



CONTEST DESCRIPTION

## Job Search

SECONDARY

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## 1 THE SKILLS FOR SUCCESS FOR CAREERS IN THE SKILLED TRADES AND TECHNOLOGY

In response to the evolving labour market and changing skill needs, the Government of Canada has launched the new Skills for Success (*former Essential Skills*) model defining nine key skills needed by Canadians to participate in work, in education and training, and in modern society more broadly. SCC is currently working with Employment and Social Development Canada (ESDC) to bring awareness of the importance of these skills that are absolutely crucial for success in Trade and Technology careers. Part of this ongoing initiative requires the integration and identification of the Skills for Success in contest descriptions, projects, and project documents. The next phase and very important aspect of our Skills for Success (SfS) initiative is to provide a *Skills Report Card* to each competitor at the Skills Canada National Competition. The purpose of the report card is to inform the competitor about their current level of nine identified Skills for Success based on their competition scores. With this knowledge, the competitor will be made aware which 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 skills for success for the workplace in the legend below:

<sup>1</sup>Numeracy, <sup>2</sup>Communication, <sup>3</sup>Collaboration, <sup>4</sup>Adaptability, <sup>5</sup>Reading, <sup>6</sup>Writing, <sup>7</sup>Problem Solving, <sup>8</sup>Creativity and Innovation, <sup>9</sup>Digital

These Skills for Success have been identified in section 2.4 and/or 3.2 of your Contest Description and if applicable, in your Project and supporting documents.

## 2 CONTEST INTRODUCTION

### 2.1 Description of the associated work role(s) or occupation(s)

[https://www.skillscompetencescanada.com/en/skill\\_area/job-search/](https://www.skillscompetencescanada.com/en/skill_area/job-search/)

### 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 simulates the process for preparing for a successful entry into the workforce. This includes researching career options and expectations and how to critically use self-assessments when preparing an effective job application, cover letter and resume targeted to specific positions. The competition also mirrors the application and interview process that job seekers experience during their search for employment. This competition requires competitors to identify and showcase skills needed for success in an evolving workforce.

### 2.3 Duration of contest

12 hours: spread over two days.

### 2.4 Skills and Knowledge to be tested.

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

- Demonstrating an understanding of effective career planning;
- Analyzing the relationship between employability skills, skills for success and the career planning process;<sup>5</sup>
- Applying an appropriate understanding of employability skills and skills for success in a range of competition activities representative of career planning;
- Evaluating relevant details in competition activities that best illustrate skills, knowledge and abilities;
- Preparing an effective, professional, and targeted job application, résumé and cover letter;<sup>6</sup>
- Responding effectively to interview questions, with responses that are relevant to the questions asked, making clear links to the job posting applied for; competitors must communicate appropriate experience and skills, explaining how these align with the position requirements;<sup>2</sup>
- Communicating understanding of effective career planning and skills for success through the delivery of a well-developed targeted presentation.<sup>2,7</sup>
- Demonstrating how to effectively use general digital and software technology in the job search process<sup>9</sup>

## 3 CONTEST DESCRIPTION

### 3.1 List of documents produced and timeline for when competitors have access to the documents on the Skills/ Compétences Canada website

DOCUMENT	DATE OF DISTRIBUTION
Project	December 2022

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

- Conduct research into employability and skills for success<sup>5</sup>
- Prepare and submit a cover letter and résumé targeting one of two available positions in advance of the scheduled competition dates; due date is identified in the Project document; <sup>6,7</sup>
- Complete job application form targeted for a selected position<sup>6</sup>
- Complete job search skills for success exercise to assess the competitors' knowledge of employability and skills for success as they relate to the elements of an effective job search.<sup>6,7</sup>

- Analyze information based upon employability and skills for success and deliver a presentation. <sup>2,5,7</sup>
- Use technology for completion of assigned activities.<sup>9</sup>
- Convert and combine multiple word processing application documents into one PDF<sup>9</sup>.
- Respond to questions from a panel in an interview, for the position for which they submitted their advance cover letter and resume.<sup>2,7</sup>
- Deliver a formal presentation to a panel.<sup>2</sup>
- Respond to questions from a panel in a meeting, related to the competitor's presentation.<sup>2</sup>

*Skills for Success - , <sup>2</sup>Communication, <sup>5</sup>Reading, <sup>6</sup>Writing, <sup>7</sup>Problem Solving, <sup>9</sup>Digital*

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

##### **4.1 Equipment and material provided by Skills/Compétences Canada**

- N/A

**COMPETITORS WILL BE REQUIRED TO USE THE MATERIAL AND EQUIPMENT PROVIDED BY SCC. ALL OTHER MATERIAL AND EQUIPMENT WILL BE REMOVED FROM THE SKILL AREA.**

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

- Supporting material for your personal job interview.
- Competitors are responsible to provide their own computer (laptop/PC/Mac) with an OS (operating system) that will support the use of Microsoft Office (Word) 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 onsite orientation session.
- If competitors will be bringing a computer or laptop from their school (instead of their personal computer), they must ensure that the computer is “unlocked” so that documents and possibly software can be provided onsite.
- Device MUST have a USB port
- Competitors must bring their device to the onsite competitor orientation.

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

- Day 1 – Business casual attire (no jeans or athletic wear; however provincial shirts are acceptable)
- Day 2 - Appropriate business attire

## 5 HEALTH AND SAFETY

### 5.1 Safety program

SCC has implemented a comprehensive safety program as health and safety is an integral part of our competitions. Our safety program includes guidelines and procedures to make the work environment in each skill area safer.

#### 5.1.1 Safety manual

As part of our program a safety manual has been created to monitor and document health and safety within each skill area. It includes a definite plan of action designed to prevent accidents. The safety manual will be provided for every skill and these instructions must be followed and respected by all participants and officials at the SCNC.

#### 5.1.2 Safety workshop

During orientation, 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 COVID-19 Protocol

The COVID-19 guidelines will be shared as soon as they are available.  
The COVID-19 guidelines will be subject to change based on your local COVID-19 guidelines in place at the time of the competition.

### 5.3 List of required personal protective equipment (PPE) provided by the competitor

- No PPE required

**Note:** Competitors who do not have the required protective equipment will not be allowed to participate in the competition

## 6 ASSESSMENT

### 6.1 Point breakdown

**Note:** This list is subject to change.

TASKS	/100
Email Submission of Full Package	3
Pre-submitted Cover Letter	3
Pre-submitted Resume	3
Pre-submitted Job Application	3
Onsite skills for Success Assessment	6

Onsite cover letter and resume	12
Presentation (content & structure)	10
Onsite Presentation Delivery & Questions	20
Professional Demeanor and Delivery	5
Personal Job Interview	35

## 7 CONTEST SPECIFIC RULE

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 the 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. Access to personal phone camera is restricted as well.
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.

## 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 may not be guaranteed.

### 8.2 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 presentation delivery & questions will be used to break the tie.
- Tiebreaker #3: In the event a tie remains after applying criteria “b”, the highest score in the onsite cover letter and résumés criteria will be used to break the tie.

### 8.3 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.

### 8.4 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
Newfoundland and Labrador	Tania Evans-Doyle – Chair
Prince Edward Island	Michelle Williams
Nova Scotia	Kathy Greeno
New Brunswick	Veronique Savoie
Manitoba	Ryan Desjarlais – Co-Chair
Saskatchewan	Gisele McCarthy
Ontario	Mitzi Seli

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