



PROJECT
Job Search
SECONDARY

INTRODUCTION

All documents created and submitted by competitors as required in this project description must be based on competitors' actual personal skills, experience and education. Documents submitted cannot be based on made up scenarios or information. Information submitted may be subject to verification.

Advance Submission Email – Email submission for full competition package

(3 points)

Competitors must email required documentation in one PDF file no later than 4:00pm, Friday, May 19, 2023 (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 completed job application form, a personal cover letter and a résumé, targeting one of the two positions (Junior Construction Labourer and Catering Assistant) posted on the SCC 2023 website.

All components of the email will be assessed as follows:

- **subject line**
 - properly identifying the contest area
- **attachments**
 - file name that includes name of competitor and province
- **professional salutation, message, and closing**
 - spelling, grammar and appropriateness will be scored

Any submission (including attachment components) received after the deadline (outside of those approved for an extension), will not be scored.

Submitted Job Application Form (3 points)

Competitors will complete a job application form that targets one of the two job postings correctly. The application must also align with the position chosen for the cover letter and résumé. Information submitted must be based on competitors' actual personal skills, experience and education. All sections of the application form must be completed in full and contain details that support information provided.

Submitted Cover Letter (3 points)

Competitors will prepare a cover letter that is professional in tone and appearance. The cover letter must highlight their skills, experience and suitability for the job posting they have selected. Information submitted must be based on competitors' actual personal skills, experience and education.

Your cover letter should be:

- clear and concise using appropriate block letter formatting
- contain an appropriate opening paragraph that includes:
 - purpose, job applied for, and where/how applicant found the job posting
- a well-constructed body, that is no more than one paragraph in length, that highlights
 - skills, knowledge, experience and aptitude for position
- a succinct closing paragraph that
 - refers the reader to your résumé, contains contact information, asks for a personal interview and thanks the reader for their time and consideration.

Submitted Résumé (3 points)

Competitors must create a professional résumé for the position they have selected. The résumé must:

- highlight relevant transferable skills, education, experience and knowledge
- clearly convey the competitors' aptitude for the position applied for.

Information submitted must be based on competitors' actual personal skills, experience and education. The résumé must be:

- formatted appropriately and consistently
- include relevant headings and sections (name, address, objective, education, work experience, volunteer, certificates and interests)
- a maximum of two pages in length.

On Site Skills for Success Assessment (6 points)

Competitors will demonstrate their understanding and knowledge of Skills for Success by completing an assessment related to Skills for Success on Day 1 of the competition. Competitors will be required to complete this task and submit the completed assessment in a predetermined amount of time.

On Site Cover Letter and Résumé Task (12 points)

Competitors will be provided with two biographies and will choose a position from the job descriptions provided. They must match a candidate's biography with the job position for which they are most suited. Competitors are required to prepare an effective cover letter and resume using the information provided from the sample biographies.

The cover letter must be:

- clear and concise using appropriate block letter formatting
- contain an appropriate opening paragraph that includes
 - purpose, job applied for, and where/ how applicant found the job posting
- a well-constructed body, that is no more than one paragraph in length, that highlights
 - skills, knowledge, experience and aptitude for position
- a succinct closing paragraph that
 - refers the reader to your résumé, contains contact information, asks for a personal interview and thanks the reader for their time and consideration.

Competitors must create a professional résumé for the most appropriate candidate (based on the biographies they have been provided with), and the job posting. The résumé must:

- highlight relevant transferable skills, education, experience and knowledge
- clearly convey the applicant's aptitude for the position applied for.
- be formatted appropriately and consistently
- include relevant headings and sections (name, address, objective, education, work experience, volunteer, certificates and interests)

Presentation (10 points)

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

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 Content Requirements:

- Competitors should research 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 in planning for their future; the title of the presentation must relate directly to this concept.
 - Must include a minimum of 6 slides to a maximum of 10 slides.
 - Must include a detailed overview of three of the Skills for Success that are most relevant to the position for which they have applied in the required advance submission contest description. (Refer to the exemplar for minimum content expectations).
 - Must include specific examples from the job ad and their relevance to the position and the three identified Skills for Success.

- Must include specific examples from their personal lives on how they have developed the skills, plan to continue to develop these skills and why or how these skills are important to their future plans.

Presentation Delivery and Question Requirements (20 Points):

- Competitors are expected to narrate their slides live to a panel of judges on Day 2 of the competition (schedules to be determined and competitors will be notified at orientation).
- In their presentation, competitors must demonstrate their understanding of the concept of skills for success, and why and how they are important to planning for their future.
- Competitors should not read directly from slides. Competitors are expected to provide explanations by expanding on the content contained in the slides.
- Competitors are required to respond to 3 questions at the conclusion of their presentation.

Professional Demeanor and Delivery (5 points)

This refers to how you portray and present yourself to other people. This takes into consideration how you look, what you say, and what you do. This is the time for you to market YOU and put your best foot forward to show your best you. Competitors will be scored at the end of the competition based on Day 1 & Day 2.

Personal Interview (35 points)

At pre-assigned times advised 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 the same 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 to the 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 may proceed to provide the competitor with feedback however will be adjusted to stay within the original scheduled block of time.

IMPORTANT NOTES

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

-if competitors are having technical difficulties on any day, they must immediately advise a member of the Job Search NTC to advise of the difficulty. The committee will do its 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