PA FFA Employment Skills Leadership Development Event

Chairperson Information

LDE Chairpersons	Sarabeth Alderfer & Katie Ranck
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Best Contact Numbers	(717) 330-6332 (Alderfer) & (717) 344-9727 (Ranck)
Contest Date/Times	Tuesday & Wednesday
Contest Location	Career Services Building (Bank of America Building)

Basic LDE Guidelines

Event Type: Individual ***(recommended 10th-12th)***

# of Team Members: N/A

Individual Materials List

*The following is **allowed but not required**:*

- Padfolio
- Blank paper
- Cover Letter, Resume
- List of references
- Business cards

*The following is **not** allowed:*

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

Group Materials List

- N/A - This is an individual LDE

Attire

- FFA Official Dress (both days)

LDE At-A-Glance (List of major components)

- Complete the online "Electronic Employment Application" prior to **June 1st** using the Classified Ads.
  - Online employment application
  - Resume – PDF Format *(submitted via online application)*
  - Cover Letter - PDF Format *(submitted via online application)*
- Initial Screening Interview
- Networking Activity
- Personal Interview
- Follow-Up Correspondence after the interview

Pre-State LDE Expectations:

- Fill out Online Employment Application, where you will also upload your Cover Letter & Resume by

June 1st
- Practice Interviewing, Elevator Pitch, and Writing Correspondence Letters & Emails
- The resume template provided is given as an example from National FFA. Any cover letter and resume template/format may be used.

LDE Changes from Previous Years?

- Statement of Authenticity is now required
- Students' personal information can be of their own or of their schools. See National Handbook for options.
- We will use National FFA's updated competition handbook for rubrics and information (revised April 2026). There are changes to the rubrics, point values, and contest components!
- Employment Skills | National FFA Organization

LDE Rules

1. **All information presented for judging must be factual**.
2. Each participant's cover letter, resume, and application will be the result of his or her own efforts.
3. Participants will complete an online employment application by **June 1st**. Resume, Cover Letter, and Employment Application are all submitted through the online employment application.
4. Make sure that all materials are complete and in PDF format before starting the online employment application. Save all PDF files in the following format: **FLast.DocumentType.Year (Example: KRanck.Resume.2026)**
5. Official Dress is required both days of the event
6. Online Employment Application: https://forms.gle/dj4NvnRytr87ixex5
7. Permitted items: blank paper, resume, cover letter, list of references, business cards, padfolio
8. Non-permitted items: letters for reference, samples of work, pictures, personal pages
9. **No mailed or emailed applications will be accepted!**
10. Students can choose if they use their personal information or their school's information on their documentation. We will not be contacting students.
11. **State of Authenticity** - Students will add a Statement of Authenticity at the bottom of their Cover Letter. It reads as follows: *"I certify that all materials presented here are of my own creation and that any work adopted from other sources is duly cited and referenced as such." - signature*
12. **Point deductions can accrue from the following:**
    a. Submitting online employment application late (100 point deduction)
    b. Arriving to your interview late (100 point deduction)
    c. Official dress is not aligned with National FFA Standards (100 point deduction)

LDE Component	Points	Component Description
Resume	200	Students will create a resume and submit via online job application in PDF format. Resume must be typed, **must be non-fictitious and truly reflect the student's work experience**. Make sure to include the position that you are applying for.
Cover Letter	100	Students will write a "cover letter" or "letter of intent," which will accompany the resume and submit via online job application in PDF format.

Online Application for Employment	50	Participants will complete the online employment application prior to June 1st. The application can be found at: https://forms.gle/dj4NvnRytr87ixex5 *****If there is a problem with the electronic application, please contact either LDE chairperson for assistance.*****
Networking Activity	100	Participants will be given a networking scenario in which they will be expected to formulate a 1-3 minute extemporaneous response to one or more judges. Scenarios may include, but are not limited to meal function, mixer, career show or elevator pitch.
Initial Screening Interview	200	Students will complete a screening interview with human resource representatives to simulate the initial screening process normally conducted by hiring firms that screen candidates for various jobs. The purpose of this screening interview is to determine if the student is qualified by asking questions to see if the applicant and their skills match the job requirements and set-up the candidates personal interview for the next day. This interview can last up to 10 minutes and will be completed as a phone call using the PSU conference phones.
Final Personal Interview	500	The personal face-to-face interview will be with a panel of judges. Each interview will last 15-20 minutes and will focus on more in-depth questions about students' skills, work experience, availability, expectations, and ambitions.
Follow-Up Correspondence	75	Participants will submit follow-up correspondence via a hand-written thank you note or an email after completing the personal face-to-face interview. Participants will receive the necessary information and instructions to compose the follow-up correspondence. Participants will have 30 minutes to complete the follow-up correspondence.

Causes for Disqualification:

- Use of cell phone
- Discussing the prompts during the contest with other contestants
- Using any hardcopy or digital notes during the competition

Tie-breaker: The personal interview score will be used as the tie-breaker.

Resources

Employment Skills LDE Resource Websites:

- Scoring: The most recent Employment Skills rubrics from the National FFA Website will be used to evaluate all the components of this competition. All Employment Skills rubrics, templates, and resources can be found under "Employment Skills" here: https://www.ffa.org/participate/cde-lde/
- Additional interviewing resources can be found at
  - https://ffa.app.box.com/v/Resources-4-Employment-Skills
  - https://ffa.app.box.com/s/yoj48spro02ntpu8cvpmb24guks0ivpr