



## ***4-H Quick Tips - 4-H Interviews***

### **OBJECTIVES OF 4-H INTERVIEWS:**

- To teach 4-H'ers how to organize, prioritize, and verbalize the activities and accomplishments experienced in 4-H.
- To highlight the quantity, quality, and variety of a 4-H'ers accomplishments.
- To teach 4-H'ers how to identify and express how 4-H experiences have enhanced their attitude, values, judgment and self-concept.
- To develop 4-H'ers skills and creativity in verbalizing their own views and opinions.
- To enhance 4-H'ers interviewing skills for workforce preparation and career/job interviews.

### **GENERAL INTERVIEW TIPS FOR 4-H'ERS:**

- Smile and show your enthusiasm.
- Know your topic.
- Do your own work.
- Be excited about what you have done in 4-H
- Use a full-length mirror to evaluate your posture and gestures while you introduce and seat yourself. Be sure you know how to sit down and stand up from a chair properly.
- Consider what interviews are for and shape your answers around those purposes.
- Always remember that it is the small things that occur in an interview that make the difference between being the winner and being second or third.
- The interviewer probably asks the same questions to everyone. Work on how you can distinguish yourself.
- Take your cues from the interviewers' questions. Answer them and do so completely, but do not ramble on nervously. Stay on the topic.
- Be certain to give attention to all of your interviewers.
- Don't look or act overconfident. Be prepared.
- Be honest, straightforward and clear. Don't exaggerate.
- Sit in a relaxed position, leaning slightly toward the interviewer. Put one hand over the other.
- If the person asks you a question that you do not know the answer for:
  - Don't bluff.
  - Admit that you have limited knowledge in that area; however, you might be able to risk a guess with the knowledge that you do have.
  - Frankly state that you do not know the answer to the question.
  - Avoid acronyms and jargon about 4-H (i.e. PA) whenever possible.
  - Avoid "ers" and "ums" by pausing before you begin an answer to a difficult question.

### **SOME DO'S AND DON'TS OF SUCCESSFUL INTERVIEWING:**

### **DO:**

- Be certain of the time and place of the interview. Plan to arrive 10 minutes early.
- Remember the names of the people who are interviewing you and use them often. If they do not tell you their name, ask them and remember it!
- Shake hands firmly if offered.
- Wait for the interviewer to sit down or invite you to sit down before seating yourself.
- Think about the question before immediately answering.
- Research the project and review your application, portfolio, or resume before the interview.
- Prepare answers beforehand for expected questions.
- Act natural and show confidence
- Make eye contact. Avoid looking up in the air or shifting your gaze when speaking.
- Be neat and courteous
- Sell yourself - make the interviewer remember you.
- Listen to your interviewer and be interested in what they have to say.
- Participate in some practice interviews
- Determine types of questions you may be asked and practice answering such questions in your own words.
- Keep your voice conversational. Clarity, sincerity, and enthusiasm convey.

### **DO NOT:**

1. Talk in a monotone
2. Criticize yourself
3. Be late for your interview
4. Freeze or become tense
5. Become impatient.
6. Become emotional
7. Talk too much or too little
8. Oversell yourself
9. Come unprepared
10. Try to be funny
11. Chew gum
12. Let discouragement show if you feel the interview is not going well

### **DRESS FOR INTERVIEWS:**

- Wear clothing that makes you feel good. Your aim is to appear calm, poised, and polished.
- Classic, professional, business dress is appropriate.
- Conservative is best - avoid "showy" or "fad" outfits.
- Limit cologne.
- Cleanliness = neat and pressed.

**MALES:** Suit or sport coat and slacks, dress shirt and tie.

Comfortable but dressy shoes with socks.

FEMALES: Nice dress, suit, or skirt and blouse. Hose and comfortable, but dressy, shoes (closed toe shoes with low heels are best!) Flip flops are not appropriate.

#### **SAMPLE INTERVIEW QUESTIONS:**

##### GENERAL INTERVIEW QUESTIONS:

1. What is the most significant accomplishment you have experienced in 4-H?
2. If you had the opportunity to change your 4-H experience, how would you make the change?
3. What role has 4-H played in your future plans?
4. What current event has the most impact on youth?
5. If you had the opportunity to speak to politicians, what youth issue would you discuss and why?
6. What local issues face your community and how would you solve them?
7. What role do you feel the U.S. should play in the world's trouble spots?
8. How can youth be a support to their peers? Any ideas for helping kids who are involved in drug use, alcohol abuse or gangs?
9. Who is your role model and why?
10. Surely there are some times that you did not accomplish what you would have liked to. How have these experiences in which you were not your best made you a better person?
11. If there were a fifth "H" what would it be?
12. Do you share your 4-H experiences with non 4-H'ers? Why or why not? How do they react?
13. Do you see yourself involved in 4-H twenty-five years from now?
14. What can we do to better market 4-H?

##### LEADERSHIP IN ACTION:

1. Tell us about the community / environment / or agricultural issue you chose. How did you make an impact with this program?
2. Which of your strengths has been the strongest asset for your leadership / community?
3. How did you publicize your activities to the community?

##### COUNSELOR SELECTION:

1. Tell us about your high school experience such as grades, activities, future educational plans?
2. When might a rule be broken with justification?
3. Why do you desire a position as a camp counselor and what attributes could you bring to this position?

##### AGRICULTURAL & ENVIRONMENTAL SCIENCES:

1. Describe Georgia's future in culture, business, and agriculture as you see it.
2. What are your primary agriculture and/or environmental science activities?
3. What are your plans for the future and how has your agricultural & environmental sciences project work helped shape those plans?

##### CITIZENSHIP:

1. Define what citizenship means to you.
2. Why is it important for you to be an active member of your community?
3. Of all the citizenship activities in your portfolio, which has been the most beneficial to you and why?

4. How have you applied what you have learned for the betterment of your community?

##### FAMILY AND CONSUMER SCIENCES:

1. Tell us what research you have conducted in your main project? (Books, experiments, etc.)
2. Explain any family and consumer science teen leadership activities you have led.
3. What questions would you ask based on your portfolio if you were an interviewer today?

##### LEADERSHIP:

1. How have you helped another 4-H'er develop his/her leadership potential?
2. In your opinion what activities should a strong leader possess?
3. Who is your leadership mentor? How have they helped you develop as a leader?

##### COMMUNICATION AND THE ARTS:

1. Tell us about your communication/ arts activities in 4-H and otherwise.
2. How have you led others in communication and the arts?
3. How have your experiences in the field influenced your career choice?

##### PORTFOLIO INTERVIEWS / DISCUSSION SESSION:

NOTE: The purpose of this interview is to support and clarify the activities in the 4-H portfolio. The score given is for the portfolio. **There is no separate interview score.** Questions directly apply to activities, events, and experiences listed in the portfolio; therefore, each 4-H'er may have very different questions.

1. How has participation in this project made a difference to you?
2. What have you done that is unique or different in this project?
3. "I don't know very much about 'x'. Explain to me what you did."
4. How did you teach others about your project work?
5. How and why was your project selected? What is your goal?
6. Have there been any surprises with your project? How did you deal with them?
7. How did you manage time for this project/4-H in relation to your other activities?

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**Remember that interview questions and answers are merely a tool to help the interviewer make an evaluation of the 4-H'er and their work.**

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Written by Cheryl Varnadoe, Extension 4-H Specialist