

**CANDIDATE &
COACHES GUIDE
FOR GROWTH**

KANSAS FFA STATE OFFICER CANDIDATE GROWTH PROCESS



ONE-ON-ONE INTERVIEWS

About this Component from the State Officer Candidate Handbook:

Each interview round is limited in the number of questions asked and the amount of time that a candidate is given to respond. The coordinator or assistant coordinator informs the candidates about the number of questions and time allotment before each interview round. For example, prior to the candidate entering the interview room, the coordinator shares something similar to the following: "You have ten minutes to answer ten questions. Please use your time accordingly." Answers should average one minute per question.

Once a candidate enters the interview room, a nominating committee member initiates the interview. To remain consistent for all candidates, committee members may repeat questions if asked, but they will not re-word or explain. Two-part questions may be asked. Such questions are asked consistently among candidates, and time is adjusted if necessary. After the total amount of time allotted for the candidate's interview has expired, the coordinator or assistant coordinator calls time. Once time is called, candidates must cease speaking. Interviews are conducted using two formats, full committee and one-on-one.

One-on-one interviews: *In these interviews, each candidate meets with each nominating committee member individually. Nominating committee members are positioned around a room, and candidates rotate to a nominating committee member each time the coordinator or assistant calls time. Rounds may include all nominating committee members or a portion of the committee. Usually, three to five questions are asked by each nominating committee member. On occasion, one of the questions is selected by each committee member based on the specific candidate's application or other personal information shared.*

How this Component is Scored:

Each question in an interview round is focused on one theme. For example, if an interview question focuses solely on a candidate's ability to express growth mindset, each committee member will provide the candidate with a growth mindset score. If time is called before a candidate is finished answering all the questions in each round, scores of zero are given for questions the candidate does not answer.

Things to look for in this Component:

- Providing a breadth of examples, rather than only using FFA-related examples
- **STAR** Responses - Including the following structure in answers:
 - **S** - Situation: Describe the general situation you faced to help the committee understand the basis of your example.
 - **T** - Task: Describe the situation or the task needing accomplished, using a specific event or task as the example. Provide enough detail that the interviewer can truly picture what was occurring.

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- **A** - Action taken: Describe the action taken and be sure to keep the focus on your specific actions. Even if the situation involves group effort, describe your role.
- **R** - Result: What happened? How did the situation end? What was accomplished? What was learned?
- Answers are approximately 1 minute in length
- Honesty and Openness. There are no “right” and “wrong” answers
- Eye contact with question asker. Voice and Tone are appropriate for space.

How this Component could be set-up for practice:

- Candidate and interviewer are set up on either side of a table.
- Interviewer asks the listed questions with no introduction needed by either party.
- A third-party will time the questions, with time being called after 6 minutes
- The third party and the interviewer provide feedback (written and verbal) following completion.
- It would be recommended to practice this component multiple times with some of the following individuals: *coach, mentor, ag teacher, other trusted teacher, principal, counselor, family members. Etc.*

Your Practice

The candidate will have six minutes to answer the following five questions. Once time is called, please cease all conversation. Feedback should be provided following the completion of the interview.

1. What is your single greatest motivator in life?
2. Prices for producing agricultural products are rising. Can you tell us some reasons that this is the case?
3. Tell us about a time you failed to meet your expectations. How did you handle it?
4. How have you inspired positivity in your team?
5. Why do you want to be Kansas FFA State Officer? Be specific.

*More examples of Behavioral-Based Questions can be found in the State Officer Candidate Handbook and online.

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ONE-ON-ONE INTERVIEWS FEEDBACK RUBRIC

	Timing	Structure	Content	Voice & Tone	
Question 1					
Question 2					
Question 3					
Question 4					
Question 5					

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STAKEHOLDER CONVERSATIONS

About this Component from the State Officer Candidate Handbook:

The purpose of this round is focused on the evaluation of each candidate's demonstration of effective officer competencies while carrying on an issue-based conversation with a key stakeholder. Stakeholders may include industry leaders, school administrators, agriculture educators, teacher educators, foundation sponsors, media, parents, FFA members, potential FFA members, government officials, FFA alumni and others. The coordinator or assistant coordinator presents each candidate with a brief description of the stakeholder in the room and the issue or topic they wish to discuss.

