



PROJECT  
**Job Search**

VIRTUAL SECONDARY

## **PRE-COMPETITION**

**A brief video accompanies the competition documents on the SCC 2022 website to provide supporting details on the advanced submission process and required documentation.**

**It is the responsibility of competitors to check their emails regularly for any communication related to the Job Search competition.**

**Advance Submission Email** – Email submission for full competition package

**(5 points)**

Competitors must email required documentation no later than **4:00pm, Monday, May 16, 2022** (in their own time zone) to [JobSearchNTC@gmail.com](mailto: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 completed job application form, a personal cover letter and a résumé<sup>6</sup>, targeting one of the two positions (Guest Service Agent and E-Bike Assembler) posted on the SCC 2022 website. The completed job application form, resume and cover letter must be appropriately named and submitted as one PDF file. Competitors are also required to attach and submit a presentation that focuses on employability skills and Skills for Success.

All components of the email will be assessed; subject line (properly identifying the contest area), attachments (appropriately named), professional salutation, message, and closing. Any submission (including attachment components) received after the deadline (outside of those who have been approved for an extension), will not receive marks for those sections.

### **Submitted Job Application Form (5 points)**

Competitors will complete a job application form that targets one of the two job postings correctly. The completed job application form must align with the position selected for the cover letter and resume.

### **Submitted Cover Letter (7 points)**

Competitors will construct a cover letter that is professional in tone and appearance and highlights their skills, experience and suitability for the advertised position. Your cover letter should be clear and concise using appropriate block letter formatting, containing an appropriate opening paragraph (that includes 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). When creating the cover letter, competitors must make connections to the accompanying résumé.

### **Submitted Résumé (7 points)**

Competitors must create a professional résumé for the position they have selected that highlights relevant transferable skills, knowledge, experience, and aptitude, clearly conveying the applicant's suitability for the position applied for. Resume should be formatted appropriately and consistently, including relevant headers and sections (name, address, objective or summary statement, education, work experience, volunteer experience, certificates and interests)

### **Presentation (slide content and structure 10 points)**

Competitors are required to create a presentation that shows their understanding of the concept “The Importance of Skills for Success in the Workplace”.

Competitors have the option of developing their presentations in PowerPoint, Google Slides or another multimedia tool of their choosing. It is the responsibility of the competitor to ensure that whichever format they use, it will be accessible by the judging panel.

Presentation slides must be received by **4:00pm, Monday, May 16, 2022** (in their own time zone). This date and time match the requirement for the submission of the competition cover letter, resume and job application.

#### Presentation Requirements:

- Competitors are expected to deliver and narrate their slides live to a panel of judges on either Day 1 or Day 2 of the competition (schedules to be determined). Competitors must demonstrate their understanding of the concept of skills for success; the narration is intended to be an expansion (explanation) of the content contained in the slides. Details on specific required content and expectations are outlined below.
- Competitors are responsible for researching how to develop an effective presentation to ensure the presentation they submit is representative of a professionally developed product (style and size of font, consistency, set up of slides, visual appeal, imagery, use of space, management of text on slides etc). ([Creating Effective PowerPoint Slides](#))
- Competitors must appropriately reference any images and content taken from other sources; the minimum standard is a footer linked to text/ image “Date; Retrieved from url”.

#### Minimum Expectations for Content:

- Must include a clear introduction of concept and why Skills for Success matter
- Must include a minimum of 6 slides to a maximum of 10 slides; competitors must deliver their presentation in a time period of no less than 5 minutes and no more than 7 minutes;
- Must include a detailed overview of three Skills for Success based on ones that are most relevant to the position for which they have applied in the contest description. When identifying and describing these skills, competitors should include specific reference to personal experiences to show how they currently possess those skills and how they can continue to develop them (Refer exemplar for minimum content expectations);
- Must include reference to how these skills would be relevant to competitor’s personal career and education goals;
- Must contain specific examples from the job ad demonstrating relevance to the position and specific Skills for Success.

