



Project
JOB SEARCH
SECONDARY

INTRODUCTION

All documents generated 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 or invented scenarios or information. All information submitted may be subject to verification.

PRESUBMISSION

Advance Submission Email – Email submission for full competition package
(5 points)

Competitors must email required documentation in one PDF file **no later than 4:00pm, Friday, May 24, 2024** (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 a résumé, targeting one of the two positions (Grounds Crew Assistant and Administrative Assistant) posted on the SCC 2024 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 Cover Letter (5 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 (5 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 or summary, education, work experience, volunteer, certificates and interests)
- a maximum of two pages in length

DAY 1

On Site Skills for Success Assessment (10 points...8am to 9am)

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 Skills for Success Exploration (10 points....9am to noon)

Competitors will be required to complete a job search exploration.

- They will explore/visit **two different** competition areas to research the applicability of Skills for Success to those competitions.
- Competition areas will be broken down by category (as determined by Skills Competence Canada); competitors will be provided with a list of the categories, and must choose two different skill areas from different categories. i.e.: competitors cannot choose to visit two competitions within the Construction category...they may choose one from Construction, and one from IT; or one from IT and another from Services.

- Competitors are free to choose one skill area that could be relevant to their own interests, or skills
- Competitors must advise an NTC of their competition choices prior to leaving the Job Search site.
- Competitors will speak with a competition representative (area expert) from the skill area they choose and take the information they've learned from the exploration and complete a table (to be provided onsite).

Presentation Content & Structure (14 points...1pm to 4pm)

-Competitors will use the information that they found during their exploration to create a presentation that shows their understanding of the concept “The Importance of Skills for Success when researching jobs/careers”.

-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.

-The presentation will be submitted to the NTC at the end of Day 1 for scoring. They may take a copy of the presentation with them so they may practice their presentation delivery for Day 2. Competitors may not make changes to their presentation once it has been submitted.

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”.
- Competitors will choose one of the Skill Areas that they explored and base their presentation on that skill area.
- Minimum expectations for content:
 - Must include a clear introduction of the concept and importance of Skills for Success when researching jobs/careers; 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 they identified in the skill area that they explored. (Refer to the exemplar for minimum content expectations).
- Must include specific information from their discussion with the area expert. (i.e.: education, training, demand and how the skills for success were observed)
- Must include specific examples of what skills for success they would have to enhance or improve in order to be successful in a job/career in their chosen competition area from the exploration.

DAY 2

Onsite Presentation Delivery and Question Requirements (14 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 must be within a 3-5 minute time frame and will be scored upon over/under time.
- Competitors are required to respond to 4 questions at the conclusion of their presentation. The questions will be the same for all competitors.

Competitors should know that presentations may be made in a public environment. If presentations are made public, coaches will be able to attend the in-person sessions, however they will be monitored to ensure there is no influence or support provided to the competitor, other than moral support.

Professional Demeanor and Delivery (7 points)

This refers to how you portray and present yourself to other people. This takes into consideration how you communicate through verbal and non-verbal elements (i.e.: speaks clearly, and with enthusiasm, dresses appropriately for the setting, treats others with respect, etc). This is the time for you to market yourself and put your best effort forward. Competitors will be scored at the end of the competition based on Day 1 & Day 2.

Personal Interview (30 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 twelve 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



PROBLEM SOLVING