



CONTEST DESCRIPTION

## **Job search**

SECONDARY

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## **1 THE ESSENTIAL SKILLS FOR CAREERS IN THE SKILLED TRADES AND TECHNOLOGY**

SCC is currently working with Employment and Social Development Canada (ESDC) in order to bring awareness to the importance of Essential Skills that are absolutely crucial for success in the workforce. Part of this ongoing initiative requires the integration and identification of Essential Skills in contest descriptions, projects, and project documents. The next phase and very important aspect of our Essential Skills (ES) initiative is to provide an ES report card to each competitor at the Skills Canada National Competition. The purpose of the ES report card is to inform the competitor about their current level of essential skills based on their competition scores. With this knowledge, the competitor will be made aware which essential skill may require improvement. Full implementation is expected in the next Skills Canada National Competition.

The following 9 skills have been identified and validated as key essential skills for the workplace in the legend below:

<sup>1</sup>Numeracy, <sup>2</sup>Oral Communication, <sup>3</sup>Working with Others, <sup>4</sup>Continuous Learning, <sup>5</sup>Reading Text, <sup>6</sup>Writing, <sup>7</sup>Thinking, <sup>8</sup>Document Use, <sup>9</sup>Digital

These essential skills have been identified in section 2.4 and/or 3.2 of your Contest Description and if applicable, in your Project and all other supporting project documents.

## **2 CONTEST INTRODUCTION**

### **2.1 Description of the associated work roles(s) or occupation(s).**

<http://skillscompetencescanada.com/en/careers/employment/job-interview/>

### **2.2 Purpose of the Challenge.**

Throughout one's lifetime and in any field of work, strong job search skills are crucial. The Job Search competition stresses the importance of all aspects of the application process. It simulates preliminary research for career options and self-assessment required to prepare an effective cover letter and résumé targeted to available positions. The competition also mirrors the application and interview process that job seekers experience during their search for employment.

### **2.3 Duration of contest.**

Prior to the national competition, each competitor is required to meet the deadline for submitting their cover letter and résumé for one of two available positions (job descriptions will be found in the Test Project document available December 2019).

The Job Search competition takes place over the two days of the National competition with activities scheduled between 8:30 a.m. and 4:00 p.m. each day.

## 2.4 Skills and Knowledge to be tested.

Knowledge of the elements required in an effective job search, including:

- Demonstration of understanding of employability skills, essential skills and career information;
- Analyzing connections between employability and essential skills in the job application and career planning process;
- Identification of relevant details for use in applications to best illustrate transferable skills, knowledge and abilities;
- Preparation of effective, professional, and targeted résumés and cover letters;
- Ability to respond effectively to interview questions, with responses that are relevant to the question asked and making a clear link to the selected position. This must illustrate the applicant's experience and how their abilities match the position requirements.

## 3 CONTEST DESCRIPTION

### 3.1 List of documents produced and timeline for when competitors have access to the documents.

| DOCUMENT     | DATE OF DISTRIBUTION VIA WEBSITE |
|--------------|----------------------------------|
| Test Project | November 2020                    |

### 3.2 Tasks that may be performed before and during the contest

- Advance preparation and submission of a cover letter and résumé targeted to one of two available positions <sup>6,7</sup>
- Complete job search skills exercises that assess the competitors' knowledge of employability and essential skills as they relate to the elements of an effective job search and their ability to apply this knowledge,<sup>7</sup>.
- Complete job application form that is targeted for a selected position<sup>8</sup>
- Complete a cover letter (in formal block letter formatting) and a professional resume that reflects the skills, knowledge and competency for provided job postings using given biographical information<sup>6,7</sup>
- Analyze information based upon employability and essential skills, and deliver presentation. <sup>2,7</sup>
- Conduct research into career information through one-to-one interactions <sup>2</sup>
- Use computers for completion of assigned activities<sup>9</sup>.

- Convert and combine multiple word processing application documents into one PDF<sup>9</sup>.
- Evaluate information provided for a sample Job Seeker to determine relevancy of the information that would be needed in preparing a cover letter and résumé that is targeted effectively for a selected position<sup>7</sup>
- Respond to questions in an interview, in front of a panel, for the position for which they submitted their advance cover letter and resume<sup>2,7</sup>

*Essential Skills - <sup>2</sup>Oral Communication, <sup>6</sup>Writing, <sup>7</sup>Thinking (Job task planning & organization, Critical Thinking), <sup>8</sup>Document Use, <sup>9</sup>Digital*

