



Idaho FFA
ASSOCIATION

Idaho Employment Skills Handbook

Purpose

To develop, practice and demonstrate skills needed in seeking employment in the agricultural industry.

Objectives

- To develop skills and competencies in creating a cover letter and a resume.
- To develop skills and competencies writing a follow-up letter and completing a job application.
- To develop skill in presenting oneself in a job interview.

General Rules

1. Participation in the State FFA Employment Skills LDE will be limited to the winning participant in each of the FFA districts during the current school year.
2. Participants must appear in official dress during the event.
3. Each participant's cover letter, resume and application will be the result of his or her own efforts.
4. Participants will submit a signed statement of originality on the certification form provided through the state FFA association.
5. Three individuals from industry may be chosen to be the judges of the State Employment Skills LDE.
6. Each part of the event should simulate "real world" activities that would be used by employers in real interview situations.
7. Students may bring with them to the LDE a copy of their resume, a list of references including contact information, and business cards to be used with the application.
8. Participants in need of special accommodations (disability or other health issues) must submit the Idaho State FFA Career Development Events Request for Special Accommodation Application found at the end of the General Rules and Regulations at least one month prior to the event.

Format and Scoring

The event is developed to help participants in their current job search (for SAE projects, internships, 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 job. Instead, they are expected to target the resume toward a real job for which they presently qualify.

For any score within any rubric no scores should be recorded by a judge that is in increments other than a whole or half number. Examples: Using whole or half numbers: 1, 1.5 or 2. DO NOT use fractions or decimals. 1000 points possible.

COVER LETTER (100 POINTS)

1. Cover letters are sent in digitally to the LDE Superintendent.
2. Letter is to be addressed to the Superintendent of the Career Development Event and dated for the first day of the event.

Address: Employment Skills LDE Superintendent
650 W State Street, Suite 324
Boise, ID 83702-5936

3. Samples of cover letters are available on the National FFA Employment Skill resources page.

RESUME (200 POINTS)

1. Resumes are sent in digitally to the LDE Superintendent. The resume is to be single-sided, typed, and not to exceed two pages total.
2. Resume must be non-fictitious and based upon their work history.
3. Students are to submit two letters of reference with their resume and cover letter.
4. Sample resumes are available on the National FFA Employment Skill resources page.

APPLICATION (100 POINTS)

1. Students will complete a standard job application on-site, prior to the personal interview.
2. Job Application shall be handwritten.

PHONE OR VIDEO INTERVIEW (50 PTS)

1. Once each District's winner is determined and submitted to the event superintendent, the superintendent will then set up an Initial Phone or Video Interview consistent with the event and rubric.
2. The initial telephone contact will last three to five minutes. Students will sign up for an Initial interview time when they complete an online form sent to them by the event superintendent.
3. The FFA member should determine the time for an in-person interview during this initial interview.

PERSONAL INTERVIEW (500 POINTS)

1. Once each District's winner is determined and submitted to the event superintendent, the superintendent will randomly draw each of the 10 participants for order. The draw order will then be linked to the in-person interview time at the State event.
2. The participant and advisor will be contacted by the potential employer to arrange an in- person interview time at the State event. The potential employer may ask questions regarding aspects of the participant's resume.
3. The in person interview will last up to 7 minutes' If the FFA members answers all the questions before the seven-minute mark, that portion of the event will be over. Should a member still be answering a question at the seven-minute mark, they will be allowed to finish their answer before time is called.
4. At the end of the Personal Interview FFA members will be allotted up to 90 seconds to ask any follow-up questions they may have of the "interview committee."
5. 3-4 minutes will be allowed for judging of the participant.

FOLLOW-UP CORRESPONDENCE (100 POINTS)

1. Participants will submit follow-up correspondence after the interview. Participants will be provided with necessary information and items to compose a follow up correspondence.
2. Correspondence may include, but is not limited to, one of the following: email, handwritten note or typed letter.
3. Participants will have 30 minutes to complete the follow-up correspondence.
4. Follow-up Letter shall be typed using the computers provided at the LDE site.
5. Students may only utilize a word processing program in this portion of the LDE (internet and pre-written letters will not be allowed). Compliance with this rule will be monitored by an on-site event official.

Tie Breaker

1. In the event of a tie in the State event, the participant with the highest personal interview score shall receive the higher rank.
2. If a tie still exists, the highest resume score will receive the higher rank.

Statement of Originality

The materials prepared for the Employment Skills packet are a result of _____ own effort.

He/she has compiled all of the information and the information is complete and accurate based on the participant's own experience.

Participant Signature _____

Date _____

Participant's Chapter and FFA District _____

Advisor Signature _____

Date _____

EMPLOYMENT SKILLS CAREER DEVELOPMENT EVENT SCORECARDS

Employment Skills LDE Resume Scorecard

Name:	Chapter:	
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	Possible Score	Participant's Score
Format		
Appropriate Font	2	
Structure	3	
Limited to two pages	4	
Content		
Contact information conveyed	25	
Position sought or employment objective	25	
Identified education or relevant coursework	25	
Identified relevant experience & skills	25	
Identified achievements & honors	25	
Mentioned/had references	25	
Grammar	3	
Punctuation	3	
Spelling	5	
General appearance		
Overall impression	15	
Readability and flow- spacing	15	
Subtotal	200	
Deduction for materials postmarked after the deadline	10% or -10 points maximum	
Total	200	

Employment Skills LDE Cover Letter Scorecard

Name:		Chapter:	
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	Possible Score	Participant's Score
Format		
Spacing	5	
Appropriate Font	5	
Paragraph justification (left)	5	
Addressed correctly	5	
Limited to one page	5	
Grammar/Punctuation/Spelling	25	
Content		
Identified position sought	5	
Interest in position	5	
Where learned of job	5	
Appropriately conveyed contact info	5	
Employability	10	
Identified next steps	5	
Meshed with resume and references	5	
General appearances		
Overall impression	5	
Readability and flow	5	
Subtotal	100	
Deduction for materials postmarked after the deadline	10% or -10 points maximum	
Total	100	

APPLICATION FOR EMPLOYMENT

Idaho FFA Employment Skills Career Development Event

An Equal Opportunity Employer.
Reasonable accommodation will be provided as required by law.

