



SCNC SKILLS CANADA NATIONAL COMPETITION



OCMT OLYMPIADES CANADIENNES DES MÉTIERS ET DES TECHNOLOGIES



SkillsCompétences
Canada
Halifax2019

TEST PROJECT / PROJECT D'ÉPREUVE

JOB SEARCH RECHERCHE D'EMPLOI



PRE-COMPETITION

A. Advance Submission – Email with Personal Cover Letter and Résumé (5 points)

Competitors must email required documentation in one PDF file no later than 4:00pm, Wednesday, May 15, 2019 (in their own time zone) to JobSearchNTC@gmail.com; an extension will be allowed where a Provincial or Territorial competition has not concluded before the deadline. Documents submitted electronically must consist of a personal cover letter and résumé⁶, targeting one of the two positions (Computer Service Technician or Restaurant Service Worker) posted on the SCC 2019 website. All components of the email will be assessed; subject line (properly identifying the contest area), attachment (single PDF appropriately named), appropriate salutation, message, and closing. Any submission received after the deadline (outside of those who have been approved for an extension), will not be scored.

B. Personal Presentation, Days 1 and 2 (5 points)

Attention to appropriate attire and grooming is essential on both days of the competition. Competitors will be evaluated not only on the requirement for business attire, but also on personal presentation (including greetings, attitude, body language, tone and clarity of voice)². The majority of marks will be scored on Day 2 during the interview process.

COMPETITION DAY 1

During Competition Day 1, each competitor will complete activities using their own computer (PC or Mac laptop) with Microsoft Word and Adobe Acrobat during the practical component of the competition as identified in the competition description on the SCC website⁹. All files related to these activities will be provided on a USB drive and may be copied and pasted for editing and use in the assigned tasks.

Each competitor will have 3.5 hours in the morning (from 9:00am to 12:30pm) and 2.5 hours in the afternoon to complete the activities as follows⁷. Competitors arriving late for either the morning or afternoon sessions will be subject to an automatic 10% reduction in points for the activity for which they are late.

Time	Activity	Points value
8:45am	Competitors arrive	
9:00 – 9:30am	Job Search Skills Assessment – Competitors will have 30 minutes to complete this activity.	10
9:30 – 10:00am	Job Application – Competitors will have 30 minutes to complete this activity.	5
10:00 – 12:30pm	Cover Letter Résumé	10 15
12:30-1:30pm	Lunch	
1:30 – 4:00pm	Career Exploration Activity	20

Competitors will not bring any electronic files or papers for use into the competition. Written notes created during the competition may be used during the competition; however, these cannot be removed from the competition site.

All assigned work will be completed and saved in MS Word (unless directed to save as PDF) with the competitor name in the footer of each page and in the name of each file. Files are to be saved on the computer desktop for submission and evaluation.

Competitors may listen to music with earphones; however, no other content may be accessed through the device; devices must be put in airplane mode. Attire must follow requirements outlined in the Contest Description.

During the competition, there will be no talking to other people (spectators or other competitors). During lunch, discussions regarding project and competition details are not permitted.

C. Job Search Skills Assessment (10 points)

Competitors will demonstrate their understanding and knowledge of skills that are essential in seeking, securing and maintaining employment. Competitors will assess employability skills, specifically hard and soft skills. They will analyze a case study to identify essential and employability skills and critically reflect on the information contained in the case study to further demonstrate their understanding of skills employers are looking for.

Overview – Job Application, Cover letter & Resume

Competitors will be provided with two biographies. They must match a candidate's biography with the Job position for which they are most suited. Competitors are required to complete a job application, write a cover letter and resume using the information provided from the sample biographies.

D. Job Application Form (5 points)

Competitors will assess biographical information and use relevant information in the completion of an application form that targets one of the two job postings correctly.

E. Job Seeker's Cover Letter (10 points)

Prepare a cover letter for your Job Seeker that is professional in tone and appearance and highlights the skills, experience and suitability of your applicant to accompany the résumé. Your cover letter should reflect an appropriate opening paragraph; a well-constructed body that highlights skills, knowledge, experience and aptitude for position (no more than 2 paragraphs in length); closing paragraph which clearly shows interest for position and availability for an interview.

Save the cover letter in MS Word with an appropriate file name.

F. Job Seeker's Résumé (15 points)

Using the biographical information and the completed job application, the competitors must create a résumé for the position selected that effectively highlights the relevance of your Job Seeker's education, experience (work & volunteer), activities, and interests, including relevant transferable skills and abilities or accomplishments, to clearly convey their ability to succeed at the position applied for. Format the résumé appropriately without using templates. Save the résumé in MS Word on your desktop with an appropriate file name.

