

2021 Kansas FFA Employment Skills Leadership Development Event Information

Purpose

The Kansas FFA Employment Skills Leadership Development Event is designed for FFA members to develop, practice and demonstrate skills needed for seeking employment in the industry of agriculture. Each part of the event simulates, as closely as possible, real-world activities that are used by real-world employers.

Event Rules

- The Kansas FFA Employment Skills Leadership Development Event will be limited to three participants per district.
- The Employment Skills LDE will only be for a FFA member enrolled in (a) secondary Agricultural Education class(es).
- Participants are strongly encouraged to wear FFA Official Dress for this event.
- All written materials, including cover letter, resume, etc., will be the result of each participant's own efforts.
- Any participant in possession of an unapproved electronic device during the event is subject to disqualification.
- Cover letter and resume must be uploaded by the designated deadline and in the appropriate format.
- When submitting the electronic employment application, participants will read, acknowledge, fully understand and agree to the rules and policies for this year's virtual event, including a commitment to event integrity.

Event Format

The event is developed to help participants in their current job search (for their Supervised Agricultural Experience (SAE) programs, internships, and part-time and full-time employment). Therefore, materials submitted by the participant must reflect their current skills and abilities and must be targeted to a job for which they would like to apply. In other words, participants cannot develop a fictitious resume; they must utilize their actual experience. They are expected to target the resume toward a real job for which they presently qualify.

EQUIPMENT

Participants are required to have the following items for the event:

- Writing utensils
- Desktop or laptop computer with an Internet connection and audio/visual capabilities (speakers, microphone, and webcam)
- Individual Zoom account (See [quick start guide for new Zoom users](#))
- Email account (personal or school account)

Participants are permitted to have these items during the event:

- Blank paper
- Resume
- Cover letter
- List of references
- Business cards
- Padfolio

The following items are not permitted:

- Letters of reference
- Samples of work
- Pictures
- Personal pages

ITEMS TO BE ELECTRONICALLY SUBMITTED BEFORE STATE EVENT

By April 21 at 11:59 p.m. CDT, participants will electronically submit the following in PDF format:

- Cover letter
- Resume
- Job Description
- Application

A penalty of 10 percent will be assessed for documents received after the April 21 deadline. If the document is not received by seven days after the deadline, the participant may be subject to disqualification.

Participants should upload their cover letter, resume, job description, and application to JudgingCard. Ms. Kane will send further instructions to upload these documents.

Cover Letter (100 Points)

- The cover letter is to be typed, one page, single spaced, left justified using Times, Times New Roman or Arial 10- to 12-point minimum font.
- The letter is to be dated for the first day of the state event (Monday, May 17, 2021) and addressed to:

Mr. Brooks Hetle
 Kansas State University
 110 Umberger Hall
 Manhattan, KS 66506

Resume (200 Points)

- The resume should not exceed two pages total.
- Resume must be non-fictitious and based upon actual work history.

Job Description

- The job description is required in order for the judges to score sections of the event. The job description will not be scored but is a required submission.
- Participants who fail to submit this component will be subject to disqualification.
- The job description should include a description of the position the student is applying for, desired qualifications and work experience.
- Sources for job descriptions can be found by looking in the newspaper or online through job search websites and company websites.

Electronic Employment Application (100 Points)

- Participants will complete a standard electronic job application per instructions given in the e-mail from the state coordinator and/or Ms. Kane.

ITEMS TO BE COMPLETED AT THE STATE EVENT

PRELIMINARY ROUND

Personal Interview (500 Points)

- The preliminary round interview will be an individual one-on-one interview with a judge. Each interview will be a maximum of 15 minutes.

Follow-Up Correspondence (50 Points)

- Participants will submit follow-up correspondence after the interview. Participants will be provided with necessary information and items to compose a follow up correspondence.
- Correspondence may include, but is not limited to, one of the following: email, hand-written note or typed letter. Participants will have 30 minutes to complete the follow-up correspondence. **For the state event, the follow-up correspondence will be an email.**

FINAL ROUND

Personal Interview (500 Points)

- The final round will consist of an individual interview with a panel of judges. Each interview will last a maximum of 15 minutes. Scores will carry over to the final round.

TIEBREAKERS

Ties will be broken based on the greatest number of low ranks. Participant's low ranks will be counted and the participant with the greatest number of low ranks will be declared the winner. If a tie still exists, then the event coordinator will rank the participant's response to questions. The participant with the greatest number of low ranks from the response to questions will be declared the winner.

Scoring

The event participants are all evaluated in the preliminary round. The top six participants (two from each preliminary room) with the top scores will participate in the final round. The participants will have scores from their cover letter, resume, and application carried into the final round.

Preliminary Round Section	Points
Electronic employment application	100
Resume	200
Cover letter	100
Personal interview	500
Follow-up correspondence	50
TOTAL POINTS	950
Final Round Section	Points
Preliminary round points	950
Final round personal interview	500
Final round follow-up correspondence	50
TOTAL POINTS	1500

Awards

Awards will be presented to the top six individuals as follows:

- 1st Place - \$100 and plaque
- 2nd Place - \$50 and plaque
- 3rd Place - \$25 and plaque
- 4th Place - \$25 and plaque
- 5th Place – medal
- 6th Place - medal

Tentative Event Schedule (Subject to Change)

By Thursday, April 15 at 5 p.m. CDT – Event announcement e-mail sent by state coordinator and/or Ms. Kane

By Wednesday, April 21 at 11:59 p.m. CDT – Electronically submit cover letter, resume, and application via JudgingCard. Ms. Kane will send further instructions to upload these documents. When registering for the event and uploading their documents, participants will select their preliminary round interview and follow-up correspondence time via SignUpGenius (<https://www.signupgenius.com/go/20F0F49AAAD2CAAFD0-kansas>).

Sunday, May 16 from 7 – 7:30 p.m. CDT – Event overview session for participants and advisors (encouraged but not required) - <https://ksu.zoom.us/j/4608102220>

Monday, May 17, 2021 – State event - <https://ksu.zoom.us/j/4608102220>

- 9 a.m. – 1 p.m. CDT – Preliminary round interviews and follow-up correspondence
- Approximately 2 p.m. CDT – Final round announcement
- 2:15 – 5 p.m. CDT – Final round interviews and follow-up correspondence

Contact Information

Employment Skills LDE Coordinator
Mr. Brooks Hetle
brookshetle@ksu.edu