

## Employment Skills

### A Special Project of the South Dakota FFA Foundation

#### Important Note

Please thoroughly read the General Rules at the beginning of this handbook for complete rules and procedures that are relevant to all South Dakota FFA Leadership Development Events.

#### Purpose

The purpose of the FFA Employment Skills Leadership Development Event is to present an opportunity for participants 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 will be used by real-world employers.

#### Objectives

- Provide students with experience applying for positions in order to assist them in attaining their real occupational goals.
- Acquaint students with employment procedures, including: application for employment, personal interview, letter of application, resume, and follow-up letter.
- Enhance the teaching-learning process regarding preparation for employment.
- Provide recognition for those individuals excelling in this area.

#### Event Rules

- All written materials including resumes, cover letters and job applications will be submitted electronically per instructions from the State FFA Office. Please refer to the website (<https://www.sdaged.org/>) for more information about electronic submission of written materials.
- All information given by the participants in the Employment Skills LDE must be factual. The information listed in the application form, letter of application, and resume must be accurate and up-to-date. The participant may bring statistical information such as social security number, list of previous work experience, education record, etc. which may be required on the application form. The names, addresses, and positions of the persons given as references are to be accurate. No prefabrication of the student's resume will be allowed.
- A panel of interviewers will be utilized for the Employment Skills. Judges may be independent of the interviewing panel.
- It is highly recommended that participants wear FFA Official Dress for this event.

#### Event Format

The Employment Skills LDE will consist of five parts:

1. Employment application (online version)
2. Resume
3. Cover letter
4. Personal interview
5. Follow-up letter

Five employment positions will be posted on the State FFA website by October 1<sup>st</sup>. Students may choose any of the five positions to apply for.

The “employment positions” will be typical representations of part-time or summer high school positions that students currently qualify for.

Participants will be given a 3x5 inch notecard (separate from the card with their references) on which to write any questions they would like to ask the interview panel. Their question card will be written during the application completion time and taken from the participant with their application. The question card will then be given back to the student as they enter the competition room for their interview. The question card will be given to the judges following their interview.

The interview will last up to 10 minutes and will be done in a panel interview style.

Five minutes will be allowed for the judges to complete the interview scorecard.

Participants will submit a follow-up letter after interviews. If possible, students will be provided computers with word processing applications to compose and type a follow up letter. Plain white paper will be provided. Thirty minutes will be given.

### Scoring

When all participants have finished their interview, each judge will total his/her score for each participant, including the written portions of the contest.

### Ranking

Participants shall be ranked in numerical order on the basis of the final score to be determined by each judge without consultation with each other. The judges ranking of each participant shall then be added and the winner will be that participant whose total of the rankings is the lowest. Subsequent placings shall be determined in the same manner (low point score method of selection).

### Tiebreakers

In case of a tie, that individual who has the highest grand total score shall have prior rating.

	<b>Possible Points</b>
Employment Application	100
Resume	200
Cover Letter	100
Follow-up Letter	50
Personal Interview	500
<b>Total Points</b>	<b>950</b>