



## **Employment Skills LDE**

### **Purpose**

The Job Interview Career Development Event is designed for FFA members to develop, practice and demonstrate skills needed in seeking employment in the agricultural industry. In this event members submit a cover letter, resume, complete a job application and then conduct a personal interview. Each part of the event simulates “real world” activities that will be used by real world employers.

### **Sponsor**

AgCareers.com currently sponsors this event.

### **State Event Superintendent**

The superintendent for this event is Dr. Travis Park, Department of Agricultural and Human Sciences, NC State University, NCSU Box 7607, Raleigh, NC 27695-7607 Phone: 919-515-1756 E-Mail: [tdpark@ncsu.edu](mailto:tdpark@ncsu.edu)

### **Eligibility**

This event is open to all FFA chapters and FFA members in good standing. FFA Members may not participate in a Career Development Event that leads to a state level event after July 1, following the high school/early college graduation. The event will be open only to students who are active FFA members and who are currently enrolled in agricultural education. Members winning a previous state event in this area or that have participated in a previous national event in this area are ineligible. This event will be held during the North Carolina State FFA Convention.

Only the top individual in the regional event is eligible to participate in the state event. Each participant’s cover letter, resume and application will be the results of his or her own efforts. Students must provide their own writing utensils.

The use of cellular phones or mobile electronic equipment is allowed to provide information needed to complete the job application. Electronic devices should be turned off and kept out of sight during the actual job interview.

Any member found cheating in any state-level career development event will result in total team disqualification for that event.

The North Carolina FFA Association, in keeping with the FFA mission and purposes, does not permit the use of tobacco products, e-cigarettes, vapes, or Juuls at any FFA facility or at any FFA activity.



At the North Carolina FFA State Convention, participation in more than one FFA CDE event is permitted as long as events are not being held concurrently and no special provisions are required to facilitate participation with the exception that parliamentary procedure and public speaking and parliamentary procedure and Creed speaking which are held concurrently will allow dual participation and special provisions for flighting.

In compliance with the Americans with Disabilities Act, NC FFA will honor requests for reasonable accommodations made by individuals with disabilities. Please direct accommodation requests to: Carmen Bracey at [carmen\\_bracey@ncsu.edu](mailto:carmen_bracey@ncsu.edu). Requests can be served more effectively if notice is provided at least 10 days before the event.

### **Middle School Participation**

Middle school students and teams may participate in any Career Development Event or Leadership Development Event. The top three middle school participants will be recognized in each division of an event. Middle school participants should designate during registration.

### **Dress Code**

Participants are required to follow the North Carolina FFA Career Development Event Dress Code. Official dress for an FFA member includes: an official FFA jacket zipped to the top, black slacks and black socks/nylons or black skirt and black nylons, white collared blouse or white collared shirt, official FFA tie or official FFA scarf, black dress shoes with closed heel and toe.

The North Carolina FFA Association strives to promote a positive image at all Official FFA Events. The dress code policy was established to address the issue of appropriate attire at all Official FFA Events. Members should adhere to this policy for all events. A ten percent reduction will be applied to all individual scores from a chapter if a participant from that chapter violates the dress code during that career event.

### **Event Format**

Students must provide their own writing utensils.

This event is developed to help participants in their current job search (for SAE projects, part-time and full-time employment that is agriculturally related). Therefore, the cover letter, resume and references 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 for a fictitious job. Instead, they are expected to target the resume towards a real job for which they qualify.

Participants must submit the following to the North Carolina FFA Association office by the state convention registration due date of the year in which they are competing:



#### Cover Letter (100 points)

1. Four copies of a single-spaced 8 ½" by 11" white paper. **The cover letter is to be typed, one page, single spaced left justified using Times, Times New Roman or Arial 11 point minimum font.**
2. The letter is to be addressed to the Superintendent of the Career Development Event and dated for the first day of the event.

Dr. Travis Park  
Job Interview CDE Superintendent  
North Carolina State University  
NCSU Box 7607  
Raleigh, NC 27695-7607

#### Resume (200 Points)

1. Four copies of a single-spaced 8 ½" by 11" white paper resume. **The resume is to be single sided, typed using Times, Times New Roman, or Arial 11 point minimum font. The resume should not exceed two pages total. Paper should be 24 lb. max weight. DO NOT use cardstock or colored paper for the event. Resume paper is acceptable. Resume must be non-fictitious and based upon actual work history.**
2. Students are to submit three references.
3. **Copy of an agriculturally related job announcement of which they are applying. The job announcement or posting may be real or fictitious but should include a description of the job, skills desired, name of the employer and job requirements.**
4. Cover letter, resume and copy of the job announcement must be submitted to the North Carolina FFA Association office by the state convention registration due date of the year that the participant is competing.

At the State FFA Leadership Development Event the following will be completed:

#### Application (100 Points)

1. Participants will complete a standard job application on-site prior to the personal interview.
2. Participants will complete the application by their own efforts.
3. Application must be completed in blue or black ink.
4. **Applicants can use their personal resumes to recall the information needed to complete the job application.**

#### Personal Interview (500 points)

1. Participants will interview for their desired job position in front of a panel of two to four judges.
2. The interview will be from 10 to 20 minutes in length.



### Follow-Up Correspondence (50 points)

1. Participants will submit follow-up correspondence after the interview. Participants will be provided with necessary information and items to compose the correspondence.
2. 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.

Sample scorecards for this event are found in the [National FFA Career Development Events Handbook](#)

## Scoring

<i>Maximum Score</i>	950
Cover Letter	100
Resume	200
Application	100
Follow-Up Correspondence	50
Personal Interview	500

## Procedure for Determining the State Event Winner When Scores are Tied

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 superintendent 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. If a tie still exists, then the participant's raw scores will be totaled. The participant with the greatest total of raw points will be declared the winner.

## State Awards

The awards for the state event will be presented annually at the state FFA convention to include a team 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place plaque and a travel monetary award.

## National Career Development Event Participation

The State winner advancing to the national career development event will be automatically registered for the national event. It is the responsibility of the FFA Chapter Advisor to complete all necessary national certification and waiver forms and return them to the state FFA Coordinator by the assigned due date.

State winners that choose not to participate at the national level should contact the state office by Sept. 1 prior to national convention. Winners that fail to inform the state office prior to Sept. 1 will be ineligible to participate in that same CDE for the next year (chapters may appeal to the State FFA Board of Directors). Winners that do not compete at the National Convention will be required to pay back the travel award.



## **Bibliography**

Official FFA Manual

National FFA Career Development Events Handbook

## **Resources**

Job Description/Posting Bank