



# PA FFA Employment Skills Leadership Development Event



## Chairperson Information

<b>LDE Chairpersons</b>	Sarabeth Alderfer & Katie Ranck
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<b>Best Contact Numbers</b>	(717) 330-6332 & (717) 344-9727
<b>Contest Date/Times</b>	Tuesday & Wednesday
<b>Contest Location</b>	Career Services Building (Bank of America Building)
<b>LDE Review Time</b>	Wednesday @ 3:00pm
<b>LDE Review Location</b>	Career Services Building (Bank of America Building)

## Basic LDE Guidelines

<b>Event Type:</b> Individual	<b># of Team Members:</b> N/A
<p style="text-align: center;"><u>Individual Materials List</u></p> <p><i>The following is <b>allowed but not required</b>:</i></p> <ul style="list-style-type: none"> <li>● Padfolio</li> <li>● Blank paper</li> <li>● Resume</li> <li>● Cover Letter</li> <li>● List of references</li> <li>● Business cards</li> </ul> <p><i>The following is <b>not allowed</b>:</i></p> <ul style="list-style-type: none"> <li>● Letters of reference</li> <li>● Samples of work</li> <li>● Pictures</li> <li>● Personal pages</li> </ul>	<p style="text-align: center;"><u>Group Materials List</u></p> <ul style="list-style-type: none"> <li>● N/A - This is an individual LDE</li> </ul>
<p style="text-align: center;"><u>Attire</u></p> <ul style="list-style-type: none"> <li>● Official Dress (both days)</li> </ul>	<p><u>LDE At-A-Glance (List of major components)</u></p> <ul style="list-style-type: none"> <li>● Complete the online "Employment Application" prior to <b>June 1st.</b> <ul style="list-style-type: none"> <li>○ Online employment application</li> <li>○ Resume – PDF Format (<i>submitted via online application</i>)</li> </ul> </li> <li>● Cover Letter - PDF Format (<i>submitted via online application</i>)</li> </ul>

- Initial Telephone Contact
- Networking Activity
- Interview (*wearing Official Dress*)
- Follow-up Correspondence letter after the interview

### **Pre-State LDE Expectations**

- Fill out Online Employment Application where you will also upload your Resume & Cover Letter
- Practice Interviewing, Elevator Pitch, and Writing Correspondence Letters/Notes
- The resume template provided is given as an example from National FFA. Any resume template/format may be used.

### **LDE Changes from Previous Years?**

- New Online Employment Application submission date - NOW June 1st

### **LDE Rules**

1. **All information presented for judging must be factual.**
2. Each participant's cover letter, resume, and application will be the result of his or her own efforts.
3. Participants will complete an online employment application by **June 1st**. Resume, Cover Letter, and Employment Application are all submitted through the online employment application.
4. Make sure that all materials are complete and in PDF format before starting the online employment application. Save all PDF files in the following format: **FLast.DocumentType.Year (Example: KRanck.Resume.2019)**
5. Official Dress is required both days of the event
6. Online Employment Application: <https://forms.gle/JS55sHg7EVBmyhKA7>
7. Permitted items: blank paper, resume, cover letter, list of references, business cards, padfolio
8. Non-permitted items: letters for reference, samples of work, pictures, personal pages
9. **No mailed or emailed applications will be accepted!**
10. **Point deductions can accrue from the following:**
  - a. Submitting online employment application late (100 point deduction)
  - b. Arriving to your interview late (50 point deduction)
  - c. Official dress is not aligned with National FFA Standards (50 point deduction)

<b>LDE Component</b>	<b>Points</b>	<b>Component Description</b>
Resume	200	Students will create a resume and submit via online job application in PDF format. Resume must be typed, <b>must be non-fictitious and truly reflect the student's work experience</b> . Make sure to include the position that you are applying for. The attached scoresheet will assist with composition of the resume.
Cover Letter	100	Students will write a "cover letter" or "letter of intent," which will accompany the resume and submit via online job application in PDF

		format. The attached score sheet will assist with composition of the cover letter.
Online Application for Employment	100	Participants will complete the online employment application prior to June 1st. The application can be found at: <a href="https://forms.gle/JS55sHg7EVBmyhKA7">https://forms.gle/JS55sHg7EVBmyhKA7</a> <b>**If there is a problem with the electronic application, please contact either LDE chairperson for assistance.</b>
Networking Activity	100	Participants will be given a networking scenario in which they will be expected to formulate a 1-3 minute extemporaneous response to one or more judges. Scenarios may include, but are not limited to meal function, mixer, career show or elevator pitch.
Initial Telephone Contact	50	The participant will be contacted by a potential employer to arrange an interview time. The potential employer may ask questions regarding aspects of the participant's resume during this time. This contact will last a maximum of 15 minutes.
Personal Interview	500	A person having experience with the interview process will interview contestants. The interviewer will also note contestant's grooming, dress, poise, manner and attitude. The top contestants can be recalled for a second interview with the entire judging panel. <ol style="list-style-type: none"> <li>1. The interview will last a maximum of 30 minutes.</li> <li>2. Judges phrase questions to effectively assess to contestants' ability to respond immediately and effectively, demonstrating their ability to solve problems.</li> <li>3. Official FFA dress is appropriate <b>and required</b> for the interview.</li> </ol>
Writing a Follow-Up Correspondence Letter	50	To give students a 'real life' experience, contestants will write a follow up letter to the interviewer. This letter should reflect the contestant's experiences during the interview process. The correspondence could be one of the following: hand-written note, email, or typed letter. Contestants will write this letter on stationery provided at the LDE.
<b>Causes for Disqualification:</b> <ul style="list-style-type: none"> <li>● Use of cell phone</li> <li>● Discussing the prompts during the contest with other contestants</li> <li>● Arriving late</li> </ul>		
<b>Tie-breaker:</b> Personal Interview score will be used as the tie-breaker.		

## ***Resources***

**Employment Skills LDE Resource Websites:**

- Scoring: The Employment Skills rubrics from the National FFA Website will be used to evaluate all the components of this competition. Located on the PA FFA website;  
<https://www.paffa.org/page.aspx?ID=366>
- Additional resources can be found at <https://ffa.app.box.com/s/yoj48spro02ntpu8cvpmb24guks0ivpr>