

2010 Provincial Skills Competition

Scope Document

EVENT: JOB INTERVIEW	LEVEL: SECONDARY
START TIME: 9:00 a.m. APRIL 16 TH , 2010	LOCATION: ST.MARY HIGH SCHOOL, PRINCE ALBERT
INTERNATIONAL TRADE #: 83	DURATION: 30 MIN./PER COMPETITOR

PURPOSE OF THE CHALLENGE

1. To promote leadership in students by increasing their awareness of employment procedures leading to future employment in a trade or technology field.
2. To evaluate each contestants understanding of the typical procedures they will encounter in applying for employment in the future.

SKILLS AND KNOWLEDGE TO BE TESTED

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

- Greet interviewers and introduce yourself
- Know aspects of making positive first impressions
- Develop listening skills and show sincere interest
- Communication: Pronounce words in a clear and understandable manner
- Know their personal qualities and how to effectively market their competencies (knowledge, skills, abilities, attributes, etc.) to match an employer’s job.
- Knowledge of the prospective employer and their workplace needs.

RULES AND REGULATIONS

1. You apply via E-mail, to one of the advertised positions. Attach to your E-mail your resume and cover letter using a Word, WordPerfect or PDF document. Not later than March 26, 2010 send the E-Mail with your documents attached to Job Interview Competition Chairperson at w.hiebert@questcan.com
2. The Job Interview Competition Chairperson will contact applicants by return E-mail acknowledging receipt of the application. If you do not receive an acknowledgment E-mail within 4 working days of sending, please contact the Chairperson to follow up and verify receipt.
3. Competitors will be advised of their schedule interview time by E-mail about 1 week prior to the Competition date.

COMPETITION DETAILS

The Provincial Competition is analogous to the first interview of an employment selection process. It also is modelled after the National Competition. The National Competition is analogous to the second interview that determines whether or not the applicant will be offered a position with the company. Gold medal winners of the Provincial Competitions have the opportunity to compete at the National Competition being held May 20 – 23rd, 2010 in Waterloo, Ontario.

1. **MANDATORY:** All candidates must E-mail their resume and cover letter to the Job Interview Chairperson at w.hiebert@questcan.com by March 26, 2010 at the latest, in order to compete in the Provincial Finals April 16th, 2010.
2. The competitors may select **any one** of the three jobs advertisements listed below.

NOTE: the competition is adjudicated on the PROCESS OF APPLYING for the job (research, cover letter, resume, job interview, etc) rather than the student's actual skills and ability to fill the specific job.

(A) Day Camp Leader

(B) Grounds Crew Member

(C) Line/Prep Cook

3. At the arranged orientation session, competitors will be assigned a career exploration activity which is to be completed and submitted at their scheduled interview or at a debriefing session as may be requested by the judges.
4. Interview will be 30 minutes each – a schedule of interviews will be provided before the competition.
5. Competitors will be given a time to return to the Job Interview site for a personal debriefing on the job interview process and identify areas for improvement for real-world interviews.

JUDGING/SCORING CRITERIA

The competition is scored/judged on the criteria listed below and is based on the PROCESSES OF APPLYING for the job rather than the student's actual skills and ability to fill the specific job

<i>Covering Letter</i>	10%
<i>Resume</i>	15%
<i>Job Interview Presentation</i>	15%
<i>Job Interview Responses</i>	50%
<i>Career Exploration Activity</i>	10%
Total Score	100%
*Penalty for Late Submission	-20%

To make the competition as fair as possible the interview questions for the Job Interview Provincial Competition will be the same for all candidates.

The top three competitors will be selected by the judges for recognition at the Awards Presentation Event (Evening of April 16th, 2010). In the event of a tie, the Competition Chairperson will review the results and make a decision on the gold medal winner. This will be the final decision.

Please ensure you Email your resume and cover letter to the Job Interview Competition Chairperson, to be received by March 26, 2010.

EQUIPMENT, SUPPLIES AND CLOTHING

Supplied by the Committee:

- All necessary background information and furnishings for the interview room will be supplied by the Technical Committee

Supplied by the Contestant:

- Cover letter, resume and high school transcripts

Clothing Recommended:

- Neat attire

INVITATION & OPPORTUNITY TO PARTICIPATE

We would like to have all schools participate in this competition.

