

**Employability Skills Event**

**Purpose:**

The Employability Skills CDE is designed for members to develop, practice, and demonstrate skills needed in seeking employment in the industry. Each part of the event simulates “real world” activities.

**Rules:**

a. Participant’s cover letter, resume and application will be the result of their own efforts. By signing the cover letter and application they are testifying to the originality of the works.

b. Participants should 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 that participant whose total ranking is the lowest. Other placings will be determined in the same manner.

**Format:**

a. Students are allowed to bring the following items into the event, writing utensils, blank paper, resume, cover letter, application, and list of references. They should bring with them copies of all of their prior-submitted materials.

b. The following must be submitted via email/mail by the April 5th deadline (late submissions receive a penalty of 10%):

i. **Cover letter** (100 pts.) Single-sided, single spaced, 8 ½ x 11 white paper, typed, business formatted left justified, using 10-12 point font (Ariel, Times or New Roman), addressed to the contact for the job description (see below) and dated the day of the event.

ii. **Employment Application** (50 pts.) Students will complete a standard job application (typed/printed legibly) in either blue or black ink.

iii. **Resume** (150 pts.) Single-sided not to exceed two pages, typed 8 ½ x 11 white paper, business formatted. Must be non-fictitious and based upon student’s work history. Student may choose to use resume generated from the “FFA Resume Generator” on ffa.org

c. At convention, members will meet with judges for a personal interview. Due to time, only 10 students can be interviewed. These students will be selected based on the pre-submission materials.

d. Following the personal interview, students will be given 30 minutes to write a follow up letter (50 points). Cards and envelopes will be provided for this exercise.

**Scores**

|  |  |
| --- | --- |
| Component | Total Possible |
| Cover Letter | 100 |
| Resume | 150 |
| Application | 50 |
| Interview | 350 |
| Correspondence/Thank You | 50 |
| Total | 700 |

\*In the event of a tie for first place, the person with the higher interview score will be declared the winner. If there is still a tie, the person with the highest resume score will be declared the winner.

**Job Descriptions:** The event is developed to help participants in their current job search. Therefore, the cover letter, resume, application, and references submitted by the participant must reflect their current skills and abilities and must be targeted for a job for which they would like to apply. Below is the list of jobs that students can choose from. Similar to National FFA’s approach, option 5 provides additional flexibility for students to seek a job that is relevant to their knowledge and skills.

1. **Tractor Operations and Laborer:** B.D. Grass and Sons LLC is a large potato farming operation in Aroostook County Maine. Seeking motivated and professional tractor operators and Laborer. Must be able to manage people and work alongside other employees.

*Responsibilities:* Operate Farm tractors and operate harvesting equipment, follow safety guidelines and protocols, perform routine maintenance and inspections, ensure proper use and storage of equipment

*Skills:* Proficient in operating heavy equipment, strong understanding of safety procedures and protocols, excellent hand-eye coordination and spatial awareness, good communication skills, detail-oriented with a focus on accuracy and precision, physical stamina to withstand long hours of operating equipment

*Job Type*: Full-time

*Pay:* $20.00 - $24.00 per hour

*Expected hours*: 40 – 60 per week

*Benefits*: On-the-job training, Retirement plan, Tools provided

*Schedule*: 8-hour shift Monday to Friday

*Contact*: Brent Grass, 117 Grass Rd Blaine, Maine 04734

1. **Summer Camp Counselor**: Hart-to-Hart Farm Day Camp is seeking qualified individuals to teach sustainable agriculture & environmental lessons utilizing our gardens, farm, fields, forest, and ponds. Educators/counselors collaborate to inspire and engage campers’ ages 5 – 10 to build a lifelong, meaningful relationship with the natural world on an organic farm. Each camper is responsible for caring for an animal on site. Located on a 285-acre organic dairy. Site includes historic barn, out buildings for chickens, goats, sheep, horses, rabbits, and a free stall barn which is home to 130 dairy cows. Scenic pastures, organic gardens and orchard, ponds, wetlands, forest, and farm provide an idea camp setting to explore.

*Responsibilities:* Plan and co-teach a range of outdoor farm/ environmental activities through “hands-on” learning. Topics taught through exploration, games, art, songs, and stories. Set up and clean up all supplies and equipment.

*Skills* Experience working with children in an outdoor setting. Candidate must be patient, fun-loving, creative, enthusiastic, and confident in ability to motivate and assist campers. Excellent multitasker, team player, with a genuine passion for working with and empowering young people. Excellent communication skills, a good sense of humor, self-motivated and strong work ethic. Knowledge in sustainable farming / gardening and/or environment

*Job Type*: Seasonal Summer

*Pay:* $250-300 per week

*Expected hours*: 40 – 60 per week

*Benefits*: Rooming and Board Included

*Schedule*: 8-hour shift Monday to Friday

*Contact*: Linda Hartkopf, Director, Hart-to-Hart Farm & Education Center, 16 Duck Pond Land, Albion, ME 04910.

1. **Ag Communications Intern**: Maine Agriculture in the Classroom is looking for a driven, creative self-starter with an interest in agriculture marketing, education, and communications. This intern will assist with the day-to-day marketing and communication needs of Maine Ag in the Classroom. The intern will be involved in social media, workshop development, marketing strategy, newsletter development, strategic partnerships, and much more.

This is a remote internship (with possibility of travel for hands-on experience) in a fast-paced, highly collaborative work environment. Applicable interns must have an interest in agriculture.

*Responsibilities*: This opportunity will provide a range of experiences including Running social media platforms daily including content creation, scheduling, capturing teacher and student testimonials focused in relationship-building, interviewing, video editing, helping with the newsletter, and much more

*Skills:* Candidates should be familiar and efficient with social media platforms, Microsoft Suite, and possess basic photography skills.