When the candidate enters the room, the candidate is expected to engage in dialogue with the stakeholder. Each conversation could be sitting or standing and lasts 5 minutes, at which point time is called and the candidate must cease speaking. Three conversations occur in separate rooms, with different stakeholders and different topics discussed. One of the conversations will be a media interview. Each candidate rotates through each room, and the nominating committee is divided among the rooms accordingly. The portion of the committee observing the conversation sits at a distance, and candidates should not address the committee. This is a two-way conversation, not an interview. In addition, this is not a role-playing scenario; candidates should represent themselves as candidates, and the stakeholder will represent their actual role in the industry.

How this Component is Scored:

In stakeholder conversations, candidates are scored on their abilities to seek information, listen, think critically, be themselves, have confidence, express their personal story and respect others' time, but other factors might also be considered. All scoring will be done utilizing the 10 themes and the 0-3 scale.

Things to look for in this Component:

- This should be a conversation, not an interview. Ensure that both candidate and stakeholder are having equal amounts of conversation.
- There is no role-playing during this component. The stakeholder is exactly who they are, and the candidate is exactly who they are.
- Start the conversation according to the prompt, but let the conversation naturally progress.
- Though facts about agriculture, FFA, and education are important to share during the conversation, be sure to share personal experiences and stories that could help to connect with the stakeholder.

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How this Component could be set-up for practice:

- Candidate and Stakeholder are seated in a casual manner, on furniture such as couches or office chairs.
- A third-party will time the conversation, with time being called after 5 minutes
- The third party and the stakeholder provide feedback following completion.
- Examples of potential stakeholders to practice with: coach, mentor, principal, town mayor, civic organizations (i.e. Kiwanis, Rotary), ag business professionals.

How to prepare a Stakeholder for this practice:

- The stakeholder should initiate the start of the conversation according to the provided prompt.
- Explain that there is no role-playing during the conversation, They simply represent themselves.
- Ask them to allow for time so the candidate may ask questions and respond to questions.
- Ultimately, the candidate should be guiding conversation.
- Stakeholders may ask any questions or share any information during the conversation that they feel is appropriate for the prompt.

Your Practice:

“You are sitting in official dress waiting for your next activity when a local community member approaches you and asks if you are a part of the FFA organization. They have a basic knowledge of the FFA but want to know what you think makes FFA unique. You should visit with the community member as yourself.” This conversation will last 5 minutes.

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STAKEHOLDER CONVERSATION FEEDBACK SHEET

Notes from the Conversation:

Content of Conversation

Flow of Conversation

Ag/FFA/Education Knowledge

Delivery of Conversation

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FULL COMMITTEE INTERVIEWS

About this Component from the State Officer Candidate Handbook:

Each interview round is limited in the number of questions asked and the amount of time that a candidate is given to respond. The coordinator or assistant coordinator informs the candidates about the number of questions and time allotment before each interview round. For example, prior to the candidate entering the interview room, the coordinator shares something similar to the following: "You have ten minutes to answer ten questions. Please use your time accordingly." Answers should average one minute per question.

Once a candidate enters the interview room, a nominating committee member initiates the interview. To remain consistent for all candidates, committee members may repeat questions if asked, but they will not re-word or explain. Two-part questions may be asked. Such questions are asked consistently among candidates, and time is adjusted if necessary. After the total amount of time allotted for the candidate's interview has expired, the coordinator or assistant coordinator calls time. Once time is called, candidates must cease speaking. Interviews are conducted using two formats, full committee and one-on-one.

Full Committee interviews: *Each candidate addresses the full committee in these interviews. The candidate might be sitting, standing or offered a choice, and the committee might be seated around a board table or at tables positioned in a "U" shaped formation. Candidates are usually asked eight questions, with one question asked pertaining to each behavioral trait except communication and overall impression. In this case, each candidate is in the interview room for 10 minutes, with 8 minutes allowed for the candidate's responses, one minute allotted for the questions being asked and one minute of flex time. The coordinator adjusts time for pauses, two-part questions or time lags caused by the committee. A shortened version of the full committee interview may also be included in the process, likely taking place at either the very beginning or end of the selection process. The coordinator will instruct the candidates if this interview will take place.*

How this Component is Scored:

Each question in an interview round is focused on one theme. For example, if an interview question focuses solely on a candidate's ability to express growth mindset, each committee member will provide the candidate with a growth mindset score. If time is called before a candidate is finished answering all the questions in each round, scores of zero are given for questions the candidate does not answer.