PARTICIPATION IS THE KEY TO LEARNING

Give your students the opportunity to participate and expose them to the tools that are required to compete for jobs in the new millennium.

If you (teacher or student) have any questions or require clarification about any aspect of this Job Interview competition contact the Committee Chair.

COMMITTEE CHAIR MEMBER

Chair: Wilf Hiebert, FCHRP BSc, BAC
Partner/Senior Consultant(Saskatoon)
QuestCan HR/Leadership Consultants Inc.
2505 – 11th Avenue
Regina, SK. S4P 0K6

Bus: (306) 222-5278

Email: w.hiebert@questcan.com

Day Camp Leader

We are seeking secondary or post-secondary students with an interest in working with children aged 6-9 for summer employment. The City's Leisure Services department is a dynamic team that has been recognized as leaders in the recreation field and for building community spirit. Full-time and part-time hours are available for Day Camp Leaders from June to August. Current first aid certification and an acceptable criminal record check are required. A driver's license, with a clean driving record, is an asset.

Do you enjoy working with children and planning, leading and organizing crafts, games, and social recreation experiences? You will develop, plan, organize and implement four one-week day programs for 6 - 9 year olds under the supervision of one of the City's Recreation Programmers. Previous experience working with children in a recreational setting is desired, but not a requirement.

We require the following competencies:

- Customer Focus: you strive to make an extraordinary experience for our campers.
- Team Contributor: you work well with others and help the group achieve their goals.
- Positive Attitude: you have an upbeat attitude, and a sense of fun.
- Self-motivated: you take initiative to do work without continual direction.
- Previous experience working with children is desired, but not necessary.

A competitive wage is provided. Employment will be from late June to August, 2009. With good performance, there will be opportunity for repeat employment in future years.

Please email your resume and covering letter to:

QuestCan
Wilf Hiebert
E-mail: w.hiebert@questcan.com

Grounds Crew Member

We are seeking students for work during the summer months with our grounds crews at the municipal golf courses. Training in safe work practices related to the use of a variety of small equipment will be provided. No previous experience is required. Full-time and part-time hours are available with a variety of shifts, most starting before the golfers arrive and leaving you free to enjoy the summer afternoons.

You will work with a crew or independently performing a variety of tasks related to the maintenance of the grounds, including planting, weeding, mowing, edging, trimming, and aerating. Some routine maintenance of the equipment will also be required.

We are looking for individuals with the following competencies:

- Self-motivated: you take initiative to do assigned work without close supervision.
- Team Contributor: you work co-operatively with others to complete tasks.
- Customer Focus: you recognize the impact of your work on our visitors' experience.
- An interest in horticulture, landscaping, or grounds keeping is desirable; Previous experience using related power equipment would be an asset.
- Possess a positive attitude.

A competitive wage is provided for this unionized position. With good performance, there will be opportunities for repeat employment in future years.

Please email your resume and covering letter to:

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Wilf Hiebert
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Line/Prep Cook

Need competent line/prep cook in fast-paced upscale restaurant for full-time work during our busy summer season. Cross training from pantry to sauté to grill will be provided. We prepare our own sauces, dressings and desserts, and cook meats and seafood to order.

Your duties will include, but are not limited to, opening the line, prepping items, working any of the stations on the line, wrapping, closing and cleaning each night to maintain clean working environment.

Here are the competencies we are looking for:

- Team Contribution: you are helpful to others in getting work done cooperatively.
- Self Motivated: you work hard to complete assigned tasks quickly and accurately.
- Customer Focus: you are dedicated to meeting the expectations and requirements of our customers.
- Positive Attitude: you have an upbeat attitude that persists when working in a fast-paced environment.
- Aptitude for cooking and/or food preparation; previous kitchen or fast food experience would be an asset

We provide a competitive wage and uniforms. Personal presentation must be suitable to a formal dining restaurant. Employment commences June 29 and concludes August 28, 2009. Opportunity for part-time employment during the school year will be available to employees with good performance.

Please email your resume, covering letter to:

QuestCan
Wilf Hiebert
E-mail: w.hiebert@questcan.com