

Skills Canada National Competition

SCOPE DOCUMENT	
Competition Year	2012
Competition location	Edmonton, AB
Trade Number	83
Trade Name	Job Interview
Level	Secondary

1. INTRODUCTION

1.1 Purpose of the Challenge.

In today's job market, strong interview and job application skills are crucial. The Job Interview competition stresses the importance of all aspects of the application process including an effective résumé and cover letter along with strong interview skills in securing employment.

The Job Interview competition simulates the application and interview process that any job seeker will experience during their search for employment. Competitors are evaluated on their ability to present their application materials and themselves in an effective and professional manner that links directly to the requirements of the position for which they are applying.

1.2 Duration of contest.

Each competitor is required to submit an application with résumé and cover letter at least 2 weeks prior to the National competition. There is no limit to the preparation time available for the submission of this documentation.

The Job Interview competition takes place over one full day of the National competition. Each competitor has a 45 minute interview time slot and the rest of the competition day to complete the mandatory career exploration activity.

1.3 Skills and Knowledge to be tested.

- Researching job or career opportunities.
- Preparing and submitting an effective, professional, targeted résumé and cover letter.
- Presenting appropriately in an interview for a specific position.
- Responding to job interview questions, linking real world experience to job requirements.

2. CONTEST DESCRIPTION

2.1 List of documents produced and timeline for when competitors have access to the documents.

DOCUMENT	DATE OF DISTRIBUTION VIA WEBSITE
Detailed description of available positions	Dec, 2011
Career Exploration Activity	Provided at competitor orientation

2.2 Tasks that may be performed during the contest

- In advance of the National competition, select one of the three available positions listed below:
 - Salon / Spa Assistant
 - Computer Service Technician
 - Junior Construction Labourer
- Prepare an application for the selected position. The application must include a cover letter and résumé targeted to the competitor's selection.
- Email a PDF file of the cover letter and résumé for the selected position to the Job Interview Competition Chairperson. The email must be received by the Chairperson no later than April 27, 2012; an extension will be allowed where a Provincial or Territorial competition has not concluded before the deadline. The Chairperson will reply by return email, on or before May 4, 2012, to confirm receipt of the application. The competitor shall contact the Chairperson if this confirmation is not received.

National Job Interview Competition Chairperson
Ms. Karina Lapalme
City of Richmond, 6911 No. 3 Road, Richmond, BC V6Y 2C1
Email : klapalme@richmond.ca
- Be interviewed by the judging panel for the position for which you have applied. Interviews will be scheduled and held for all competitors on the competition day(s). The interview questions at each competition will be the same for all competitors and will not be published in advance of the competition.
- Complete the career exploration activity assigned at the competitor orientation session. Submit the completed activity before the debriefing session. The career exploration activity will not be published in advance of the competition.
- Reconvene in the job interview competition area for a group debriefing on the job interview process at the end of the competition day, as scheduled.

3. EQUIPMENT, MATERIAL, CLOTHING

3.1 Equipment and material provided by Skills/Compétences Canada

- Not applicable.

3.2 Equipment and material provided by the competitor

- Any supporting material for your job interview.

3.3 Required clothing (Provided by competitor)

- Appropriate interview attire.

4. SAFETY REQUIREMENTS

4.1 List of required personal protective equipment(PPE) provided by competitors

- No PPE required

4.2 List of required personal protective equipment(PPE) provided by Skills/Compétences Canada (SCC)

- No additional PPE will be supplied by SCC

- No PPE required

5. ASSESSMENT

5.1 Point breakdown

POINT BREAKDOWN	/1000
Document submission by email	50
Cover Letter	100
Résumé	150
Job Interview Presentation	200
Job Interview Responses	400
Career Exploration Activity	100
Maximum penalty for late submission	-200

6. ADDITIONAL INFORMATION

6.1 Consecutive translation

If consecutive translation is required on site, 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 might not be guaranteed.

6.2 Software requirements

Not applicable.

6.3 Computer keyboard requirements

Not applicable.

6.4 Tie (No ties are allowed)

In the event of a tie between two or more applicants for a medal position, the score for the Job Interview Responses will be used to break the tie. If the score is still tied after this, the score for the Written Résumé will be used to break the tie. Should a tie still exist, the Competition Chairperson will review the results to determine the winner of each medal. This will be the final decision.

6.5 Competition rules

Please refer to the competition rules for all general SCNC information.

7. NATIONAL TECHNICAL COMMITTEE MEMBERS

Region	Name	Email address
Pacific Region	Karina Lapalme	klapalme@richmond.ca
Western Region	Melanie Abbott	melanieabbott481@gmail.com
Ontario	Janice Penner	janicep@fccnd.com
Atlantic Region	Craig White	craigwhite@gov.nl.ca