this contest will be held the same time as the state prepared public speaking and state extemporaneous public speaking contests are conducted.
    - A contestant may not participate in the Job Interview, Prepared Public Speaking or Extemporaneous Public Speaking contests in the same year.

### **Tie Breaker**

In case of a tie, that individual who has the highest grand total score shall have prior rating.

### **Rules**

- I. Contestants must be in the official FFA dress uniform.
- II. JUDGES:
  - A. Three competent and impartial persons shall be selected to judge the contest. At least one judge should have previous experience in interviewing job applicants.
  - B. All judges will equally rate the job interview contestants.
  - C. The judges at the state finals are to be from industry, preferably representing three different agricultural career areas.
- III. SELECTING WINNERS:
  - A. Rules of the contest should be placed in the hands of the judges at least one week prior to the time of the contest.

- B. Judges will make a joint report on the final placing. The official job interview score card must be used by all judges.
- C. In the regional and state contests, judges will rank contestants in the top six places.
- IV. CONTEST PROCEDURES:
  - A. Letters of Introduction and resumes must be sent to the chairman of the state and regional contests 14 days prior to the activity.
  - B. Contestants shall apply for jobs or positions in one of following areas:
    1. Agricultural Business Management
    2. Agricultural Mechanics
    3. Animal Science
    4. Forestry & Natural Resources
    5. Ornamental Horticulture
    6. Plant & Soil Science
    7. Floral
  - C. Only one job title will be assigned to each area. The contestant must research the job title for the area selected. The state contest coordinator will develop the list of job titles and descriptions and post on [www.calaged.org](http://www.calaged.org) by October 1st of each year.
  - D. Letters of Introduction should not exceed one page. It is suggested that the date of the letter of application be the date of the region/state contest.
  - E. Sample interview questions will be made available to schools by the State Contest Coordinator.
  - F. Students will draw for interview order in their assigned room.
  - G. There will be three judges. They will all rate the contestant's letter of introduction and resume and conduct the actual interview.
  - H. When all contestants have finished speaking, each judge will total his/her scores.
  - I. Contestants shall be ranked in numerical order on basis of final score to be determined by each judge without consultation with each other.
  - J. The judges' ranking on each contestant then shall be added by the Regional Supervisor in charge of the contest, and the winner shall be the contestant whose total of rankings is the lowest. Other placings shall be determined in the same manner (low points score method of selection).
  - K. No materials may be taken into the interview room by the students.

#### V. RATINGS BY JUDGES:

- ~~A. Letter of Introduction - 25 points - neatness, organization and content.~~
- ~~B. Resume - 25 points - neatness, organization and content.~~
- ~~C. Knowledge of Position - 10 points - conveys knowledge of career area and/or evidence of researching job skills. Use of career terminology and understanding of job procedures.~~
- ~~D. Presentation - 20 points - communicative ability, sincere, direct, force, attitude, poise, confidence, pronunciation, articulation, voice quality, ease before an audience, maturity, and honesty.~~
- ~~E. Response to questions - 30 points - organized response, logical development of thought, complete, original, uses critical thinking skills, can think quickly, convincing, and easily understood.~~
- ~~F. Total possible points - 100 points~~

#### V. RATINGS BY JUDGES:

##### A. Letter of Introduction - 20 points

- Neatness, organization, content, and adherence to business format.
- Business format must include:
  - Proper address format (includes recipient's name, title, company name, and company

- address).
- Date aligned correctly.
- Formal salutation and closing.
- Applicant's signature (typed if electronic, handwritten if printed).
- Should not exceed one page.
- Content & Visual Appeal must include:
  - Clearly conveys applicant's purpose, enthusiasm, and qualifications.
  - Unique and engaging while remaining professional.
  - Well-structured and easy to read, following proper formatting.
- **B. Resume - 20 points**
- Neatness, organization, content, and adherence to business format.
- Business format must include:
  - A professional header: Full name, current address, phone number, and professional email address.
  - Clearly labeled sections including Education (listed chronologically), Experience (most recent job first), Objective or Professional Summary, and Skills (Soft and Hard Skills).
  - Clearly lists soft skills (e.g., teamwork, communication) and hard skills (e.g., equipment operation, animal handling) relevant to the position.
  - Standard industry practice includes "References Available Upon Request"; no points should be deducted for its presence or absence unless otherwise specified in the rubric.
- Content & Visual Appeal must include:
  - Well-structured, organized, and easy to navigate.
  - Uses professional formatting, avoiding excessive white space or clutter.
  - Clearly describes responsibilities, skills, and accomplishments in a way relevant to the industry.
  - Creative freedom is allowed in header design when using platforms such as Canva, Microsoft Office, and other professional resume-building tools, as long as all required information is present, and the layout remains professional and easy to read.
- **C. Knowledge of Position - 10 points**
- Conveys knowledge of career area and/or evidence of researching job skills.
- Industry Knowledge must include:
  - Awareness of job-related procedures, workplace expectations, and industry standards.
  - Understanding of relevant agricultural practices, terminology, and technology.
  - Demonstrates knowledge of skills required for the position applied for.
  - Ability to relate prior experiences, coursework, or extracurricular activities to the job role.
- Use of Terminology must include:
  - Proper use of industry-specific terms relevant to the job.
  - Accurate and professional vocabulary reflecting understanding of the position.
  - Avoidance of general or vague terminology unrelated to the role.
- **D. Presentation - 20 points**
- Communicative ability, sincere, direct, force, attitude, poise, confidence, pronunciation, articulation, voice quality, ease before an audience, maturity, and honesty.
- Professionalism must include:
  - Well-groomed, proper FFA official dress as required for the interview.
  - Proper posture, eye contact, and facial expressions demonstrating confidence.
  - Respectful and professional demeanor throughout the interview process.
- Communication Skills must include:
  - Clear, direct speech with appropriate pacing and tone.
  - Avoidance of filler words (e.g., "um," "like") and slang.
  - Ability to actively listen, respond appropriately, and engage with the interviewer.