*Job Type:* Internship

*Pay:* Candidates will receive a $2,000 stipend

*Schedule:* 8- to 10-week assignment

*Benefits:* $1,000 scholarship to the National Maine Ag in the Classroom Conference

*Contact:* Willie Grenier, 28 State House Station, Augusta, ME 04333

1. **Seasonal Greenhouse Laborer**: Moose Crossing Garden Center in Waldoboro has a seasonal opening for the following position: Seasonal Greenhouse Laborer

*Responsibilities:* Moving plant material and stocking greenhouses throughout the day, consolidating plant material and making retail areas neat, plant care which may include some transplanting and pruning, general customer service including answering questions and providing direction, watering and caring for plants, assisting customers with loading their purchases

*Job Requirements:* Be able to lift 30 lbs. and be on your feet for much of the day, have a courteous demeanor, must be able to work weekends, ability to communicate and take direction, experience with plants preferred but will train the right candidate, listen and understand proper safe workplace procedures, take direction and instruction on various greenhouse jobs, understand that the customer and their needs take precedence over day to day tasks, be willing to perform a variety of tasks throughout the day, neatness and attention to detail a must

*Job Type:* Seasonal

*Pay:* $15.00 - $18.00 per hour

*Expected hours:* 20 – 40 per week

*Benefits:* Employee discount • Paid time off Schedule

1. **Select a Job Description on Your Own:** This option (modeled after National FFA) is for students who would prefer to include a job description that is more customized to their interests. If students choose this option, they must include the job description along with their cover letter, resume, and application. This is required for the judges to adequately score other sections of the event. The job description should include a description of the position the student is applying for, responsibilities, skills, job type, pay, expected hours, benefits, and schedule if available. Sources for job descriptions can be found by looking in the newspaper or online through job search websites and company websites.

*Description:*

*Responsibilities:*

*Skills/Qualifications:*

*Job Type: Full time, part time, seasonal, internship, volunteer*

*Pay:*

*Expected hours:*

*Benefits:*

EMPLOYABILITY SKILLS SCORE CARD -COVER LETTER

|  |  |  |
| --- | --- | --- |
| COMPOSITION | POSSIBLE  POINTS | SCORE |
| **Format and general appearance** | **10** |  |
| **Punctuation** | **10** |  |
| **Grammar** | **10** |  |
| **Spelling** | **10** |  |
| ***Composition Sub Total:*** | **40** |  |
| CONTENT |  |  |
| **Opening paragraph (Identifies position to which applying)** | **15** |  |
| **Proper qualifications (cite 2-3 and related to position)** | **35** |  |
| **Closing paragraph (Thank reader for attention, provide contact information, make appropriate provisions for follow-up)** | **10** |  |
| ***Content Sub Total:*** | **60** |  |
| ***Composition Sub Total:*** | **40** |  |
| ***Content Sub Total:*** | **60** |  |
| ***Total:*** | **100** |  |

EMPLOYABILITY SKILLS JUDGE SCORING SHEET - APPLICATION

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chapter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
|  | POINTS | SCORE |
| **Overall impression** | **5** |  |
| **Legible** | **10** |  |
| **Language-Grammar and Punctuation** | **10** |  |
| **Completed according to requirements in format** | **10** |  |
| **Consistent with resume** | **15** |  |
| Total | 50 |  |

EMPLOYABILITY SKILLS JUDGE SCORING SHEET – RESUME

|  |  |  |
| --- | --- | --- |
| GENERAL APPEARANCE | POINTS | SCORE |
| **Presented in proper format and printed as outlined in format** | **15** |  |
| **Format and overall appearance- Captures interest, Layout, Easily read** | **40** |  |
| **Language-Punctuation, Grammar, Spelling** | **20** |  |
| ***General Appearance Sub Total:*** | **75** |  |
| COMPOSITION |  |  |
| **Contact information** | **10** |  |
| **Employment objective** | **10** |  |
| **Educational background** | **20** |  |
| **Relevant experience / skills** | **20** |  |
| **Special experiences, activities, honors** | **10** |  |
| **References** | **5** |  |
| ***Composition Sub Total:*** | **75** |  |
| ***General Appearance Sub Total:*** | **75** |  |
| ***Composition Sub Total:*** | **75** |  |
| ***Subtotal:*** | **150** |  |
| Total Points Earned | |  |

EMPLOYABILITY SKILLS JUDGE SCORING SHEET – INTERVIEW

|  |  |  |
| --- | --- | --- |
|  | POINTS | SCORE |
| *Appearance and courtesy* | **25** |  |
| *Greetings and introduction* | **25** |  |
| *Attitude and personality-*Self-confidence, poise, sincerity, persuasiveness | **50** |  |
| *Communication skills-*Appropriate volume, concise, clarity, grammar | **50** |  |
| *Knowledge and presentation of abilities-*Educational experience, occupational experience | **75** |  |
| *Content of answers-*Relate skills/experience to position | **75** |  |
| *Conclusion of interview* (including questions of interviewers, clarifying next steps and thank yous) | **50** |  |
| Total | **350** |  |

EMPLOYABILITY SKILLS JUDGE–FOLLOW UP CORRESPONDENCE

|  |  |  |
| --- | --- | --- |
|  | POINTS | SCORE |
| **Format-**Addressed to correct person, greeting, level of formality for scenario | **10** |  |
| **Content-**Appropriately reiterated appreciation, interest in position, qualities they possess, and steps for following up | **20** |  |
| **Language-** Grammar and punctuation | **10** |  |
| **Overall Impression-** Follow-up was appropriate length, writing legible, completed appropriate sections of thank-you note, envelope addressed correctly | **10** |  |
| Total | 50 |  |