



Maryland 4-H Leadership Trips Interview Tip Sheet

Congratulations! You are a candidate for a Maryland 4-H Leadership Trip!

It really is an honor to be nominated by your county 4-H program for the interview process. Interviewing is a learning experience that will prepare you for your future. We have prepared this Tip Sheet to assist you in preparing for the interview phase of your application.

You will have three 10-12 minute interviews with a panel of two judges in each of the following areas: Citizenship, Leadership and Life Skills. You will rotate to three different rooms with the different judges for each of the focus areas. At the beginning of each interview you will have an opportunity to introduce yourself. Think about one or two things you really want the judges to know about you! After the brief introduction, the judges will ask each candidate the same questions related to your 4-H experiences and ways you have or can contribute to 4-H.

Here are some tips for conducting a professional and confident interview:

- Arrive 15 minutes early
- Dress in appropriate, conservative business/professional attire
- Greet the interviewers with a **smile**
- Be enthusiastic and positive
- Be confident
- Maintain eye contact
- Sit up straight
- Speak slowly and clearly
- If you need to, take a minute to think before answering
- Share your specific experiences; avoid general or “canned” answers
- Come with a question to ask, just in case you have a chance to ask one.
- Be prepared to elaborate on your answers. Give as many details as you can
- Relax and be yourself
- Thank the interviewer(s) at the end of your interview with a handshake and a smile



Tips for Professional Dress for Men & Women

Classic Business Attire for Women

- Skirted suit with skirt length appropriately at or just above the knees, or matching conservative pants. Suit jacket can be single or double-breasted.
- Navy or charcoal gray are the preferred suit colors, but black, hunter green, navy or deep purple are acceptable within certain industries.
- White, off-white, or light blue cotton or silk blouse with conservative necklines and hidden or conservative buttons.
- Low to medium leather heel with closed toe.
- Neutral pantyhose.
- Matching scarf is acceptable, but should be understated.
- Moderate amount of jewelry or accessories. A general rule is to wear no more than 13 accessories, including scarf, belt, watch, jewelry, buttons. No more than 1 ring on each hand.
- Professional matching purse instead of a backpack.
- Minimal makeup and perfume.
- Trimmed fingernails with conservative color, if any.
- Neat hair style with hair pulled back from face.
- Remove body piercings, except for one conservative earring in each ear. Cover tattoos.
- Do NOT bring a cell phone.



Classic Business Attire for Men

- Single-breasted navy or charcoal gray, black, or navy two-piece suit. A subtle stripe or pattern is acceptable.
- White, long-sleeved oxford cloth shirt.
- Silk tie with small conservative pattern.
- Dark socks that, when you are seated, will cover your leg.
- Belt or shoes of matching color, typically black. Well-polished shoes.
- Professional briefcase or portfolio instead of a backpack.
- Minimal cologne, if any.
- Neat hair style.
- No more than 1 ring on each hand.
- Professional watch, especially one without an alarm that may sound at an inappropriate time.
- Do not wear themed clothing, such as a cartoon tie.
- Trimmed and clean fingernails.
- Remove body piercings, including earrings, and cover tattoos.
- Do NOT bring a cell phone.



Maryland 4-H Interview Score Sheet

Name:

Interview Category: **Leadership**

Citizenship

Life Skills (Judges: please circle one)

	Perfect Score	Actual Score	Comments
Appearance <ul style="list-style-type: none"> • Appears relaxed with a sincere manner • Is spontaneous and enthusiastic • Offers no apologies • Is appropriately dressed and groomed • Good eye contact • Appears confident, friendly 	10		
Delivery <ul style="list-style-type: none"> • Speaks clearly and at a good pace • Speaks at an appropriate volume level • Uses proper grammar • Uses proper pronunciation and articulation • Appropriately animated, gestures well 	10		
Content <ul style="list-style-type: none"> • Answers questions well • Statements are factual and up-to-date • Provides interesting information • Focuses on one topic before moving to another 	10		
Organization <ul style="list-style-type: none"> • Is well organized • Develops points logically • Speaks from personal experience • Makes easily understood statements • Appears to have considered answers to possible questions in advance 	10		
Total	40		

Note to Judges: The interview is one part of the 4-Her's portfolio. Other components and their point values include: Resume-40 points and Essay 20-points.

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