



## CONTEST DESCRIPTION

<b>Competition Date</b>	Tuesday, April 9 <sup>th</sup> 2024
<b>Competition location</b>	Westisle Composite High School
<b>Trade Number</b>	83
<b>Trade Name</b>	Job Search
<b>Level</b>	Secondary

### 1. INTRODUCTION

#### 1.1 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 the process for preparing for a successful entry into the workforce. This includes researching career options and expectations and how to critically use self-assessments when preparing an effective cover letter and resume targeted to specific positions. The competition also mirrors the application and interview process that job seekers experience during their search for employment. This competition requires competitors to identify and showcase skills needed for success in an evolving workforce.

#### 1.2 Duration of contest.

Prior to the Provincial competition, each competitor is required to meet the deadline for submitting their cover letter and résumé for one of two available positions by **April 2, 2024**

The Job Search Competition takes place at Westisle Composite High School on April 9, 2024 and will run from 9:00am to 2:00pm. All participants should be at Westisle no later than 8:45am.

#### 1.3 Skills and Knowledge to be tested.

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

- Demonstration of understanding of employability skills, essential skills and career information;
- Analyzing connections between employability and essential skills in the job application and career planning process;
- Identification of relevant details for use in applications to best illustrate transferable skills, knowledge and abilities;
- Preparation of effective, professional, and targeted résumés and cover letters;
- Ability to respond effectively 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.



## **2. SKILLS FOR SUCCESS**

In response to the evolving labour market and changing skill needs, the Government of Canada has launched the new Skills for Success (former Essential Skills) model defining nine key skills needed by Canadians to participate in work, in education and training, and in modern society more broadly. SCC is currently working with Employment and Social Development Canada (ESDC) to bring awareness of the importance of these skills that are crucial for success in Trade and Technology careers.

Part of this ongoing initiative requires the integration and identification of the Skills for Success in contest descriptions, projects, and project documents.

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

Numeracy, Communication, Collaboration, Adaptability, Reading, Writing, Problem Solving, Creativity and Innovation, Digital

## **3. CONTEST DESCRIPTION**

### **3.1 Task that may be performed before the contest:**

Advance preparation and submission of a cover letter and resume targeted to one of the two available positions: Guest Service Agent or E-Bike Assembler.

Cover letter and resume should be submitted by April 2, 2024 and sent to:

Diane Morrison-Robinson (Technical Chair) by email to: [djrobinson@cloud.edu.pe.ca](mailto:djrobinson@cloud.edu.pe.ca)

### **3.2 Tasks that may be performed during the contest:**

- Complete job search exercises that assess the competitors knowledge, employability and essential skills as they relate to the elements of an effective job search and their ability to apply this knowledge.
- Complete job application form that is targeted effectively for a selected position.
- Respond to questions in an interview, in front of a panel of judges, for the position of which they submitted their advance cover letter and resume.



#### 4. EQUIPMENT, MATERIAL, CLOTHING

##### 4.1 Each competitor is required to bring the following:

Supporting material for your personal job interview.

##### 4.2 Equipment and material provided by the competition site

NA

##### 4.3 Required clothing (Provided by competitor)

Appropriate business attire and close toed footwear.

#### 5. SAFETY REQUIREMENTS

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

Close toed footwear

#### 6. ASSESSMENT

##### 6.1 Point Breakdown

POINT BREAKDOWN	/95
Advance Submission of Professional Email	5
Advance Submission of personal cover letter and resume	20
Job seeker application form	5
Job Interview	50
Personal presentation delivery responses (interview)	15

**PLEASE NOTE: POINTS WILL BE DEDUCTED FOR FAILURE TO SUBMIT A COVER LETTER AND RESUME BY APRIL 2, 2024**

Points will be given for but not limited to the following:

##### Personal Presentation

- Appearance (appropriate business attire for job being applied for)
- Grooming
- Posture
- Greeting



- Attitude

#### Job Search Skills Assessment:

- Demonstrate understanding of essential skills in seeking employment
- Ability to assess employability skills

#### Job Seeker Application form:

- Identification of relevant information for use in applications

#### Cover Letter:

- Appropriate format for a professional cover letter
- Appropriate greeting and sign off
- Clear and concise description of skills that link to the selected position

#### Resume:

- Appropriate format for a student resume without using a template
- Organized in a way that is easy for the reader to locate relevant information
- Appropriate skills, abilities, knowledge and competencies for the position

#### Job Interview

- Responses relevant to question asked, with examples from personal experience that links back to posted position
- Demonstrate transferable skills that show competencies for the position

#### Sample Interview Questions:

1. Tell us about yourself and why you are interested in this position.
2. How do you see yourself achieving success in this position?
3. Describe a time that you showed initiative and contributed to the goals of a team in your work, school or other activities.
4. When did you last join a new group and how did you build relationships and trust between yourself and the members of your group, staff or team?
5. What does excellence in customer service mean to you? Describe a time where you demonstrated this.
6. How do you stay positive when faced with a boring or unappealing task?
7. Tell us about a difficult situation you may have found yourself in and describe how you dealt with it?
8. As students you may have multiple projects and/or commitments on the go, how do you manage this?
9. Can you think of a time where it was important and/or difficult to communicate with other people? Please Describe
10. How would others describe your attitude in a group setting?
11. Do you have anything you would like to add?
12. Do you have any questions for us?



## 7. ADDITIONAL INFORMATION

### 7.1 Tie (No ties are allowed)

Tie breaker #1: The competitor with the highest score in the Job Interview Responses will be used to break the tie.

Tiebreaker #2: In the event a tie remains after applying criteria “#1”, the highest score in the Resume criteria will be used to break the tie.

### 7.2 Competition rules

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

## 8. CONTACT INFORMATION

Name	Email address
Diane Morrison-Robinson, Technical Chair Westisle Composite High School	djrobinson@cloud.edu.pe.ca
Tawna MacLeod – Executive Director, Skills Canada PEI	tmacleod@hollandcollege.com