



*\*Updated 1/2022*

## Employment Skills

### 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.

### General Information

The Kansas FFA State Employment Skills Leadership Development Event will be limited to top three individuals from each of the seven districts.

- Qualifying individuals will be required to submit registration by the deadline for Leadership Development Events at State Convention as posted on the Kansas FFA website.
- Other communications from the Employment Skills LDE coordinator shall serve as supplements to these rules.

### Event Rules

- 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 in the event area is subject to disqualification.
- Job description, cover letter and resume must be uploaded by the designated deadline found at *KSFFA.org*.
- When submitting the materials electronically, participants will read, acknowledge, fully understand and agree to the rules and policies for this state event, including a commitment to event integrity.

### Evaluation

In the preliminary round, participants will be randomly placed in interview flights.

The top qualifiers (based on a cumulative score from submitted items, interview and follow-up correspondence) will advance to compete in the final round. The final round will consist of six competitors.

Scores from the preliminary round will not carry over to the final round. Students will complete a personal interview in the final round.

## **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
- 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 Friday, April 29 at 11:59 p.m. CST, participants will electronically submit the following in PDF format via JudgingCard to initiate registration in the event:

- Cover letter
- Resume
- Job Description

A penalty of 10 percent will be assessed for documents received after the April 29 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, and job description via the instructions provided by the state office and/or state coordinator.

### *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 (Wednesday, June 1, 2022) and addressed to:  
Ms. Jancey Hall  
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.

## **ITEMS TO BE COMPLETED BEFORE STATE EVENT**

### *Electronic Employment Application (100 Points)*

- Participants will complete a standard electronic job application per instructions given from the state office.
- The application will be open online between 12 noon CST on Wednesday, May 4, 2022 and 5 p.m. CST on Wednesday, May 18, 2022.

### *Initial Phone Interview (50 Points)*

- The initial telephone contact will last three to five minutes.
- Students will sign up for a phone call time when they complete their job application online.
  - The participant will be contact by the potential employer to arrange an interview time. The potential employer may ask questions regarding aspects of the participant's resume.
  - The initial phone interview will be conducted between May 23-27, 2022.

## **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.

## **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, application, and initial phone interview carried into the final round.

The preliminary round personal interview and follow-up correspondence scores will not carry over to the final round. The final round personal interview score will be an averaged score of interview judges (if more than one judge is involved in finals).

<b>Preliminary Round Section</b>	<b>Individual Points</b>
Electronic employment application	100
Resume	200
Cover letter	100
Initial Phone Interview	50
Personal interview	500
Follow-up correspondence	50
<b>TOTAL POINTS</b>	1000
<b>Final Round Section</b>	
Preliminary round points	450
Final round personal interview	500
Final round follow-up correspondence	50
<b>TOTAL POINTS</b>	1000

## **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.

## Awards

Awards will be presented on stage during a session of State FFA Convention based upon their rankings to the top six individuals as follows:

- 1st place- \$100, plaque and gold medal
- 2nd place- \$50, plaque and silver medal
- 3rd place- \$25, plaque and bronze medal
- 4th place- \$25, plaque and bronze medal
- 5th place- Bronze medal and certificate
- 6th place- Bronze medal and certificate

Awards are sponsored by cooperating industry sponsors as a special project and/or by the general fund of the Kansas FFA Foundation.

## References

*This list of references is not intended to be all-inclusive.*

Other sources may be utilized, and teachers are encouraged to make use of the very best instructional materials available. Make sure to use discretion when selecting website references by only using reputable, proven sites. The following list contains references that may prove helpful during event preparation. The most current edition of resources will be used.

- Past CDE materials and other resources, [FFA.org](http://FFA.org)
- Open Colleges – How to Write a Resume, <http://www.opencolleges.edu.au/careers/resumes/how-to-write-a-resume>
- 8 Subtle Ways to Ace the Interview, <http://www.businessinsider.com/subtle-ways-to-ace-the-interview-2015-2>
- 9 Keys to Telephone Job Interview Success, [http://www.job-hunt.org/job\\_interviews/telephone-interviews.shtml](http://www.job-hunt.org/job_interviews/telephone-interviews.shtml)
- Sending Your Thank You After the Job Interview, [http://www.job-hunt.org/job\\_interviews/job-interview-thank-you.shtml](http://www.job-hunt.org/job_interviews/job-interview-thank-you.shtml)
- Accepting a Job Offer? Ask These 10 Questions First, <http://www.wetfeet.com/articles/accepting-a-job-offer-ask-these-10-questions-first>
- References from the career center at the land-grant university in your respective state.
- FFA Resume Generator, [resumegenerator.FFA.org](http://resumegenerator.FFA.org)