Last Name	First Name	Middle Initial	Social Security Number:				
Street Address	City/State	Zip Code	Phone Number:				
If hired, can you provide evidence of legal eligibility to work in the U.S.?		Any offer of employment is conditioned upon completing form I-9 and providing the appropriate documents for identity and work authorization.					
Position Desired:	Wage/Salary Desired:	Full Time? Part Time?					
Date you can begin work?	Are you 18 years of age or older?	If under 18 years of age, you will be required to submit a birth certificate or work certificate as required by state or federal law.					
Name of high school attending:	City & State	Graduation Date?	GED?	Expected GPA			
Name of college or technical school you currently plan to attend:	City & State	Graduation Date?	Degree?	Major:			
Specialized Training or Course Work:							
List any job-related skills or accomplishments:							
- Your Availability For Work -							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From:							
To:							
Total hours per week you are available to work:	Do you have any special requests or needs for a work schedule?						
- Provide Three References Who Are Not Former Employers Who We May Contact -							
Name and Occupation	How do you know them, and for how long?					Phone Number	

Your Employment History

List names of employers with present or last employer listed first.

May we contact current employers before you are offered a position? _____	
Name of Employer:	Job Title: Duties:
Address:	Dates of Employment: From: _____ To: _____
City, State, Zip Code	Hourly pay or salary: Starting pay: _____ Ending pay: _____
Supervisor: Telephone:	Reason for Leaving:
Name of Employer:	Job Title: Duties:
Address:	Dates of Employment: From: _____ To: _____
City, State, Zip Code	Hourly pay or salary: Starting pay: _____ Ending pay: _____
Supervisor: Telephone:	Reason for Leaving:
Name of Employer:	Job Title: Duties:
Address:	Dates of Employment: From: _____ To: _____
City, State, Zip Code	Hourly pay or salary: Starting pay: _____ Ending pay: _____
Supervisor: Telephone:	Reason for Leaving:

Employment Skills LDE Job Application Scorecard

Name:		Chapter:	
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	Possible Score	Participant's Score
Legible	20	
Grammar/Punctuation/Spelling	20	
Content		
Position information provided	5	
Educational history provided	10	
Job related skills	5	
Availability	5	
References	10	
Complete employment history provided	10	
Signature	5	
General appearances		
Overall impression	5	
Readability and flow	5	
Total	100	

Employment Skills LDE Phone or Video Interview Scorecard

Name:		Chapter:	
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	Possible Score	Participant's Score
Appearance		
Professional dress	3	
Appropriately groomed/neat	2	
First impression		
Greeting	2	
Introduction	2	
Body language	2	
Responses to questions		
Knowledge relayed	3	
Abilities described & matched resume	2	
Accurate	2	
Cogent & organized	2	
Shared appropriate experiences	2	
Quality of information	2	
Consistent responses	2	
Communication skills		
Persuasive	2	
Proper grammar	2	
Enunciation	2	
Appropriate volume	2	
Concise, avoided rambling	2	
Confident	2	
Sincere	2	
Poise	2	
Discretion/tact	2	
Conclusion		
Posed appropriate questions to employer	2	
Clarified next steps	2	
Appropriate thanks and exit	2	
Total	50	

Employment Skills LDE Personal Interview Scorecard

Name:		Chapter:	
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	Possible Score	Participant's Score
Appearance		
Professional dress	25	
Appropriately groomed/neat	25	
First impression		
Greeting	25	
Introduction	25	
Body language	25	
Responses to questions		
Knowledge relayed	30	
Abilities described & matched resume	20	
Accurate	20	
Cogent & organized	20	
Shared appropriate experiences	20	
Quality of information	20	
Consistent responses	20	
Communication skills		
Persuasive	20	
Proper grammar	15	
Enunciation	15	
Appropriate volume	15	
Concise, avoided rambling	15	
Confident	20	
Sincere	15	
Poise	20	
Discretion/tact	15	
Conclusion		
Posed appropriate questions to employer	25	
Clarified next steps	25	
Appropriate thanks and exit	25	
Total	500	

Employment Skills LDE Follow-up Correspondence Scorecard

Name:		Chapter:	
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	Possible Score	Participant's Score
Format <ul style="list-style-type: none"> · Directed to appropriate person · Address/salutation appropriate · Level of formality appropriate 	20	
Content		
<ul style="list-style-type: none"> · Expressed appreciation 	10	
<ul style="list-style-type: none"> · Appropriate level of reiteration of qualities 	10	
<ul style="list-style-type: none"> · Re-expressed interest 	10	
<ul style="list-style-type: none"> · Provisions for follow-up stated 	10	
Grammar/punctuation/spelling	20	
Overall impression <ul style="list-style-type: none"> · Legible (including signature) · Appropriate length 	20	
Total	100	

EMPLOYMENT SKILLS EVENT SUMMARY SCORECARD

Participants Name _____ Participants Number _____ Chapter _____

Areas of Event Scores

	Areas of Event	Possible Score	Participant's Score
Part I	Cover Letter	100	
Part II	Resume	200	
Part III	Application for Employment	100	
Part IV	Personal Interview	500	
Part V	Follow Up Correspondence	100	
	GRAND TOTAL POINTS	1000	

_____ RANK