## **4 EQUIPMENT, MATERIAL, CLOTHING**

### **4.1 Equipment and materials provided by Skills/Compétences Canada.**

- N/A

### **4.2 Equipment and material provided by the competitor.**

- Supporting material for your personal job interview.
- Students are responsible to provide their own computer (Laptop/ PC/ Mac) with OS (Operating System) that will support the use of a word processing application and Adobe during the practical component of the competition.
  - It should be noted that Internet access may be made available for specific tasks only; this will be addressed during the orientation session.
- If competitors are bringing a computer or laptop from their school (instead of their personal computer), please ensure that the computer is unlocked so documents and possibly software can be saved/installed to the hard drive and technology support can be provided onsite. This may require access to CMOS settings.
- Devices must have a standard USB port
- Competitors must bring their personal device (Laptop/ PC/ Mac) to competitor orientation

### **4.3 Required clothing provided by the competitor.**

- Day 1: Business casual attire. (No jeans or athletic wear; provincial/territorial shirts are acceptable).
- Day 2: Appropriate business attire.

## **5 SAFETY REQUIREMENTS**

### **5.1 Safety workshop.**

Upon arrival at the Skill area, Competitors will participate in a Safety workshop and they will be expected to work and maintain a safe working area during the competition. Any Competitor breaking any health, safety and environmental rules, may be required to undertake a second safety workshop, this will not affect the Competitor's competition time.

## 5.2 Personal protective equipment (PPE) provided by competitor

- No PPE required

## 5.3 Personal protective equipment (PPE) provided by Skills/Compétences Canada

- No PPE required

## 5.4

# 6 ASSESSMENT

## 6.1 Point breakdown

| POINT BREAKDOWN  | /100 |
|--|------|
| Advance submission of personal cover letter and résumé | 5    |
| Personal presentation on both competition days         | 5    |
| Job search skills assessment                           | 10   |
| Job Seeker cover letter                                | 10   |
| Job Seeker resume                                      | 15   |
| Job Seeker Application                                 | 5    |
| Career exploration activities                          | 20   |
| Job interview  | 30   |

Further detail of the point breakdown and the potential for point deductions will be provided in the Test Project.

# 7 CONTEST SPECIFIC RULES

Contest specific rules cannot contradict or take priority over the Competition Rules. They do provide specific details and clarity in areas that may vary from contest to contest. Any additional contest rules will be reviewed during competitor orientation.

| TOPIC/TASK                            | CONTEST SPECIFIC RULE  |
|---------------------------------------|--|
| Use of Technology – USB, Memory Stick | Competitors are not allowed to bring USB/memory sticks into the skill area   |
| Use of Technology – Personal Cameras  | No cameras are allowed in the skill area   |
| Use of Technology - software          | Competitors are prohibited from using templates available through their personal computers or the internet; nor are they to reference any saved documents or information related to any aspect of this competition |



|   |  |
|---|--|
| Use of Technology – personal mobile devices | Use of personal mobile devices requires the prior permission of the National Technical Committee (NTC) and is restricted for the purposes of listening to music only. Devices must be in airplane mode during the duration of the competition and may be randomly checked by the NTC. Devices may be confiscated by NTC. NTC and SCC are not responsible for lost or stolen devices. |
| Use of Technology – personal mobile devices | Competitors are prohibited from wearing/using smart watches  |

## 8 ADDITIONAL INFORMATION

### 8.1 Interpreter

If a competitor requires the help of an interpreter once onsite during the competition, the Skills/Compétences Canada Provincial/Territorial offices must advise Skills/Compétences Canada National Secretariat a minimum of 1 month prior to the competition or this service might not be guaranteed.

### 8.2 Test Project change at the competition.

Where the Test Project has been circulated to Competitors in advance, NTC shall change a maximum of 30% of the work content. Please refer to the Competition Rules.

### 8.3 Ties

- Tiebreaker #1: The competitor with the highest score in the Job Interview Responses will be used to break the tie.
- Tiebreaker #2: In the event a tie remains after applying criteria “a”, the highest score in the Career Exploration Activities will be used to break the tie.
- Tiebreaker #3: In the event a tie remains after applying criteria “b”, the highest score in the Résumés criteria will be used to break the tie.

### 8.4 Competition rules.

Refer to the [competition rules](#) of the Skills Canada National Competition which can be found on our website.

## 9 NATIONAL TECHNICAL COMMITTEE MEMBERS

| Member Organization               | Name                 |
|-----------------------------------|----------------------|
| Nova Scotia – Co-chair            | Lynn Hogan Gillespie |
| Newfoundland and Labrador - Chair | Tania Evans-Doyle    |
| Saskatchewan                      | Gisele McCarthy      |
| Manitoba                          | Ryan Desjarlais      |
| Prince Edward Island              | Michelle Williams    |

Contact the Skills/Compétences Canada national secretariat for any questions or concerns: Nathalie Maisonneuve ([nathaliem@skillscanada.com](mailto:nathaliem@skillscanada.com)).