

## Kentucky 4-H Communications Program Mock Job Interview Contest Rules

### What is a Mock Job Interview Contest?

The Mock Job Interview Contest is a Public Speaking contest that gives members an opportunity to practice the real-life skill of applying for a job. The contest involves a set of fictitious Job Descriptions for senior 4-Her's that the members can go through the process of applying for. To enter the Mock Job Interview Contest the member must:

- Pick one of the four **job descriptions** for a job the member feels qualified for and interested in from the list below.
- Develop a **resume** of their real-life education and experiences that they feel make them a good candidate for that job selected. Bring this resume with you to the mock job interview (For confidentiality purposes, please do not put your actual address or phone number on resume.)
- **Prepare** for the interview.
- Participate in an actual **interview** where they are judged on all of the key elements in the process.

Members are encouraged to review the interview tips and resume writing ideas and supporting materials provided in the Kentucky 4-H Communications Expressive Arts Core Curriculum: The Perfect Fit Level 3.

### Categories:

- 14-15 age category
- 16-18 age category

### Eligibility:

Senior 4-H member may participate in the 4-H Mock Job Interview Contest. Senior 4-H members are youth ages 14-18. All ages are as of January 1 of the current 4-H year. Two winners per district per age category (exception District 3, which may have 3) may move on to the State Communications Day Mock Job Interview Contest.

### Resources:

The Perfect Fit, Level 3 <http://new.4-hcurriculum.org/projects/communications/>

### Job Descriptions:

Vet Technician  
Coffee Bar Attendant  
Photographer  
Retail Sales Associate

## **Position: Vet Technician**

### **Position Overview**

The Bluegrass Veterinarian Clinic is seeking a vet technician for their office. Duties would include taking care of overnight animal patients, assisting the veterinarian, checking in animals and updating records. Other duties would include assistance with billing and payments. Technician would also be responsible for communicating to the pet owners about special opportunities or vaccination drives.

### **Essential Job Functions**

- Take care of animal patients
- Assist the veterinarian
- Update animal records with weight, addresses, etc.
- Assist with billing and payments
- Communicate with owners about vaccination drives and special opportunities

### **Other Necessary Skills**

- Disease Prevention
- Problem Solving
- Communications
- Keeping Records
- Concern for Others

## **Position: Coffee Bar Attendant**

### **Position Overview**

Bright Starts Café is seeking a motivated and friendly individual to work the coffee bar. No previous food service experience is necessary. Position's duties would include brewing and preparing coffee drinks for customers, and serving breakfast food. Friendly and helpful service is a must. Attendant would also assist in making signs for coffee specials. Attendant would assist in the inventory and ordering of products.

### **Essential Job Functions**

- Brewing and making coffee drinks
- Serving breakfast food
- Providing excellent customer service
- Assisting in making signs and displays
- Assisting in inventory and ordering

### **Other Necessary Skills**

- Teamwork
- Social Skills
- Problem Solving
- Self-Responsibility
- Keeping Records

## **Position: Photographer**

### **Position Overview**

New Vision Photography provides excellent service to cover some of life's special moments. This position of photographer would cover general photography, birthdays, and sports photos. Training will be provided to a novice photographer. Duties would include setting appointments, shooting photo shots, and assisting in the photo shop. These would generally include assisting customers with package deals, showing proofs, deciding photo backgrounds and payment or orders. Some special projects may be assigned by manager.

### **Essential Job Functions**

- Set up appointments with customers
- Assist customers in selecting backdrops for photos
- Take photos (general, sports, birthdays)
- Assist customers with proofs
- Work with customers on package deals and payment

### **Other Necessary Skills**

- Self-Responsibility
- Problem Solving
- Social Skills
- Team Player
- Planning and Organizing

## **Position: Retail Sales Associate**

### **Position Overview**

In Town Closet is seeking a motivated and friendly individual to assist customers with purchases. No previous experience is necessary. Position's duties would include assisting customers on the floor, restocking inventory, and manning the cash register. Friendly and helpful service is a must.

### **Essential Job Functions**

- Providing excellent customer service
- Assisting with displays
- Assisting in inventory

### **Other Necessary Skills**

- Teamwork
- Social Skills
- Problem Solving
- Self-Responsibility
- Computer skills