



# PA FFA Employment Skills

## **Virtual** LDE



### Chairperson Information

<b>LDE Chairpersons</b>	Sarabeth Alderfer & Katie Ranck
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### Basic **Virtual** CDE/LDE Guidelines

<b>Event Type:</b>	<b># of Team Members:</b>
<u>Individual Materials List</u>	<u>Group Materials List</u>
<p><i>The following is <b>allowed but not required</b> for the interview portion of the LDE:</i></p> <ul style="list-style-type: none"> <li>● Padfolio</li> <li>● Blank paper</li> <li>● Resume (previously submitted)</li> <li>● Cover Letter (previously submitted)</li> <li>● List of references (previously submitted)</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>	<ul style="list-style-type: none"> <li>● N/A - This is an individual LDE</li> </ul>
<p><u>Pre-Event CDE Expectations</u></p> <ul style="list-style-type: none"> <li>● Complete the online “Employment Application”               <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> <li>● Practice Interviewing, Proper Business Emails, and Writing Correspondence Letters/Notes</li> </ul>	

### **Virtual** CDE/LDE Rules

<b>CDE Component</b>	<b>Points</b>	<b>Component Description</b>	<b>Virtual Platform</b>
Resume	200	Students will create a resume and submit via online a job application in PDF format. Resume must be typed, <b>must be non-fictitious and truly</b>	Email PDF

		<b>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.	(Google Form)
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.	Email (Google Form)
Online Application for Employment	100	Participants will complete the online employment application prior to their interview. The application can be found at: the PA FFA Website under Employment Skills. <b>**If there is a problem with the electronic application, please contact either LDE chairperson for assistance.</b>	PA FFA Website (Google Forms)
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 the 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>	Zoom
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 will be an email to the LDE Chairs.	Email

**Causes for Disqualification:**

- Use of cell phone
- Arriving late to Zoom Interview
- Not submitting one of the required forms (Resume, Cover Letter, Etc.)

**Tie-breaker:**

- Personal Interview score will be used as the tie-breaker.

**Resources**

- **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>

### **Tips for Mastering a Virtual Interview**

*(Compiled from several business schools)*

- Test your Technology
- Plug in your Technology before your meeting
- Create your space to minimize distractions
- Sit down prepared for the interview
- Practice for the interview, don't memorize
- Monitor your Body Language
- Dress the Part
- Make Connections with the Interviewers
- Be Yourself
- Prepare for Eye Contact
- Check for Glare
- Pay attention to how you sound
- Pay attention to your facial expressions
- "Show up" a few minutes early
- Maintain good posture
- Let the other person finish speaking