



PROJECT
Job search

SECONDARY

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 13, 2020 (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 (Customer Service Representative and Trade Show Representative) posted on the SCC 2020 website. All components of the email will be assessed; subject line (properly identifying the job applied for, Skills competition name, and competitor name), 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. Most of the 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 a word processing application capable of exporting documents into PDF format 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 standard 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, smart watches 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 as a PDF with the competitor name and province 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.

At the end of Day 1, all electronic copies of files must be removed/deleted from the competitor's device. This will be overseen by a member of the NTC.

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 Seeker Application Form (5 points)

Competitors will assess biographical information and use relevant information, without inserting fictitious or made up 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 be clear and concise using appropriate [block letter](#) formatting, reflect an appropriate opening paragraph (including purpose, job applied for, and where applicant saw the job posting); a well-constructed body that highlights skills, knowledge, experience and aptitude for position (no more than 2 paragraphs in length, and without fictitious information); and a closing paragraph (which refers the reader to your resume, asking for a personal interview and thanking the reader for their time).

Save the cover letter as a PDF with an appropriate file name.

F. Job Seeker's Résumé (15 points)

Using the biographical information provided, the competitors must create a professional [résumé](#) for the position selected that highlighting relevant skills, knowledge, and competency, clearly conveying the selectee's suitability for the position applied for. Resume should be formatted appropriately and consistently, including relevant headings and sections (name, address, objective, education, work experience, volunteer, certificates and interests), without using a template.

Save the résumé as a PDF with an appropriate file name.

G. PART 1 Career Exploration Activities (15 points)

The competitors will investigate two competition areas to identify and examine Employability and Essential Skills relevant to those competition areas and related

careers. One of these competition areas will be selected by random draw while the second will be the choice of the competitor (eg. A skill area that holds an interest for them or one they would like to know more about). The information/ evidence gathered in the interviews conducted by the competitors will be used to create and deliver a presentation (minimum 5 minutes/ maximum 7 minutes in length) on what they have learned about Employability and Essential Skills. The presentation must clearly articulate the importance of these skills; how they are transferable, how they help employees adapt to new jobs/ tasks, overcome obstacles, develop productive relationships with their co-workers and supervisors, and succeed in the workplace. Competitors must also show how the identified skills could help them in making decisions about education and career pathways.

- Competitors will have access to the internet to create a minimum of five questions to be used when visiting competition sites as part of their investigation
- The information collected when these questions are asked will be used to create a presentation
- Competitors will create a PowerPoint (see [sample/ exemplar](#)) for delivery on Day 2 of the competition; the content of the PowerPoint will be scored on day 1 and cannot be altered for Day 2
- Presentations must be no less than 10 slides and no more than 15 slides.
- Content, organization of information, meeting required criteria, consistency in formatting including text use and size, grammar, and spelling will be scored.
- Scoring will also focus on attractive and appropriate use of graphics, color, and page layout., background coordinates with text colors and graphics. Animation (if any) is justifiable. Graphics add meaning and are not decoration.

COMPETITION DAY 2

G. PART 2 Career Exploration Activities (5 points)

Competitors will deliver a brief presentation at a predetermined time (drawn at the same time as the Personal Interview times) using the PowerPoints (multimedia presentation) created on Day 1. Scoring will reflect key [presentation skills](#) that include eye contact, voice projection and pitch, pace, confidence and engagement with viewers. Allocation of time and flow related to introduction, content and summary will be scored; points will be deducted if presentations do not meet time criteria. Competitors are not permitted to sit in on other presentations until they have delivered their own.

H. Personal Interview (30 points)

At pre-assigned times established by a random draw at the orientation session, competitors will be interviewed individually by a 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, example given from competitors experience 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 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.



WRITING



ORAL COMMUNICATION



THINKING