

Job Readiness Contest Oklahoma 4-H Round Up

Contest Superintendent

Sara Randolph (sara.randolph@okstate.edu) 580-332-4100

4-H members gain the life skills needed to be contributing members to our communities. One skill we strive to develop in 4-H'ers is Job Readiness. Job readiness is a set of skills and behaviors needed for any job you may be interested in. These are often referred to as soft skills, and include things like communication, problem solving, teamwork, work ethic, and time management. The 4-H Job Readiness Contest gives 4-H members the opportunity to practice these skills in the format of applying for a job.

Contest Details

In the Job Readiness Contest, you will apply for a job in the fictional business of Clover Industries. While the job is fictional, it is expected that you use your real-life credentials when filling out the application and creating your resume and cover letter. Judges will evaluate their cover letter, resume, and application prior to Round Up. During Round Up, all contestants will participate in an interview with a panel of judges.

The intermediate division is for youth 7th-8th grade (most recent grade completed). NEW THIS YEAR- intermediate contestants will participate in the interview process. The Senior division is for youth 9th-12th grade (most recent grade completed).

Pre-Round Up Requirements

Participants must complete the application and upload their cover letter and resume by Monday, July 8. These items must be completed at this link: <https://form.jotform.com/sararandolph/jobreadiness>

The submitted resume, cover letter and application will be evaluated by the judges. Youth selected for an interview will be contacted via phone Monday, July 22 to set up their interview for Thursday, July 25 during Round Up. If you are unable to answer at that time, a message will be left, and a return phone call will be expected.

Round Up Contest

Those selected to interview will take part in a 15-minute interview during 4-H Round Up on Thursday, July 25. After the interview, participants should write a follow-up email and send it to sara.randolph@okstate.edu The purpose of the follow-up email is to reinforce your interest in the job, as well as thank the interviewers for their time and consideration.

Intermediate division participants may choose to apply for Game Room Attendant or Greenhouse Worker.

Senior division participants may choose to apply for Game Room Attendant, Greenhouse Worker, Equine Barn Student Assistant, or Water Sports Ride Attendant (virtual format).

Please note that Water Sports Ride Attendant interviews will be a virtual format, and they may conduct their interview from a computer at the interview location, or remotely from another location on campus. Remote interviews must provide their own equipment.

Participant Checklist

Select Job Readiness Contest for Thursday activity on Round Up registration.

Go to <https://form.jotform.com/sararandolph/jobreadiness> or use QR Code

- Fill out registration information and job application
- Upload cover letter
- Upload resume

For Senior Interview Candidates

- Be prepared to take phone call on Monday, July 22 to the phone number listed on your application. A message will be left if you are unavailable to answer at that time.
- Send follow up letter to sara.randolph@okstate.edu immediately following your interview.



Contest Resources

- Job Readiness Resume Information
- 4-H Job Readiness- Oklahoma Style
- Job Readiness Scoresheet