

Connecticut FFA Employment Skills (Job Interview CDE) Leadership Development Event

March 13, 2018, Manchester Community College

LDE Superintendent:

Pebbles Lacross, 475 220-0000 extension 78037, pebbles.lacross@new-haven.k12.ct.us

Assistant Superintendent:

Harold Mackin, State Department of Education (860) 713-6779 harold.mackin@ct.gov

Purpose:

The Connecticut FFA Employment Skills Leadership Development Event is designed for FFA members to develop, practice and demonstrate skills needed for seeking employment in the industry of agriculture. Each part of the event simulates, as closely as possible, real-world activities that are used by real-world employers.

Event Rules:

- The Connecticut FFA Employment Skills Leadership Development Event (LDE) will be limited to one participant per chapter.
- Only the top eight individuals after the scoring of the cover letter and resume will be interviewed at the State LDE, (this number can be increased at the discretion of the superintendent and/or assistant superintendent).
- Participants are strongly encouraged to wear FFA Official Dress for this event.
- All written materials, including cover letter, resume, etc., will be the result of each participant's own efforts.
- Any participant in possession of an unapproved electronic device in the event area is subject to disqualification.
- Job description, cover letter and resume must be **e-mailed by 3:00 pm, Friday, February 23, 2018** to:
Mr. Harold Mackin, harold.mackin@ct.gov
- **A penalty of 10% will be assessed for documents received after the deadline. If document is not received within 48 hours of deadline, the participant may be subject to disqualification.**
- The top eight (8) participants based on the scoring of the cover letter and resume will move on to the final round of competition and will be notified by the LDE Superintendent prior to the competition.

Items to be e-mailed to Mr. Harold Mackin by 3:00 pm, Friday, February 23, 2018:

- Job Description
- Cover Letter
- Resume
- **A penalty of 10% will be assessed for documents received after the deadline. If document is not received within 48 hours of deadline, the participant may be subject to disqualification.**

Job Description

- The job description is required in order for the judges to score sections of the event. The job description will not be scored but is a required submission.
- Participants who fail to submit this component will be subject to disqualification.
- The job description should include a description of the position the student is applying for, desired qualifications and work experience.
- Sources for job descriptions can be found by looking in the newspaper or online through job search websites and company websites.

Cover Letter (100 points)

- The cover letter is to be typed, one page, single spaced, left justified using Times, Times New Roman or Arial 10-12 point minimum font.

- The letter is to be dated March 13, 2018 and addressed to:
Mr. Harold Mackin
CSDE
450 Columbus Boulevard, Suite 603
Hartford, CT 06103-1841

Resume (200 points)

- The resume shall not exceed two pages total.
- Resume must be non-fictitious and based upon actual work history.
- The resume should be generated from the FFA Resume Generator on FFA.org.

Final Round:

- Participants will complete a job application, participate in a phone interview (which will happen before the day of the LDE), participate in a 15-minute personal interview with a panel of judges, and complete a follow-up letter based on their personal interview.
- Participants will be allowed 15 minutes to prepare their follow-up letter. Letters will be hand written or done on a computer and printed.

Event Format

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 resume; they must utilize their actual experience. They are expected to target the resume toward a real job for which they presently qualify.

Equipment

Participants are required to bring the following items to the event:

- Writing utensils

Participants may bring:

- Blank paper
- Resume
- Cover letter
- List of references
- Business cards
- Padfolio

The following items are not permitted:

- Letters of reference
- Samples of work
- Pictures
- Personal pages

Tiebreakers

In the event of a tie, the participant with the highest personal interview score shall receive the higher rank. If a tie still exists, the participant with the highest resume score will receive the higher rank. If a tie still exists, the participant with the highest cover letter score will receive the higher rank. If a tie still exists, the participant with the highest interview thank you note score will receive the higher rank.