

# Employment Skills Leadership Development Event

Revised 9/2018

## **A.) Objectives**

- 1) The event is developed to help participants in their current job search (for SAE projects, internships, part-time and full-time employment). Therefore, the cover letter, résumé 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 résumé; they must utilize their actual experience. They are expected to target the résumé toward a real job for which they presently qualify for.

## **B.) Organization and Content**

- 1) Each chapter may enter one contestant. Each region may enter two contestants in state competition.
- 2) The LDE will consist of six parts with a total of 410 points:
  - a) Initial Telephone Contact- 30 points
  - b) Letter of Application for Employment – 50 points
  - c) Resume – 100 points
  - d) Employment Application – 50 points
  - e) Personal Interview – Two Interviews @ 150 points= 300 total points
  - f) Follow-up letter – 30 points

**C.) General instructions prior to LDE.** Contestants will submit the following materials by the April 1. The five items must be sent as a single PDF (Print off all materials and copy into a PDF). The PDF should be sent with Student Name and Chapter as its title. Email the PDF to Dennis Bjorklund, CDE Coordinator - [bjork045@umn.edu](mailto:bjork045@umn.edu)

### **1) Cover letter**

- a) The contestant will have sent a letter of application prior to April 1. Letter must be typed. Appropriate style or format shall be used. Letter will be judged for consistent usage of style, not the judge's preference.
- b) The content of the letter should include job applied for, qualifications, requesting an interview, address and phone number. Address cover letter to Dennis Bjorklund, CDE Coordinator
- c) Letters will be judged on neatness, general appearance (including proper form, punctuation, spelling and use of grammar) completeness, organization, content, and interest aroused.
- d) The cover letter is to be Arial 11 point minimum font. The letter is to be dated April 1.

### **2) Resume**

- a) The contestant will have sent a resume prior to the contest. Resume must be typed. Appropriate style or format shall be used. Resume will be judged for consistent usage of style, not the judge's preference.
- b) The content of the resume should be non-fictitious and include applicant's name, address, phone number, job title, education, experiences, activities, and references.

### **Resume (continued)**

- c) Resumes will be judged on neatness, general appearance (including proper form, punctuation, spelling, and grammar), completeness, organization, content, and interest aroused.
  - d) The resume is to be single sided, typed using Times, Times New Roman or Arial 11 point minimum font. The resume should not exceed two pages total. Resume must be non-fictitious and based upon actual work history.
- 3) **Job Title-** Contestants will develop their own job title and job description for which they are qualified.
  - 4) **Job Application** - The application form will be online in an excel format on the CDE rules page, right side column. The information listed in the application must be accurate and up-to-date. The completed application should be printed off and included in the PDF of Employment Skills LDE materials.
  - 5) **Advisor Verification** - the advisor must sign off on the bottom of the job application.

**Any PDF materials received after April 1 will be subject to a loss of 50 points for the letter of application and 50 points for the resume.**

### **D.) Initial Telephone Contact**

- 1) The Initial Telephone Contact will take place prior to the state FFA Convention. The CDE Coordinator will schedule a time for the interview between April 10 and April 20. The student will call the interviewer at the selected time on the schedule.
- 2) Telephone interview will be conducted for all contestants. The telephone interview will last a maximum of three minutes.
  - a) The student position is to obtain a personal interview with the company to which they are applying. Student should interview with the thought that the company has already received their cover letter, resume, and job application.
  - b) Students will interview with one of the following three people:
    - i) Human, Fiscal and Resource personnel director
    - ii) Employer's Assistant
    - iii) Employer themselves.

### **E.) General instructions for day of contest.**

- 1) Contestants will be assigned times for participation.
- 2) Students without other State Convention conflicts will be scheduled in the morning.

### **F.) Personal Interview**

- 1) Each contestant will be interviewed separately by two designated judges for a period not to exceed ten minutes each interview. Judges will have had experience in conducting employment interviews.
- 2) The interviewer will first read the contents of the application form and then conduct the interview.
- 3) The interviewers will also evaluate the contestant's grooming, dress, poise, manner, and attitude.
- 4) Questions will be phrased to assess the contestant's ability to respond immediately and effectively, demonstrating ability to solve problems.
- 5) The contestant will be judged by the interviewer on the basis of the scorecard.
- 6) Upon completion, the judges will evaluate the contestant and record the score for Part IV.

### **G.) Follow-Up Letter -**

- 1) The contestant will write a Follow Up Letter (30 Points)
  - a) Participants will submit a hand written follow up letter after the personal interview.
  - b) Paper or thank you card will be provided.
  - c) Thirty minutes will be given.
  - d) Letter is to be addressed to the appropriate person from this application and interview, and should be a response to their most recent interview.

### **H.) Other Information**

- 1) Employment Skills LDE contestants must be certified through the same procedure as for other CDE/LDEs.
- 2) The state competition will be on Monday starting at 10:00 am. The CDE Coordinator will send out an interview schedule before the State Convention.
- 3) Official Dress is required.

