



**Updated 4/2025*

Employment Skills Deadline & Participation Summary

ITEMS TO BE ELECTRONICALLY

By **Wednesday, April 30 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
 - The letter is to be dated for the first day of the state event (Wednesday, May 28, 2025) and addressed to:
Ms. Jancey Hall
Kansas State University
110 Umberger Hall
Manhattan, KS 66506
- Resume
- Job Description

ITEMS TO BE COMPLETED BEFORE STATE EVENT

Electronic Employment Application

- The application will be open online between **12 noon CST on Tuesday, May 6, 2025 and 8 a.m. CST on Monday, May 19, 2025.**

Virtual Initial Screening Interview

- Students will sign up for a virtual initial screening time when they complete their job application online.
 - The participant will be contacted by the potential employer to arrange an interview time. The potential employer may ask questions regarding aspects of the participant's resume. This interview can last up to 20 minutes.
 - The initial phone interview will be conducted between **May 12-16, 2025.**

ITEMS TO BE COMPLETED AT THE STATE EVENT

PRELIMINARY & FINAL ROUNDS – Wednesday, May 28th beginning at 10:30 am