

EMPLOYMENT SKILLS

10/2/2019

PURPOSE

To develop, practice, and demonstrate skills needed in seeking employment in the agricultural industry.

COMMON CORE REFERENCES

7th Grade

CCSS.ELA-Literacy.W.9-10.4 Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.

8th Grade

CCSS.ELA-Literacy.SL.8.4 Present claims and findings, emphasizing salient points in a focused, coherent manner with relevant evidence, sound valid reasoning, and well-chosen details; use appropriate eye contact, adequate volume, and clear pronunciation.

9th-10th Grade

CCSS.ELA-Literacy.W.9-10.5 Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience.

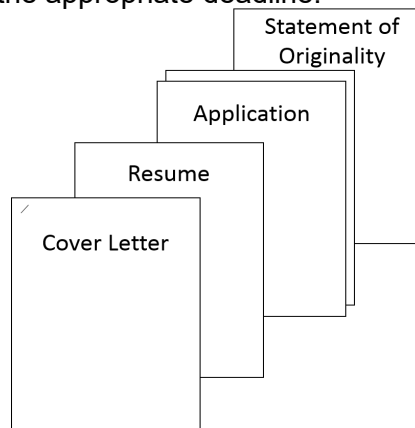
11th-12th Grade

CCSS.ELA-Literacy.SL.11-12.6 Adapt speech to a variety of contexts and tasks, demonstrating a command of formal English when indicated or appropriate.

EVENT RULES

- 1 Employment Skills is only for students who are regularly enrolled in agricultural education during the calendar year. When selected, participants must be active members of a chartered FFA chapter and the National FFA Organization.
- 2 Each participant's cover letter, resume, and application will be the result of his or her own efforts. These three documents must be submitted electronically to the state office by the appropriate deadline.

Example:



- 3 Participants will submit the electronically signed statement of originality upon selection of participation and other materials required by the State FFA Office.
- 4 Participants shall be ranked in numerical order on the basis of the final score to be determined by each judge without consultation. The judges' ranking of each participant then shall be added, and the winner will be the participant whose total ranking is the lowest. Other placings will be determined in the same manner (low point score method of selection).
- 5 Participants who will compete in the state contest must qualify through a district contest. The **TOP 3** participants from each district will qualify for state competition.
- 6 The state contest will consist of a preliminary round with two contest rooms. Half of the contestants will be assigned to each room. The top three ranking contestants from each preliminary room will proceed to the final round
- 7 Any assistance given to a member from any outside source including Teachers/Coaches/Advisors during the contest, will be sufficient cause for the contestant to be eliminated from the Career Development Event.

EVENT FORMAT

The Chapter Employment Skills Contest will be held at the Annual State FFA Convention.

Equipment

Students are allowed to bring a copy of the following items previously submitted to the State Office to the event:

- Resume
- Cover Letter
- List of References
- Application

(no additional items may be presented to the judges during the contest

ex: business cards)

Activities

The event is developed to help participants in their current job search (for SAE projects, part-time and full-time employment). 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.

Participants cannot develop a fictitious resume for a fictitious job. Students will draw for order of interviewing prior to the event.

- A. Cover Letter (100 points)
 1. Submit an electronic copy of a letter of intent. The paper is to be single sided only, typed in 12 point font and block justified.
 2. Letter is to be addressed to the Judges of the Career Development Event and dated for the day of the event.
- B. Resume (200 points)
 1. Submit an electronic copy of the resume. It is to be one sided only, single spaced, and not to exceed two page total.
 2. Resume must be based on actual work experience. Include list of references with complete contact information.

- C Application (100 points)
Students will complete a standard job application (use electronic form) and submit it to the state office with the cover letter & resume.

- D Personal Oral Interview (500 points)
 - 1. The participants will interview for up to **ten** minutes in front of a panel of three judges.

- E Telephone Interview (50 points)

AWARDS

The state winner will be presented a plaque and recognized on stage at the State FFA Convention. The state winner will represent New Mexico in the National FFA Employment Skills Career Development Event.

References

The following list contains references that may prove helpful during event preparation, but is not intended to be inclusive.

Greggs Manual
Elements of Style - Strunk and White
Microsoft Word resume templates

101 Toughest Interview Questions...and Answers That Win Jobs.
Daniel Porto / Paperback / Published 1998

25 Reasons Why I Won't Hire You! What You Did Wrong Before, During & After the Interview!
Zenja Glass / Paperback / Published 1996

Best Answers to the 201 Most Frequently Asked Interview Questions
Matthew J. Deluca ? Paperback ?Published 1996

The Complete Job Interview Handbook
John J. Marcus / Paperback ? Published 1994