Things to look for in this Component:

- Providing a breadth of examples, rather than only using FFA-related examples
- **STAR** Responses - Including the following structure in answers:
 - **S** - Situation: Describe the general situation you faced to help the committee understand the basis of your example.

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- **T** - Task: Describe the situation or the task needing accomplished, using a specific event or task as the example. Provide enough detail that the interviewer can truly picture what was occurring.
 - **A** - Action taken: Describe the action taken and be sure to keep the focus on your specific actions. Even if the situation involves group effort, describe your role.
 - **R** - Result: What happened? How did the situation end? What was accomplished? What was learned?
- Answers are approximately 1 minute in length
 - Honesty and Openness. There are no "right" and "wrong" answers
 - Eye contact with question asker AND the rest of the committee. Voice and Tone are appropriate for space.
 - Appropriate standing distance from the committee.

How this Component could be set-up for practice:

- Candidate stands at the end of a conference table with interviewers seated around the table.
- Interviewers ask the listed questions with no introduction needed by any party.
- A third-party will time the questions, with time being called after 10 minutes
- The third party and interviewers provide feedback (written and verbal) following completion.

Your Practice:

The candidate will have ten minutes to answer the following eight questions. Once time is called, please cease all conversation. Feedback should be provided following the completion of the interview.

1. Tell us about a time that you had to adapt to a difficult situation.
2. When you have a lot of work to do, how do you get it all done? Give an example?
3. Tell us about a time when you built rapport with someone you had differing opinions with?
4. Give an example of a time in which you had to make a quick decision. What were the results of that decision?
5. Who inspires you? Why?
6. Tell us about a frustrating person that you had to work with. How did you work with them?
7. Give an example of a time when you went above and beyond the call of duty
8. What brings you joy?

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FULL COMMITTEE INTERVIEWS FEEDBACK RUBRIC

	Voice & Tone	Content	Structure	Timing
Question 1				
Question 2				
Question 3				
Question 4				
Question 5				
Question 6				
Question 7				
Question 8				

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PREPARED SPEECH

About this Component from the State Officer Candidate Handbook:

Candidates should prepare a candidate speech prior to arriving at state convention. The candidates present their speeches during the first convention session on the main convention stage. Both delegates and nominating committee will evaluate the candidate speeches. Candidates do not need to introduce themselves before beginning their speech. Props are not allowed, and the speech is a maximum of 2.5 minutes in length. A warning will be given after two minutes have elapsed, and time will be called at the end of 2.5 minutes, at which time the candidate must cease speaking. Candidates will use a handheld microphone when presenting.

How this Component is Scored:

Prepared speech and extemporaneous remarks rounds allow the committee to evaluate communication skills as well as additional traits such as ag/ FFA advocate or authentic. As an example, if one of the themes being evaluated is the candidates' authenticity, then each committee member provides each candidate with an authentic score as one part of the speech score in addition to the effective communicator, overall impression, ag/FFA advocate, and other trait scores determined appropriate by the coordinator. Delegates will evaluate candidates' prepared speeches in the themes of authentic, effective communicator and overall impression on a 0-4 scale.

Things to look for in this Component:

- TIME, TIME, TIME. One of the most important pieces of the candidate speech is time. Just because you have two and half minutes does not mean your speech necessarily has to take the entire two and half minutes.
- What message are you looking to convey to both delegates and committee members about yourself? Your inspiration? How you'll lead? Something unique about you?
- You are delivering your message to the entire convention hall during the Opening Session. What tone do you feel is appropriate for this setting?
- You will be using a handheld microphone for your speech. Are hand motions/body movement appropriate for your speech?

How this Component could be practiced:

- Practice in your local auditorium to feel how you will give your speech on a stage
- Give your speech in a mirror to practice hand movements and body motions.
- Have your coach/mentor record your speech and watch it together.

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EXTEMPORANEOUS REMARKS

About this Component from the State Officer Candidate Handbook:

This component will be completed prior to convention via Zoom. It will be composed of four parts, including a candidate introduction, a greeting or thank you to a specific audience (e.g. sponsors, convention attendees, parents, etc.), one topic related to their FFA or agricultural education experience, and one more in-depth topic related to a current topic or issue in agriculture, agricultural education or FFA. For each part, candidates will receive guidelines and prompts. For each part, the candidate will be provided a set amount of preparation time ranging from 5-10 minutes and a maximum presentation time ranging from 1.5 - 3 minutes. Candidates may be given the opportunity to choose the prompt they respond to from amongst multiple choices for each part. The committee will get to see a combined video of all responses and would score the candidate for the extemporaneous remarks score. The greeting will be used by Kansas FFA. The delegates will get to see the introductions and possibly one of the question responses. These segments will be recorded early the week before convention.

How this Component is Scored:

Prepared speech and extemporaneous remarks rounds allow the committee to evaluate communication skills as well as additional traits such as ag/ FFA advocate or authentic. As an example, if one of the themes being evaluated is the candidates' authenticity, then each committee member provides each candidate with an authentic score as one part of the speech score in addition to the effective communicator, overall impression, ag/FFA advocate, and other trait scores determined appropriate by the coordinator.

Things to look for in this Component:

- The four parts of this component are related to situations a state officer experiences.
- As with any speech, it is important to remember to focus on the point(s) to be made. What does the audience need to hear for the given situation? Then, provide support that will engage the audience and relate to the point.
- Treat the audience as the audience in the situation. For example, if the candidate is providing a welcome for a banquet, the candidate should address the audience as banquet attendees.

How this Component could be set-up for practice:

- Set up a space in your classroom or home for a Zoom background.
- Have the candidate be on Zoom with recording on.
- Coaches/Mentors time for the preparation and delivery of remarks.
- Coaches/Mentors create/modify provided prompt (to keep element of surprise) and share in Zoom chat.

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Your Practice:

Each candidate will be provided three topics. They select the topic for their presentation. Each candidate has 10 minutes to prepare a three-minute speech on the selected topic. No resources will be allowed. The speeches are recorded, and each candidate has three minutes to present. Once time is called, the candidate must cease speaking. Candidates will present as though they are state officers

Topics:

1. You are a leader in the Kansas FFA. You are addressing a group of FFA Alumni and supporters. Your purpose is to share with them about current happenings in agricultural education. Focus on innovations occurring in the classroom, either at your school or other agricultural education programs. Help them to see the importance of the classroom component in preparing the next generation of agricultural leaders and community citizens.
2. You are a leader in the Kansas FFA. You are addressing a group of FFA Alumni and supporters. Your purpose is to share with them about current happenings in FFA. Focus on innovations occurring out of the classroom through FFA activities, either at your school or other FFA chapters. Help them to see the importance of the classroom component in preparing the next generation of agricultural leaders and community citizens.
3. You are a leader in the Kansas FFA. You are addressing a group of FFA Alumni and supporters. Your purpose is to share with them about current happening with SAE programs. Focus on innovations occurring in SAE programs, in your SAE, your chapter, Kansas or across the country. Help them to see the importance of SAEs in preparing young people to be contributing members of the agriculture workforce and talent pool - and how SAEs can help meet agriculture workforce and talent needs across the industry

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EXTEMPORANEOUS REMARKS FEEDBACK SHEET

TOPIC:

TIME:

DELIVERY:

AG/FFA/EDUCATION INFORMATION:

STRUCTURE:

NOTES FOR IMPROVEMENT:

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GROUP ACTIVITY

About this Component from the State Officer Candidate Handbook:

This round requires candidates to work in groups of 3-5 candidates depending on the total number of candidates. Groups are given a topic or scenario to address. This is not a role-playing activity. Candidates serve as candidates and should remember to work as a team. They will be observed by the committee who will evaluate the candidates on their ability to work together. This activity may be completed virtually or in-person. It may be conducted during convention week or the week before.

How this Component is Scored:

In the group activity round, committee members will observe the candidates' abilities to solve problems, listen, ask questions, be team players, value others, express desires to learn, think on their feet and apply agricultural knowledge. All scoring will be done utilizing the 10 themes and the 0-3 scale.

Things to look for in this Component:

- What role are you assuming in this group? Facilitator? Note Taker? Encourager?
- How should you approach responsibilities of the group?
- The content for the activity is related to agricultural education, FFA or SAE and is a typical situation for a state officer.
- Remember this is a TEAM activity. Work together.
- Discussions of the group should be held at normal volume allowing the committee to hear your discussion and input.

How this Component could be practiced:

- Take notes the next time you have to work in a group
 - What did you like about the group operations?
 - What could have been improved?
 - What are things you should not do that have affected you in the past?