- Articulation of thoughts in a concise and effective manner.

**E. Response to Questions - 30 points**

- Organized response, logical development of thought, complete, original, uses critical thinking skills, can think quickly, convincing, and easily understood.
- Quality of Responses must include:
  - Logical and well-structured answers directly addressing the question.
  - Demonstration of problem-solving and critical thinking skills.
  - Relevance to the agricultural position applied for.
  - Ability to connect responses to personal experiences, coursework, or previous employment.
- Professional Etiquette must include:
  - Use of professional language; avoidance of overly casual speech.
  - Strong eye contact, engaged listening, and appropriate body language.
  - Ability to remain composed and confident under pressure.
  - Respectful interactions with interviewers, including proper greetings and thank-you.

**F. Total Possible Points - 100 points**

TIME:

- A. Interview - approximately 10 minutes (no student's interview shall exceed 12 minutes)
- VI. The final ranking sheet included with the rules shall be used to summarize judges score sheets.



JUDGE'S SCORE SHEET JOB INTERVIEW CONTEST		Contestants											
		1	2	3	4	5	6	7	8	9	10	11	12
Name of Judge													
	Points Allowed	Points Awarded to Contestants											
LETTER OF INTRODUCTION	<del>25</del> 20												
RESUME	<del>25</del> 20												
KNOWLEDGE OF POSITION	10												
PRESENTATION	20												
RESPONSE TO QUESTIONS	<del>20</del> 30												
TOTAL POINTS	100												
RANK OF CONTESTANT													

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

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

## Job Interview Contest Rubric

Points	Excellent	Good	Fair	Poor
<b>Letter of Introduction (20 Points)</b>	<b>16-20 Points</b>	<b>11-15 Points</b>	<b>6-10 Points</b>	<b>1-5 Points</b>
Business Format	Fully adheres to business format	Minor formatting errors	Several formatting errors	Does not follow business format
Content & Clarity	Clearly conveys purpose, enthusiasm, and qualifications	Adequate purpose and qualifications	Weak statement, unclear writing	Does not clearly state purpose or qualifications
Spelling & Grammar	No errors	1-2 minor errors	3-4 errors	More than 4 errors
<b>Resume (20 Points)</b>	<b>16-20 Points</b>	<b>11-15 Points</b>	<b>6-10 Points</b>	<b>1-5 Points</b>
Business Format	Follows industry-standard layout	Minor inconsistencies	Some disorganization	Does not follow professional format
Content	Includes all sections, lists soft/hard skills	Lacks some depth	Missing details	Disorganized, missing skills
Spelling & Grammar	No errors	1-2 minor errors	3-4 errors	More than 4 errors
<b>Knowledge of Position (10 Points)</b>	<b>9-10 Points</b>	<b>7-8 Points</b>	<b>5-6 Points</b>	<b>1-4 Points</b>
Industry Knowledge	Strong understanding of agricultural industry	General understanding	Limited knowledge	No awareness of industry
Use of Terminology	Uses correct industry terms	Mostly correct	Some incorrect or missing terms	No relevant terminology
<b>Presentation (20 Points)</b>	<b>18-20 Points</b>	<b>15-17 Points</b>	<b>12-14 Points</b>	<b>0-11 Points</b>
Professionalism	Confident, well-groomed, professional attire	Minor lapses in confidence	Lacks confidence, weak posture	Poor posture, unprofessional appearance
Communication	Clear, direct speech, no fillers	Occasional fillers	Frequent fillers, lacks clarity	Difficult to understand, excessive fillers
<b>Response to Questions (30 Points)</b>	<b>26-30 Points</b>	<b>21-25 Points</b>	<b>11-20 Points</b>	<b>1-10 Points</b>
Quality of Responses	Well thought-out, relevant, logical	Mostly relevant, some minor gaps	Lacks clarity or relevance	Unclear, rehearsed, irrelevant
Professional Etiquette	Professional language, strong eye contact	Occasional slang or fillers	Minimal engagement	Unprofessional, lacks engagement

