

WORKFORCE PREPARATION DAY
Lausche Youth Center
Wednesday, August 2, 2023
Margo Long and Amanda Staley, Assistant Superintendents

CLASSES

- J-1 Am I Ready to Work?-- Junior
- J-2 Am I Ready to Work? -- Senior
- J-3 Here, There, Ag Careers Are Everywhere
- J-4 You're Hired!
- J-5 Workforce Development Self-Determined (includes The Work World Is Calling...Are You Ready?)
- J-6 Mock Job Interview Contest, Junior
- J-7 Mock Job Interview Contest, Intermediate
- J-8 Mock Job Interview Contest, Senior

GENERAL GUIDELINES

1. Age of Participants:
 - 4-H age unless noted in specific class guidelines.
 - J-1 and J-2
 - Junior age 12-14 as of January 1, 2023
 - Senior age 15 and older as of January 1, 2023
 - J-3 through J-5
 - Age 9-18 as of January 1, 2023
 - J-6 through J-8
 - Junior age 13 and under as of January 1, 2023
 - Intermediate age 14-16 as of January 1, 2023
 - Senior age 17 and older as of January 1, 2023
2. Participation Guidelines:
 - **No one individual may participate in more than one class with the exception if you are in J-1 through J-5, you may also participate in the age-appropriate J-6 through J-8 class.**
 - Counties may be represented by up to two individuals in each class J-1 through J-5.
 - Counties may be represented by up to five individuals in classes J-6 through J-8. **Members can, but do not need to be enrolled in a specific J-1 through J-5 project. They may participate in 4-H related programs such as camp counselor, CARTEENS, junior fair board, leadership projects, and others approved by the local county 4-H professional.**
 - Participants must be enrolled as 4-H members in their county in the project indicated for their class.
 - Winners of any class in the previous year are not eligible to participate in the same class the following year.
 - Participants will register and be evaluated at the time indicated for their county.
 - Participants are encouraged to set up their display on their own with no outside assistance.
 - **TECHNOLOGY:** Members using technology that experience computer glitches may, with permission of the judge, call upon outside assistance for technical help. Members are expected to be able to perform routine set-up and use of the equipment. When members using technology experience an equipment failure or glitch that cannot be resolved in a reasonable time (a few minutes), the judge may elect to move to the next presentation. The member will be given time to work out the technical problem and then re-schedule the display presentation with the judge's helper. If the member experiences a second failure, the display presentation will be ended and evaluated accordingly. No sound/audio or Wi-Fi connection will be available. Members may access content on the internet if they provide their own mobile access point on their own device.
3. Type of Evaluation:
 - Classes J-1 through J-5:
 - Participants will complete a personal interview evaluation with a judge.
 - The judge evaluates each participant on the following basis (see sample score sheet):
 - 30% Knowledge
 - 20% Communication
 - 20% Project Book
 - 20% Display/Supplemental Materials
 - 10% Professional/Attire

Classes J-6 through J-8:

- Participants will complete a mock interview with a judge.
- The judge evaluates each participant on the following basis (see sample score sheet):
 - 20% Cover Letter
 - 20% Resume
 - 40% Interview
 - 10% Paper Copy of Sample Job Description
 - 10% Professional/Attire

4. Participant to bring:

Completed registration information provided to you by your County 4-H Professional.

J-1 - Am I Ready for Work? - Junior

- Completed project book.
- Must prepare a 30 second elevator speech to recite to the judge. An elevator speech is a clear, brief message or “commercial” about you. It communicates who you are, what you’re looking for and how you can benefit a company or organization.

J-2 – Am I Ready for Work? - Senior

- Completed project book.
- Must prepare a 30 second elevator speech to recite to the judge. An elevator speech is a clear, brief message or “commercial” about you. It communicates who you are, what you’re looking for and how you can benefit a company or organization.
- Must bring a paper copy of a generalized cover letter and resume.

J-3 - Here, There, Ag Careers Are Everywhere

- Completed project book.
- Must bring a paper copy portfolio or digital portfolio to expand on your project knowledge. Pick an agricultural career of interest and research the skills, experiences, and education needed. *Refer to Activity 2: Career Field Map.* Members using technology are responsible for bringing their own laptop/tablet.
- Must bring a paper copy of a cover letter and resume applying to the selected job in *Activity 2: Career Field Map.*
- See “TECHNOLOGY” above.

J-4 - You’re Hired!

- Completed project book.
- Must bring a display (i.e, digital, trifold, portfolio, etc.) that shows the process you experienced to get hired in your job and how this job will better you in the future. You must provide your own technology if you choose you use it.
- Youth should dress appropriately for the job you’re employed at (i.e. work uniform).

J-5 - Workforce Development Self-Determined - The Work World Is Calling...Are You Ready?

- Completed the Self-Determined Workforce Development Project Guide.
- Must bring a paper copy portfolio or digital portfolio to expand on your project knowledge. Pick a career of interest and research the skills, experiences, and education needed.
- Must bring a paper copy of a cover letter and resume applying to the select job in Activity 2.
- See “TECHNOLOGY” above.

