

## WORKFORCE PREPARATION DAY

Lausche Youth Exploration Space

Wednesday, August 5, 2026

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### GENERAL GUIDELINES

#### 1. Age of Participants:

- 4-H age unless noted in specific class guidelines.
  - J-13 and J-14
    - Intermediate age 11-13 as of January 1, 2026
    - Senior age 14 and older as of January 1, 2026
  - J-15 through J-17
    - Age 8-18 as of January 1, 2026
  - J-18 through J-20
    - Junior age 8-10 as of January 1, 2026
    - Intermediate age 11-13 as of January 1, 2026
    - Senior age 14 and older as of January 1, 2026

#### 2. Participation Guidelines:

- **No one individual may participate in more than one class with the exception if you are in J-13 through J-17, you may also participate in the age-appropriate J-18 through J-20 class.**
- Counties may be represented by up to two individuals in each class J-13 through J-17.
- Counties may be represented by up to five individuals in classes J-18 through J-20. **Members can, but do not need to be enrolled in a specific J-13 through J-17 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 classes J-13 through J-17.
- Winners of any class in the previous year are not eligible to participate in the same class the following year.
- Classes J-15 and J-16 are advanced level projects suitable for those 4-H age 14 and older or with experience in the project area.
- 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 the 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-13 through J-17:

- Participants will complete a personal interview evaluation with a judge.
- The judge evaluates each participant on the following basis (see sample score sheet):
  - 40% Knowledge
  - 20% Communication

20% Project Book

20% Display

Classes J-18 through J-20:

- 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-13- Am I Ready for Work? - Intermediate

- 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-14- 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-15 - Here, There, Ag Careers Are Everywhere

- Completed project book.
- Must bring a paper copy portfolio or digital portfolio to expand 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 for the selected job in *Activity 2: Career Field Map.*
- See “TECHNOLOGY” above.

J-16 - 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 to use it.
- Youth should dress appropriately for the job you’re employed at (i.e. work uniform).

J-17 - Workforce Development Self-Determined

- Completed the Self-Determined Workforce Development Project Guide.
- Must bring a paper copy portfolio or digital portfolio to expand on your project knowledge.
- Must bring a paper copy of a cover letter & resume.
- See “TECHNOLOGY” above.

## J-18-J-20 - 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 for 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.

## CLASSES

|      |  |
|------|--|
| J-13 | Am I Ready to Work? -- Intermediate      |
| J-14 | Am I Ready to Work? -- Senior            |
| J-15 | Here, There, Ag Careers Are Everywhere   |
| J-16 | You're Hired!                            |
| J-17 | Workforce Development Self-Determined    |
| J-18 | Mock Job Interview Contest, Junior       |
| J-19 | Mock Job Interview Contest, Intermediate |
| J-20 | Mock Job Interview Contest, Senior       |

## JUDGING SCHEDULE

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

**12:30 p.m.** Allen, Ashland, Clark, Coshocton, Crawford, Delaware, Fairfield, Fayette, Greene, Hardin, Licking, Logan, Madison, Marion, Muskingum

**1:00 p.m.** Auglaize, Brown, Champaign, Clinton, Guernsey, Hocking, Holmes, Knox, Meigs, Miami, Montgomery, Ottawa, Perry, Richland, Ross, Union, Wood

**1:30 p.m.** Athens, Belmont, Franklin, Hancock, Jackson, Medina, Mercer, Morgan, Pickaway, Preble, Seneca, Shelby, Stark, Vinton, Williams, Wyandot

**2:00 p.m.** Carroll, Cuyahoga, Darke, Erie, Hamilton, Harrison, Huron, Mahoning, Morrow, Pike, Sandusky, Summit, Tuscarawas, Wayne

**2:30 p.m.** Adams, Ashtabula, Butler, Clermont, Columbiana, Highland, Jefferson, Lorain, Lucas, Monroe, Noble, Paulding, Scioto, Warren

