



SKILLS CANADA PEI PROVINCIAL COMPETITION

SCOPE DOCUMENT	
Competition Date	March 9, 201
Competition location	Westisle High School
Trade Number	83
Trade Name	Job Search
Level	Secondary

1. INTRODUCTION

1.1 Purpose of the Challenge.

In today's job market, strong job search skills are crucial. The Job Search competition stresses the importance of all aspects of the application process including preparation of an effective résumé and cover letter targeted to the advertised position, along with strong interview skills. The Job Search competition simulates the application and Interview process that any jobseeker 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 Skills and Knowledge to be tested.

Contestants shall apply for one of the two mock positions as noted in the "Employment Opportunity" advertisement. These advertisements will be posted and circulated on February 3, 2016.

The contest will be divided into the following phases:

- A. Students must respond to the advertisements with covering letter and resume no later than **March 1, 2017**.
- B. Students must send this resume and cover letter to:
Trevor LeClair (Tech Chair)
E-mail: txleclair@edu.pe.ca
Phone: (902) 853-8626
(All questions can be directed to the above)
- C. All interviews will take place on Thursday March 9th at Westisle High School during the 2017 PEI Skills Competition.



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Contestants should prepare for the interview by developing the following abilities:

Greet interviewers and introduce you

Know the aspects of making positive first impressions

Develop listening skills and show sincere interest

Pronounce words in clear and understandable manner

Know their personal qualities and how to "sell themselves" to a prospective employer

Knowledge of prospective employer.

All competitors will be asked similar questions during the interview.

2. CONTEST DESCRIPTION

MANDATORY: All candidates must forward a copy of their covering letter and resume to the Job Search Competition Chairperson, Trevor LeClair. These documents must be received by midnight, **March 1, 2017**.

Failure to meet this deadline will result in a penalty of 10 marks.

3. ESSENTIAL SKILLS

Essential skills are used in nearly every job and at different levels of complexity. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change. Good Essential Skills means you will understand and remember concepts introduced in technical training. The level of Essential Skills required for most trades is as high or higher than it is for many office jobs.

4. EQUIPMENT, MATERIAL, CLOTHING

4.1 Required clothing (Provided by competitor)

Appropriate attire for business environment.

5. SAFETY REQUIREMENTS

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

NA



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6. ASSESSMENT

Cover Letter Segment (10%)

Marked on 5 elements, 2 marks are awarded for each successful element addressed

Written Resume (20%)

- Completeness and clarity of resume
- Should be broken down into 10 elements with 2 points given for each element addressed

Personal Interview Segment (70%) broken down as:

Personal Interview/Greeting/Presentation Segment (30%)

- Appearance / Posture / Grooming
10 elements assigned 3 points each

Actual JOB INTERVIEW & QUESTIONS (40%)

- Maturity with answers to questions
- Presentation for self-confidence
- Preparation with knowledge of position applied for and personal history
- 15 questions at 2 marks each, plus 10 discretionary points (allocated for such things as candidate bringing a career portfolio to the interview or additional copies of resume and cover letter)

7. ADDITIONAL INFORMATION

7.1 Tie (No ties are allowed)

8. In the event of a tie, the competitor with the highest score in the Personal Job Interview Responses criteria will be declared the winner.

8.1 Competition rules

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



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9. CONTACT INFORMATION

Name	Email address
Trevor LeClair, Teacher, Westisle High School	txleclair@edu.pe.ca
Tawna MacLeod – Executive Director, Skills Canada PEI	tmacleod@hollandcollege.com

MANDATORY: All candidates must forward a copy of their covering letter and resume to the Job Search Competition Chairperson, Brian Gard. These documents must be received by **midnight, March 1, 2017.**

Failure to meet this deadline will result in a penalty of 10 marks.