G. Career Exploration Employability and Essential Skills Activity (20 points)

In this activity, competitors will be drawing the names of two (2) **different** competition areas to investigate the importance of Employability and Essential Skills in those competitions and in career pathways related to those competition areas. Competitors will have access to the internet for 20 minutes to assist them in creating a minimum of 5 questions to be used when visiting and investigating each of the competition sites; questions must be presented to a member of the Job Search NTC before proceeding. A form will be provided for the competitors to record answers and discussions collected during this portion of the activity. The competitors will use this information to support them in writing a 500-550 word reflection based on what they have learned about Employability and Essential Skills. This reflection must show their understanding of employability skills, how essential skills provide the foundation for learning all other

skills, and how the competitors see themselves in relation to these skills and the competition areas they picked to explore. The competitors must also show how skills will help them in making decisions about career pathways. The reflection must be well constructed, clear and concise, with attention given to formatting, grammar and spelling.

COMPETITION DAY 2

H. Personal Interview (30 points)

At pre-assigned times established by a random draw at the orientation session, competitors will be interviewed individually by the judging panel for the position for which they submitted their own application materials. Each competitor will be asked ten questions; responses will be evaluated based on their relevance to the question and position applied for, in addition to how well the responses illustrate the competitor's competencies as required for the position.

Competitors arriving more than 10 minutes late for their scheduled interview may still be interviewed in the time remaining, however, they will not be scored on their interview. The interview may proceed to provide the competitor with feedback however will be adjusted to stay within the original scheduled block of time.

Sample Interview Questions:

1. Tell us about yourself and why you are interested in this position.
2. How do you see yourself achieving success in this position?
3. Describe a time that you showed initiative and contributed to the goals of a team in your work, school, or other activities.
4. When you last joined a new group how did you build relationships and trust between yourself and the other members of the group
5. Tell us how you motivate yourself to complete boring or unappealing tasks (and what would those be for you).
6. What does excellence in customer service mean to you, and how have you demonstrated this at work or through other activities?
7. What does excellence in customer service mean to you, and how have you demonstrated this at work or through other activities?
8. Tell us about a complaint you received or a difficult situation you may have found yourself in and describe how you dealt with it - ideally in a work situation, if there is one.
9. Tell us how you ensure that others understand you clearly when communicating with them and give us an example.
10. How would others describe your attitude at work or in a group setting?
11. Tell us about a time you demonstrated a positive attitude when you were having a bad day or didn't feel 100%. What strategies do you use in this type of situation?

12. What aspect of this job would you find most challenging and how would you plan to overcome this challenge?
13. Why should we hire you over the other applicants for this position?

Sample Job Seeker Biography: Raj Hama

- Birthday is May 10, 1998.
- 1.8 meters (5'11) tall.
- Lives at 123 Main Street, Anywhere, New Brunswick, A1A 1A1
- Email: email@somedomain.org
- Phone: (555)-123-4567
- Currently in Grade 12 at Memorial Regional High School.
- Memorial Regional High School has a student enrolment of 873 students in grades 9 to 12. It is a regional school, situated in a large town. About 15% of the student population is from rural communities within 60 minutes of the school. Raj lives in town.
- For last 3 years Raj has played school basketball and is currently team captain.
- Raj delivers newspapers for the Town Sentinel, beginning the assigned route at 6:00 am Monday to Saturday. Has 120 clients on the route which takes 90 minutes to complete. Has had this job since Grade 7, when there were only 35 clients.
- When younger participated in Scouts.
- Raj loves road cycling and often cycles out into the countryside on weekends. Enjoys watching cycling on television and dreams of competing in the Tour de France. Competes in local road cycling events. Heroes are Steve Bauer and Carla Hughes.
- In Grade 9 Raj participated in the Run for the Cure event and raised \$983.
- Raj lives with 8 year-old sister Mary and their mom. Raj's dad passed away 2 years ago. On Tuesday and Thursdays Raj picks Mary up at school and drops her at their Aunt's house.
- Once a month, Raj volunteers at the local food bank.
- Enjoys hip hop music and would like to learn how to play the guitar.
- Raj received awards last school year for excellence in Social Studies and Home Economics and has been the top French Immersion student for the last 3 years.
- Last summer spent 4 weeks volunteering at a French Immersion program in Quebec City, organizing children's games and activities, helping with meals and ensuring their safety.
- Raj competes in public speaking competitions and is in the school debate club.
- Raj is a peer counsellor at school and received training in how to prevent bullying.
- Certified lifeguard with emergency first aid training, including CPR and AED.
- Raj is president of the local Allied Youth group, has been a member since grade 7, and has helped raise money for victims of earthquakes, participated in food drives

for the local food bank, and participated in events to promote awareness of such things as teen pregnancy, AIDS & HIV, and homelessness.

- Has a driver's license and use of family car. Would like to buy a car of his own.
- Raj loves animals and has a black Labrador retriever named Boxy.
- Is an avid reader and particularly fond of historical novels and science fiction.
- Uncle owns Green Thumb Nursery. Raj often helps out with odd jobs including stocking shelves, watering, turning and spreading compost, and winterizing.
- Raj created a webpage for the Nursery and is helping improve Facebook page.
- Last year, participated in the town's 15-minute litter and garbage clean up challenge.
- Raj enjoys manual work. In September is entering post-secondary school studying for a career in Mechanical CADD (computer aided design and drafting).