



CONTEST DESCRIPTION / DESCRIPTION DE CONCOURS

JOB SEARCH RECHERCHE D'EMPLOI

SECONDARY /
NIVEAU SECONDAIRE

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1 THE ESSENTIAL SKILLS FOR CAREERS IN THE SKILLED TRADES AND TECHNOLOGY

SCC is currently working with Employment and Social Development Canada (ESDC) in order to bring awareness to the importance of Essential Skills that are absolutely crucial for success in the workforce. Part of this ongoing initiative requires the integration and identification of Essential Skills in contest descriptions, projects, and project documents. The next phase and very important aspect of our Essential Skills (ES) initiative is to provide an ES report card to each competitor at the Skills Canada National Competition. The purpose of the ES report card is to inform the competitor about their current level of essential skills based on their competition scores. With this knowledge, the competitor will be made aware which essential skill may require improvement. Full implementation is expected in the 2017 Skills Canada National Competition.

The following 9 skills have been identified and validated as key essential skills for the workplace in the legend below:

¹Numeracy, ²Oral Communication, ³Working with Others, ⁴Continuous Learning, ⁵Reading Text, ⁶Writing, ⁷Thinking, ⁸Document Use, ⁹Digital

These essential skills have been identified with in section 2.3 and/or 3.2 of your Contest Description. The top three Essential Skills for your area of competition have been identified on your Project and all other supporting project documents.

2 CONTEST INTRODUCTION

2.1 Description of the associated work roles(s) or occupation(s).

<http://skillscompetencescanada.com/en/careers/employment/job-interview/>

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 preliminary research of career options and self-assessment required to prepare an effective cover letter and résumé targeted to available positions. The competition also mirrors the application and interview process that job seekers experience during a search for employment.

2.3 Duration of contest.

Prior to the national competition, each competitor is required to meet the deadline for submitting their cover letter and résumé for one of two available positions (job descriptions will be found in the Test Project document available January 2017).

The Job Search competition takes place over the two days of the National competition with activities scheduled between 9:00 a.m. and 4:00 p.m. each day.

2.4 Skills and Knowledge to be tested.

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

- Research of essential skills and career information;
- Identification of relevant biographical details for use in applications to best illustrate transferable skills, knowledge and abilities;
- Preparation of effective, professional, and targeted résumés and cover letters;
- Effective responses to interview questions, with responses that are relevant to the question asked and making a clear link to the selected position. This must illustrate the applicant's experience and how their abilities match the position requirements.

3 CONTEST DESCRIPTION

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

| DOCUMENT | DATE OF DISTRIBUTION VIA WEBSITE |
|--------------|----------------------------------|
| Test Project | January, 2017 |

3.2 Tasks that may be performed during the contest

- Advance preparation and submission of a cover letter and résumé targeted to one of two available positions ^{6,7}
- Complete job search skills exercises that assess the competitors' knowledge of the elements of an effective job search and their ability to apply this knowledge.
- Analyze and reflect upon essential skills in a range of jobs or careers. ⁷
- Conduct research into career information through one-to-one interactions ³
- Use computers for completion of assigned activities⁹.
- Convert and combine multiple MS Word documents into one PDF⁹.
- Assess and categorize biographical information for a sample Job Seeker⁷.
 - Calculate relevant dates from biographical details.
 - Identify relevance of transferable essential and other skills, knowledge, and abilities from paid or unpaid experience to target position requirements ⁷
 - Prepare a cover letter and résumé for the sample Job Seeker that is targeted effectively for the selected position
- Respond to questions in a personal interview for the position for which they submitted their own application material^{2,7}

Essential Skills -, ²*Oral Communication*, ³*Working with Others*, ⁵*Reading Text*, ⁶*Writing*, ⁷*Thinking*, ⁹*Digital*

4 EQUIPMENT, MATERIAL, CLOTHING

4.1 Equipment and materials provided by Skills/Compétences Canada

- N/A

4.2 Equipment and material provided by the competitor

- Supporting material for your personal job interview.
- Students are responsible to provide their own device (Laptop/ PC/ Mac) with 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 will be made available for specific tasks only; this will be addressed during the orientation session.
 - Any computer or laptop brought to the competition must be 'unlocked' so documents and possibly software can be saved/installed to the hard drive and technology support can be provided onsite. This may require access to CMOS settings. (Any competitor bringing a computer or laptop from their school should notify their school of this requirement).

4.3 Required clothing provided by competitor

- Day 1: Business casual attire. (No jeans or athletic wear; provincial/territorial shirts are acceptable).
- Day 2: Appropriate interview attire.

5 SAFETY REQUIREMENTS

5.1 List of required personal protective equipment (PPE) provided by competitor

- No PPE required

6 ASSESSMENT

6.1 Point breakdown

| POINT BREAKDOWN | /100 |
|--|------|
| Advance submission of personal cover letter and résumé | 5 |
| Job search skills exercise | 5 |
| Job Seeker biographical data review | 10 |
| Career exploration activities | 20 |
| Job Seeker resume and cover letter | 25 |
| Job interview | 30 |
| Personal presentation on both competition days | 5 |

Further detail of the point breakdown will be provided in the Test Project.

7 ADDITIONAL INFORMATION

7.1 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.

7.2 Computer or keyboard needs

Where a competitor is not able to provide his/ her own device (Laptop/ PC/ Mac), Skills/Compétences Canada Provincial/Territorial offices must advise Skills/Compétences Canada National Secretariat a minimum of 1 month prior to the competition or computers and or keyboard might not be guaranteed.

- Any computer or laptop brought to the competition must be 'unlocked' so documents and possibly software can be saved/installed to the hard drive and technology support can be provided onsite.

7.4 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.

7.5 Tie (No ties are allowed)

In the event two or more competitors have equal total points the following criteria will be used to break the tie(s).

- The competitor with the highest score in the Personal Job Interview Responses criteria will be used to break the tie.
- In the event a tie remains after applying criteria "a", the highest score in the Job Seeker Activities will be used to break the tie.
- In the event a tie remains after applying criteria "b", the highest score in the Résumés criteria will be used to break the tie.

7.6 Competition Rules

Please refer to the competition rules of the Skills Canada National Competition.

8 NATIONAL TECHNICAL COMMITTEE MEMBERS

| Member Organization | Name | Email address |
|---------------------------|----------------------|-----------------------------------|
| Nova Scotia - Chair | Lynn Hogan Gillespie | Lynn.HoganGillespie@novascotia.ca |
| Newfoundland and Labrador | Tania Evans-Doyle | |
| Ontario | Janice Penner | |
| British Columbia | Karina Lapalme | |
| Nunavut | Melanie Abbott | |
| Prince Edward Island | Amy McFeely | |
| Saskatchewan | Tom Hawbolt | |
| Manitoba | Ryan Desjardin | |

9 RECOMMENDATIONS FOR PROVINCIAL/TERRITORIAL COMPETITIONS

- In your provincial/territorial competitions, use the same two positions from the national Project documentation for your competitors to choose from to prepare and submit their personal cover letter, résumé and interview.
- The national Job Seeker Activities need not be incorporated in provincial/territorial competitions, particularly for one-day competitions.
- Ensure your national Job Search Competitor is aware of all requirements in the 2017 Project documentation (posted January 2017).