### **Professional Demeanor and Delivery (5 points)**

This refers to how you portray and present yourself in a professional manner to other people. This is the time to market YOURSELF and put your best foot forward to show your best you. Examples of professional demeanor are (but are not limited to), appropriate business attire, confidence, eye contact, and clear communication that includes pace of speech, introduction and farewell.

### **VIRTUAL COMPETITION**

Competitors will be provided with a virtual orientation on May 25<sup>th</sup>. A more detailed schedule document will be provided on the Skills/Compétences Canada's website prior to the competition. During this time, competitors will be provided with instructions for the virtual portion of the competition. Competitors may ask questions during this time, and the NTC will provide as much information as possible.

Competitors will be divided into two groups; on Day 1 of the competition one group will be attending a virtual interview related to the position they've applied for; while the other group will be presenting their slides virtually, and responding to questions related to their presentation. On Day 2, the groups will then complete the other portion of the virtual competition. Competitors will be assigned a 45-minute time slot each day; a schedule will be posted during the orientation.

Day 1 – May 27, 2022	Group 1 – Interview	Group 2 – Presentation
Day 2 – May 28, 2022	Group 1 – Presentation	Group 2 – Interview

### **Virtual Skills for Success Assessment (6 Points)**

Prior to individually assigned interview times, each competitor will receive an email that contains a link to a Skills for Success Assessment. This email will be sent 90 minutes in advance of the assigned interview time. Each competitor must complete the Skills for Success Assessment no later than 15 minutes prior to the start of their assigned interview time. Assessments not completed within this time frame will not be scored.

### **Personal Interview (35 points)**

At pre-assigned times competitors will be virtually interviewed individually by a judging panel for the position for which they submitted their own application materials. Competitors will receive notice of their assigned interview time by email by Wednesday, May 18, 2022. If a competitor does not receive an email by end of day on May 18th, the competitor must immediately contact the NTC Chair.

Each competitor will be asked the same questions. Responses will be evaluated based on their relevance to the question, examples provided based on competitors' experience and position applied for, in addition to how well the responses illustrate the competitor's competencies as required for the position.

Competitors connecting to the virtual meeting more than 10 minutes late for their scheduled time may still be interviewed in the time remaining, however, they will not be scored on their interview. The interview will proceed to ensure the competitor receives feedback with the interview process and questions being adjusted to stay within the original scheduled block of time.

### **Presentation & Questions Overview (20 points):**

At pre-assigned times competitors will deliver their presentations virtually to a judging panel. Competitors should refer to previous sections for details on presentation requirements and expectations. Once competitors have submitted their presentations by the deadline, they cannot make any changes to the content.

Competitors will receive notice of their assigned presentation time by email by Wednesday, May 18, 2022. If a competitor does not receive an email by end of day on May 18th, the competitor must immediately contact the NTC Chair.

Competitors arriving virtually more than 10 minutes late for their scheduled presentation time may still present in the time remaining, however, they will not be scored on their presentation. They will have an opportunity to be scored on the questions should time allow for questions to be asked.

Following delivery of their presentations, competitors must be prepared to respond to questions asked by the judging panel. The questions will be related to the required content and concept of The Importance of Skills for Success in the Workplace.

There is no limit to presentation preparation and rehearsal time prior to competition day, however on the day of competition, competitors will be scored on the guidelines provided.

## IMPORTANT NOTES

-competitors will not have any support or coaching during the virtual interview and presentation questions

- if competitors are having technical difficulties on any day that they are required to attend the virtual interview or the virtual presentation they must immediately advise a member of the Job Search NTC by emailing [JobSearchNTC@gmail.com](mailto:JobSearchNTC@gmail.com), or texting the committee chair at 709-728-4874 to advise of the difficulty. The committee will do it's best to work with the competitor to resolve such issues in a timely manner. If a mutually satisfying resolution cannot be obtained in a timely manner, then the committee will discuss further options with the Skills National office.



WRITING



COMMUNICATION



READING