**3:00 p.m.** Defiance, Fulton, Gallia, Geauga, Henry, Lake, Lawrence, Portage, Putnam, Trumbull, Van Wert, Washington

## AWARDS AND SPONSORS

1. All participants will receive a participation ribbon 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 the class.
3. A clock trophy will be awarded to the winners of classes J-13 to J-17. In 2025, the trophies were sponsored by **Ohio Township Association and Lloyd & Cheryl Hagerty**.
4. A \$250 award, sponsored by the Ohio Township Association, will be presented to the overall winners in classes J-18 through J-20. **To receive the cash award, participants must fill out the two-page payee**

**set-up form** for The Ohio State University. Participants should be prepared to fill out **complete contact information and their social security number on the form before leaving Workforce Preparation Day.**

4. Awards will be presented at 5:00 pm (subject to postponement if additional judging time is needed).
5. Those not present for the awards ceremony may pick up their awards, or arrange for another to do so, from the 4-H state fair office located in the Lausche Youth Exploration Space until the conclusion of the fair. Unclaimed awards will be sent to county extension offices after the fair.
6. Results will be posted online at <https://ohio4h.org/ohiostatefair>.

## **2025 CLASS WINNERS**

Winners of any class in the previous year are not eligible to participate in the same class the following year.

|      |  |                                  |
|------|--|----------------------------------|
| J-13 | Am I Ready to Work? Jr.                  | Nevin Wolcoski, Pickaway         |
| J-14 | Am I Ready to Work? Sr.                  | Claire Rhoades, Preble           |
| J-15 | Here, There, Ag Careers Are Everywhere   | Austin Clark, Pickaway           |
| J-16 | You're Hired!                            | Rachel Sponseller, Fairfield     |
| J-17 | Workforce Development Self Determined    | Parker Wieland, Tuscarawas       |
| J-18 | Mock Job Interview Contest, Jr           | Josie Sentney, Brown             |
| J-19 | Mock Job Interview Contest, Intermediate | Gracie Weber, Fairfield          |
| J-20 | Mock Job Interview Contest, Senior       | Brin-Leigh Hoisington, Fairfield |

**4-H State Fair Project Evaluation Sheet**  
 Sample Sheet for Workforce Preparation Day J 13-17

Name: \_\_\_\_\_ Exhibitor number: \_\_\_\_\_

County: \_\_\_\_\_ Age as of January 1 (current year): \_\_\_\_\_

Project name: \_\_\_\_\_ Number of years in project: \_\_\_\_\_

Please provide a brief description of what you brought today to display your project (i.e., poster, equipment, etc.):

**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.

| <b>Judging Guidelines</b>  | <b>Excellent</b><br>Outstanding work that exceeds expectations | <b>Very Good</b><br>Well done, with few minor if any errors | <b>Good</b><br>Appropriate for member’s age and experience | <b>Average</b><br>Solid grasp of fundamentals |
|--|--|---|--|---|
| <b>Knowledge (40%)</b><br>Member demonstrates knowledge of basic concepts, skills, safety protocols (if applicable), and other project information.                    |  |   |  |   |
| <b>Communication (20%)</b><br>Member communicates effectively with a positive attitude and with appropriate personal appearance.                                       |  |   |  |   |
| <b>Project Book (20%)</b><br>Project book is completed appropriately and provides an accurate record of project activities.  |  |   | (book is complete)   | (book needs some work)                        |
| <b>Display (20%)</b><br>Content is accurate, complete and displayed in a way that is neat and creative. It showcases knowledge and skills gained through project work. |  |   |  |   |

Strengths:

Areas for improvement:

**WORKFORCE PREPARATION DAY**  
Evaluation Sheet, Classes J-18 through J-20

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   |
|-------------------------------------|---|--|--|---|
| <b>Cover Letter (20%)</b>           |   |  |  |   |
|                                     | 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.         |
| <b>Resume (20%)</b>                 |   |  |  |   |
|                                     | 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.               |
| <b>Interview (40%)</b>              |   |  |  |   |
|                                     | 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.                    |
| <b>Professionalism/Attire (10%)</b> |   |  |  |   |
|                                     | 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: