**Interview Contest Best Practices**

1. Promote contest to 4-H families. Sell the contest to 4-H’ers and parents. This is a great contest for future skill development. Direct interested youth and parents to: http://www.[4h.unl.edu/interviewjudgingcontest](http://4h.unl.edu/interviewjudgingcontest)
2. Recruit 4-H’ers who already do a similar contest in other organizations, such as FFA or FBLA and other youth who participate in these contests who are not already in 4-H.
3. Host ‘Open Houses’ for youth to work on developing resumes and cover letters. Set up computers with a resume template in Word. Encourage youth to come prepared with education, employment, activity, and reference information prepared. All they need to do is type step by step with some prompting. Have some examples handy. See the “Build Your Future” Career Journal published by National 4-H. This is a great resource!
4. Utilize UNL’s Career Services for resources in helping youth develop resumes and cover letters, as well as interviewing. Find this information here: <http://www.unl.edu/careers/jobsearch>
5. Once this step is done, resumes and cover letters can easily be updated and revised year after year for the contest. Some older youth may already have these developed.
6. Contact Phil Harr (Phil.Harr@biginebraska.org) with Trusted Choice Insurance to enlist the help of a local Trusted Choice Agent in your area. They are excited about working with 4-H’ers in this capacity and want to get involved! They can be used in the preparation process and would be a great resource for doing mock interviews.
7. Explain the format of the contest to youth. Make sure they know this is an incredibly valuable experience for them in the future!

Thank you Trusted Choice Insurance,

a proud supporter of Nebraska 4-H and the Interview Judging Program.