**I.) Tiebreakers:** If the total contestant scores are tied after all scores have been added. The ties will be broken in the following order.

1. Highest total interview score
2. Highest follow-up letter score
3. Highest resume score
4. Highest letter of application (cover letter) score
5. Highest telephone interview score

### **References:**

**Gregg's Manual**                      <http://www.stpaulcareers.umn.edu/workshops.html>

**Elements of Style - Strunk and White**

**Microsoft® Word® résumé templates**

**101 Toughest Interview Questions...and Answers That Win Jobs**  
**Daniel Porto, Daniel Porot / Paperback / Published 1999**

**25 Reasons Why I Won't Hire You! What You Did Wrong Before, During & After the Interview!**  
**Zenja Glass / Paperback / Published 1998**

**Best Answers to the 201 Most Frequently Asked Interview Questions**  
**Matthew J. DeLuca, Mathew J. DeLuca / Paperback / Published 1996**

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

# Employment Skills

## CDE SCORECARD

Contestant Name \_\_\_\_\_ Contestant Number \_\_\_\_\_

School \_\_\_\_\_

Part I – Initial Telephone Contact (30 points) 30 \_\_\_\_\_  
(See interview scorecard for criteria)

Part II - Letter of Application (50 points)

- a. Neatness & general appearance 10 \_\_\_\_  
(Including proper form, punctuation. spelling, grammar)
- b. Completeness 10 \_\_\_\_
- c. Organization and content 10 \_\_\_\_
- d. Interest aroused by application 20 \_\_\_\_ 50 \_\_\_\_\_

Part III - Resume (100 points)

- a. Neatness & general appearance 30 \_\_\_\_  
(Including proper form, punctuation. spelling, grammar)
- b. Completeness 20 \_\_\_\_
- c. Organization and content 20 \_\_\_\_
- d. Interest aroused by application 30 \_\_\_\_ 100 \_\_\_\_\_

Part IV - Application (50 points)

- a. Neatness & general appearance 15 \_\_\_\_  
(Including punctuation. spelling, grammar)
- b. Completeness 15 \_\_\_\_
- c. Organization and content 15 \_\_\_\_
- d. Interest aroused by application 5 \_\_\_\_ 50 \_\_\_\_\_

Part V - Personal Interview (150 points each) Interview 1 \_\_\_\_\_

(See interview scorecard for criteria)

Interview 2 \_\_\_\_\_

Total \_\_\_\_\_ 300 \_\_\_\_\_

Part VI – Follow-up Letter (30 points) 30 \_\_\_\_\_

(See interview scorecard for criteria)

Total Score 560 \_\_\_\_\_

**Employment Skills  
Initial Telephone Contact Scorecard**

Contestant's Name \_\_\_\_\_ Contestant Number \_\_\_\_\_

School \_\_\_\_\_

	Possible Score	Participant's Score
<b>First Impression</b>		
<b>Introduction</b>	3	
<b>Spoke Clearly</b>	3	
<b>Appropriate voice inflection</b>	3	
<b>Gathered appropriate information</b>		
<b>Time/Date</b>	3	
<b>Location</b>	3	
<b>Contact information (name, number, etc.)</b>	3	
<b>Response to question</b>		
<b>Accurate</b>	3	
<b>Concise</b>	3	
<b>Overall impression</b>		
<b>Poise</b>		
<b>Pleasant</b>		
<b>Professional</b>	6	
<b>Courteous</b>		
<b>Communicated effectively</b>		
<b>Ends call appropriately</b>		
<b>Total</b>	<b>30</b>	

## Employment Skills Interview Scorecard

Contestant's Name \_\_\_\_\_ Contestant Number \_\_\_\_\_

School \_\_\_\_\_

Items to be scored	Possible Points														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1. Appearance and courtesies (grooming, posture, physique, movement)															
2. Greetings and introduction															
3. Speech (grammar, vocabulary, volume, enunciation)															
4. Attitude and personality (forcefulness, poise temperament, sincerity)															
5. Ability to convince or impress interviewer (persuasiveness, self-confidence)															
6. Knowledge and presentation of abilities (educational and occupational experiences)															
7. Reliability (frankness, consistency accuracy)															
8. Maturity (tact, discretion, questions asked of interviewer)															
9. Occupational objective degree to which the contestant had determined his or her occupational objective)															
10. Termination of the interview (manner, skill, exit)															

Total Possible Points = 150 points per interview

Contestant's Score \_\_\_\_\_

**Employment Skills  
Follow-up Letter**

Contestant's Name \_\_\_\_\_ Contestant Number \_\_\_\_\_

School \_\_\_\_\_

	Possible Score	Participant's Score
<b>Format</b> Directed to appropriate person Address/salutation appropriate	6	
<b>Content</b>	xxxxxxxxx	xxxxxxxxxxxxx
Expressed appreciation	4	
Appropriate level of reiteration of qualities	4	
Provisions for follow-up stated	4	
Grammar/punctuation/spelling	6	
<b>Overall impression</b> Legible (including signature) Appropriate length	6	
<b>Total</b>	<b>30</b>	