J-6–J-8 - Mock Job Interview

- Each participant is asked to bring a paper copy of a job description/posting of their choice. This will be the job they will be applying to during the interview.
- Participants should bring their cover letter and resume. This could be within a portfolio. These items can be shared via hard copy or digitally with the judges.
- See “TECHNOLOGY” above.

AWARDS

1. Each participant will receive a participation award sponsored by The Ohio State Fair.
2. "Outstanding of the Day" ribbons, sponsored by The Ohio State Fair will be awarded to the top 20% of each class.
3. A clock trophy will be awarded to the overall winner in classes J-1 through J-5.
4. A \$250 award will be presented to the overall winner in classes J-6 through J-8.
5. Awards will be announced at 4:30 p.m.

JUDGING SCHEDULE

The exact schedule of participation will depend on the number reporting at any one time. Member should bring registration information provided by their County 4-H Professional to the designated registration desk in the Lausche Youth Center.

- 12:00 p.m. Adventure Central, Ashtabula, Brown, Clark, Coshocton, Defiance, Fayette, Geauga, Hancock, Highland, Jackson, Lawrence, Lucas, Medina, Monroe, Muskingum, Perry, Preble, Sandusky, Stark, Union, Warren, Wood
- 1:00 p.m. Adams, Athens, Butler, Clermont, Crawford, Delaware, Franklin, Greene, Hardin, Hocking, Jefferson, Licking, Madison, Meigs, Montgomery, Noble, Pickaway, Putnam, Scioto, Summit, Washington, Wyandot
- 2:00 p.m. Allen, Auglaize, Carroll, Clinton Cuyahoga, Erie, Fulton, Guernsey, Harrison, Holmes, Knox, Logan, Mahoning, Mercer, Morgan, Ottawa, Pike, Richland, Seneca, Trumbull, Van Wert, Wayne
- 3:00 p.m. Ashland, Belmont, Champaign, Columbiana, Darke, Fairfield, Gallia, Hamilton, Henry, Huron, Lake, Lorain, Marion, Miami, Morrow, Paulding, Portage, Ross, Shelby, Tuscarawas, Vinton, Williams

WORKFORCE PREPARATION DAY
Evaluation Sheet, Classes J-1 through J-5

Name: _____ Exhibitor number: _____

County: _____

Age as of January 1 (current year): _____ Project name: _____

Number of years in 4-H: _____ Number of years in project: _____

Keep this sheet with you until the judge calls your exhibitor number.

Judges—Please place an “x” in the column that most closely describes this entry.

Judging Guidelines	Excellent Outstanding work that exceeds expectations	Very Good Well done, perhaps with a few minor errors	Good Appropriate for member's age and experience	Average Solid grasp of fundamentals
Knowledge (30%) Member demonstrates knowledge of basic concepts, skills, safety protocols (if applicable), and other specific information.				
Communication (20%) Member communicates effectively with a positive attitude and with appropriate personal appearance.				
Project Book (20%) Project book is completed appropriately and provides an accurate record of project activities.			(book is complete)	(book needs some work)
Display/Supplemental Materials (20%) Content is accurate and displayed in a way that is neat and creative.				
Professionalism/Attire (10%) Appearance, body language/gestures, and voice are appropriate for age.				
Strengths:				
Areas for improvement:				

WORKFORCE PREPARATION DAY
Evaluation Sheet, Classes J-6 through J-8

Name: _____ Exhibitor number: _____

County: _____

Age as of January 1 (current year): _____ Project name: _____

Number of years in 4-H: _____ Number of years in project: _____

Did you bring your paper copy of your job description (10%)? YES _____ NO _____

Please provide the name of the job you are applying for and a brief description:

Category	Excellent	Very Good	Good	Needs Improvement
Cover Letter (20%)				
	Cover letter is organized, tailored to position, proper grammar used, and contributes to a professional presentation.	Cover letter is well organized and tailored to position. Proper English/grammar is used.	Cover letter is clear and organized. Grammatical errors and formatting could be improved.	Cover letter is missing or unclear. Grammar and format needs improvement.
Resume (20%)				
	Cover letter is organized, highlights 4-H involvement, proper grammar used, well formatted and contributes to a professional presentation.	Resume is well organized and tailored to position. Proper English/grammar is used.	Resume is clear and organized. Grammatical errors and formatting could be improved.	Resume is missing or unclear. Grammar and format needs improvement.
Interview (40%)				
	Answers used to exemplify skills beyond resume/cover letter. Was prepared and asked questions and was knowledgeable of the position applying for. Able to make strong connections between skills and 4-H participation.	Skillful answers to questions and related well to the position. Understood position. Able to make some connections to 4-H participation.	Adequate knowledge of position is demonstrated, questions handled well when unable to provide answers.	Answers to questions are unorganized, more practice is needed.
Professionalism/Attire (10%)				
	Appearance and mannerisms are presented with a professional demeanor and style. Volume, tone, timing, inflection, and language are used to enhance the interview.	Appearance and mannerisms are presented with business like conduct and style. Voice and language are skillful and effective.	Appearance and mannerisms are appropriate. Voice and language are adequate.	Appearance, body language gestures, and overall professionalism need improvement.

Comment: