



# Chapter Public Relations & Job Interview Contest Guidelines

## **Public Relations Contest Guidelines**

- 1) Each Chapter will construct a PowerPoint presentation, to be used for the purposes of recruiting.
- 2) The PowerPoint must be saved on a CD to be used at the time of the presentation. All projection and computer equipment will be provided.
- 3) The presentation will be presented by a group determined by the Chapter, consisting of no more than four presenters.
- 4) The presentation shall be 5 – 7 minutes in length.
- 5) The content shall range from what your college has to offer, to why members should get involved in the campus Ag Club.
- 6) Handouts and brochures are permitted.
- 7) The presentation shall be aimed at recruiting new members, and widening the scope of the TJCAA and agriculture education.
- 8) The presentations will be judged by a panel of three judges; judging will be based upon content, style, member participation, and time efficiency.

## **Job Interview Contest Guidelines**

The TJCAA Job Interview event is designed to enhance the interviewing capabilities of students seeking employment in the Agriculture Industry. The contest is designed for students applying for real Ag jobs available, not fictitious ones. All materials must accurately reflect the applicant's qualities. The Interview Contest shall consist of five parts:

- 1) Cover letter – single-spaced, 10 point Times New Roman font
- 2) Résumé – single-sided only, not to exceed two pages
- 3) Applications – a standard application for employment – completed on-site before the personal interview
- 4) Personal interview – conducted by two judges asking questions related to the job. Cover letter and résumé may be brought in but no other supplemental materials are allowed. Interview should be no more than 10 minutes in length.
- 5) Follow-up letter – written before the contest but submitted in the personal interview along with the cover letter and résumé, written in response to the interview.

This is a condensed version outlined here. For more detailed rules, please visit <http://www.texasffa.org/>, select Competitions from the horizontal menu bar, and LDE from the drop-down menu selections. Scroll toward the bottom of the web page and click on the 2006 LDE RULE HANDBOOK link. It is downloadable in Adobe.