

EMPLOYMENT SKILLS EASTERN REGIONAL LEADERSHIP DEVELOPMENT EVENT

Important Note: Please thoroughly read the Introduction Section at the beginning of this handbook for complete rules and regulations that are relevant to all Big E FFA Career Development Events

I. PURPOSE

The Big E Employment Leadership Development Event is designed 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

II. EVENT RULES FOR BIG E

1. Registration: Participants must be certified by the state advisor and meet the same rules of membership as in all other events conducted during The Big E.
2. The Big E Employment Skills Leadership Development Event will be limited to one participant from each state association.
3. It is highly recommended that participants wear FFA Official Dress for this event.
4. All written materials, including cover letter, resume, etc., will be the result of each participant's own efforts.
5. Any participant in possession of an unapproved electronic device in the event area is subject to disqualification

III. EVENT FORMAT FOR BIG E

1. Equipment
 - a. Participants should bring the following items to the event:
 - i. Writing utensils
 - ii. Blank paper
 - iii. Resume
 - iv. Cover letter
 - v. List of references
 - vi. Business cards
 - vii. Pad folio
 - b. Participants may bring a WiFi enabled laptop or tablet to the event.
 - c. The following items are not permitted:
 - i. Letters of reference
 - ii. Samples of work
 - iii. Pictures
 - iv. Personal pages
2. Activities
 - a. 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. In other words, participants cannot develop a fictitious resume; they must utilize their actual experience. They are expected to develop the resume toward a real job for which they presently qualify.
 - b. **By September 1, participants will submit the following either in hard copy or electronically in PDF format (preferred format is electronic) to:**

Hardcopy:

Dr. David Hopson
FFA Employment Skills CDE
12 Littleville Road
Huntington, MA 01005

Electronic (pdf):
dhopson@grsd.org

- i. Job Description (no points but required)
 1. 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.
 2. Participants who fail to submit this component will be subject to disqualification.
 3. The job description should include a description of the position the student is applying for, desired qualifications and work experience.
 4. Sources for job descriptions can be found by looking in the newspaper or online through job search websites and company websites.
 - ii. Cover letter (100 points)
 1. Three copies of the cover letter on 8 1/2 x 11" white paper or a pdf copy. The cover letter is to be typed, one page, single spaced, left justified using Times, Times New Roman, or Arial with 11 point minimum font.
 2. The letter is to be dated for the day of The Big E event and addressed to:

Dr. David Hopson
FFA Employment Skills LDE
12 Littleville Road
Huntington, MA 01005
 3. Resume (200 points)
 - a. Three copies of the resume on 8 1/2 x 11" white paper or a pdf copy. The resume is to be single sided, typed using Times, Times New Roman, or Arial with 11 point minimum font. The resume should not exceed two pages total. Paper should be 24 lb max weight.
 - b. Resume must be non-fictitious and based upon actual work history.
 4. Materials not received at the above address will be assessed a 10% penalty. Materials not received prior to the contest day may subject the applicant to disqualification.
3. At the Big E event, the participant will complete:
 - a. Employment Application (100 points)
 - i. Participants will complete a standard job application on-site, prior to the personal interview (may be electronic or paper-based).
 - b. Initial Telephone Contact (50 points)
 - i. The participant will be contacted by the potential employer to arrange an interview time. The potential employer may ask questions regarding aspects of the participant's resume.
 - ii. The initial telephone contact will not exceed 5 minutes.
 - c. Personal Interview (500 points)
 - i. The interview will be with a panel of judges. Each interview will last no longer than 20 minutes.
 - d. Follow-Up Correspondence (50 points)
 - i. Participants will submit follow-up correspondence after the interview. Participants will be provided with necessary materials to compose a follow-up correspondence. Correspondence may include, but is not limited to, one of the following: e-mail, hand-written note, or typed letter. Participants will have 30 minutes to complete the follow-up correspondence.
 - e. Networking Activity
 - i. Participants will be given a networking scenario in which they will be expected to formulate a 2-3 minute extemporaneous response to one or more judges. Scenarios may include, but are not limited to, meal function, mixer, career show, or elevator pitch.
4. Tiebreakers
 - a. 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 highest resume score will receive the higher rank.
5. Awards
 - a. Awards will be presented at the Awards Banquet. Awards are presented to individuals based upon their rankings. Awards are sponsored by The Big E. no results of the finalists will be given out until the Awards Banquet on Saturday.

References: This list of references is not intended to be all inclusive. Other sources may be utilized, and teachers are encouraged to make use of the very best instructional materials available. Make sure to use

discretion when selecting website references by only using reputable, proven sites. The following list contains references that may prove helpful during event preparation. The most current edition of resources will be used.

- Past CDE materials and other resources FFA.org
- Open Colleges – How to Write a Resume. <http://www.opencolleges.edu.au/careers/resumes/how-to-write-a-resume>
- 8 Subtle Ways to Ace the Interview. <http://www.businessinsider.com/subtle-ways-to-ace-the-interview-2015-2>
- Killer Questions Candidates Ought to Ask the Interviewer. <http://theundercoverrecruiter.com/9-killer-questions-candidatesought-ask-interviewer/>
- 9 Keys to Telephone Job Interview Success. <http://www.job-hunt.org/job-interviews/telephone-interviews.shtml>
- Sending Your Thank You after the Job Interview. <http://www.job-hunt.org/job-interviews/job-interview-thank-you.shtml>
- Accepting a Job Offer? Asking These 10 Questions First. <http://www.wetfeet.com/articles/accepting-a-job-offer-ask-these-10-questions-first>
- References from the career center at the land-grant university in your respective state
- FFA resume generator FFA.org