



NATIONAL  
FFA ORGANIZATION

# Idaho Employment Skills Handbook 2017-2021

## 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. 950 points possible.*

### COVER LETTER (100 POINTS)

1. Three copies of a letter of intent, single-spaced on 8 ½" X 11" white bond paper. The paper is to be single-sided only, typed with no more than 10 characters per inch and block justified.
2. Letter is to be addressed to the Superintendent of the Career Development Event and dated for the first day of the event.
3. Suggested formats for the cover letter will be taken from *Greggs Manual*. Students must use one of the formats included in the State CDE Rules.

### RESUME (200 POINTS)

1. Three copies of a resume, single-spaced on 8 ½" X 11" white bond paper. 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. Three copies of each letter will be sent with the cover letter and resume copies prior to the competition.
4. Students must utilize one of the formats included in the State CDE Rules.

Cover letter, resume and references must be submitted to the State Office two weeks prior to the State Leadership Convention of the year that participant is competing.

**APPLICATION (100 POINTS)**

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

**PERSONAL INTERVIEW (500 POINTS)**

1. The individual will participate in an interview in front of a judge or a panel of judges. Each interview will last 7 minutes with 3 minutes allowed for judging of the participant.

**FOLLOW-UP CORRESPONDENCE (100 POINTS)**

1. Participants will submit a typed letter after the interview.
2. Follow-up Letter shall be typed using the computers provided at the CDE site.
3. Students may only utilize a word processing program in this portion of the CDE (internet and pre-written letters will not be allowed). Compliance with this rule will be monitored by an on-site event official.

**AWARDS**

Awards will be presented to the top four individuals.

## EMPLOYMENT SKILLS CAREER DEVELOPMENT EVENT SCORECARDS

**Employment Skills CDE  
Resume Scorecard**

<b>Name:</b>			<b>Chapter:</b>
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	Possible Score	Participant's Score
<b>Format</b>		
· Appropriate Font	2	
· Structure	2	
· Limited to two pages	4	
· Used correct paper	2	
<b>Content</b>		
· 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	
<b>Grammar</b>	3	
<b>Punctuation</b>	3	
<b>Spelling</b>	4	
<b>General appearance</b>		
· Overall impression	15	
· Readability and flow- spacing	15	
<b>Subtotal</b>	<b>200</b>	
Deduction for materials postmarked after the deadline	10% or -10 points maximum	
<b>Total</b>	<b>200</b>	

### Employment Skills CDE Cover Letter Scorecard

<b>Name:</b>		<b>Chapter:</b>	
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	Possible Score	Participant's Score
<b>Format</b>		
· Spacing	5	
· Appropriate Font	5	
· Paragraph justification (left)	5	
· Addressed correctly	5	
· Limited to one page	5	
· Used correct paper	5	
<b>Grammar/Punctuation/Spelling</b>	20	
<b>Content</b>		
· 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	
<b>General appearances</b>		
· Overall impression	5	
· Readability and flow	5	
<b>Subtotal</b>	<b>100</b>	
Deduction for materials postmarked after the deadline	10% or -10 points maximum	
<b>Total</b>	<b>100</b>	

# 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:							
<b>- Your Availability For Work -</b>							
	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?					
<b>- Provide Three References Who Are Not Former Employers Who We May Contact -</b>							
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: <span style="float: right;">To:</span>
City, State, Zip Code	Hourly pay or salary: Starting pay: <span style="float: right;">Ending pay:</span>
Supervisor:	Reason for Leaving:
Telephone:	
Name of Employer:	Job Title: Duties:
Address:	Dates of Employment: From: <span style="float: right;">To:</span>
City, State, Zip Code	Hourly pay or salary: Starting pay: <span style="float: right;">Ending pay:</span>
Supervisor:	Reason for Leaving:
Telephone:	
Name of Employer:	Job Title: Duties:
Address:	Dates of Employment: From: <span style="float: right;">To:</span>
City, State, Zip Code	Hourly pay or salary: Starting pay: <span style="float: right;">Ending pay:</span>
Supervisor:	Reason for Leaving:
Telephone:	

**CAREFULLY READ EACH STATEMENT BEFORE SIGNING AT THE BOTTOM**

I certify that all of the information provided in this employment application is true and complete to the best of my knowledge, and I authorize investigation of all statements contained in this application, including a criminal background, credit history check, and drug test, as applicable. I understand that any false or incomplete information may disqualify me from further consideration for employment and may result in my immediate discharge if discovered at a later date.

I authorize the investigation of any or all statements contained in this application and also authorize any person, school, current employer, past employers, and other organizations to provide information concerning my previous employment and other relevant information that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I have read, understand, and agree to the above statements.

Signature:

Date:

**Employment Skills CDE  
Job Application Scorecard**

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

### Employment Skills CDE - Personal Interview Scorecard

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

**Employment Skills CDE  
Follow-up Correspondence Scorecard**

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

**EMPLOYMENT SKILLS EVENT SUMMARY SCORECARD**

Participant Name \_\_\_\_\_ Participant Number \_\_\_\_\_ Chapter \_\_\_\_\_

**Areas of Event 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
	<b>GRAND TOTAL POINTS</b>	<b>1000</b>

\_\_\_\_\_ RANK

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 \_\_\_\_\_