

2012 Provincial Skills Competition

Scope Document

EVENT: JOB INTERVIEW	LEVEL: SECONDARY
START TIME: 8:30 a.m. MARCH 16, 2012	LOCATION: SIAST WASCANA CAMPUS MAIN LEVEL BOARDROOM – 242.8
INTERNATIONAL TRADE #: 83	DURATION: 30 MIN. PER COMPETITOR

PURPOSE OF THE CHALLENGE

1. To enhance students’ awareness of employment procedures.
2. To enhance students’ ability to present their job applications and themselves in an effective and professional manner that links directly to the requirements of the job for which they are applying.
3. To evaluate each competitor’s understanding and performance of the typical procedures they will encounter in applying for future employment in a trade or technology field.

SKILLS AND KNOWLEDGE TO BE TESTED

- A professional resume and cover letter.

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

- Greeting interviewers and introducing themselves
- Making a positive first impression
- Listening attentively and showing sincere interest
- Responding to interview questions clearly and concisely
- Acquiring knowledge about the prospective employer and the skills/abilities required for the job
- Demonstrating personal qualities and effectively marketing their competencies (knowledge, skills, abilities, attributes, etc.) to match the employer’s job

RULES AND REGULATIONS

1. Competitors apply via e-mail to one of the advertised positions by attaching their resume and cover letter as a Word or PDF document. Applications should be e-mailed to the “Job Interview Competition” at Brendab@skillscanada.com by February 29, 2012.

2. The competitor will receive a return e-mail to acknowledge receipt of the application. If an acknowledgment e-mail is not received within 3 working days of the date of application, the competitor should contact the Brenda at 775-1891 to verify receipt.
3. The Competition Chairperson will advise competitors of their scheduled interview time by e-mail approximately 1 week prior to the Competition date.

COMPETITION DETAILS

The Provincial Competition is analogous to the first interview of an employment selection process. It 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 13-16, 2012 in Edmonton, AB.

1. **MANDATORY:** All competitors must e-mail their resume and cover letter to the Job Interview Competition to BrendaB@skillscanada.com by February 29, 2012 at the latest, in order to compete in the Provincial Finals on March 15-16, 2012 in Regina.
2. Competitors may select **any one** of the three job advertisements listed below:
 - A. “Intro to Trades” Workshop Assistant
 - B. Office Assistant
 - C. Restaurant Service Worker

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.

3. Via e-mail from the Competition Chairperson, competitors will also be assigned a career exploration activity which is to be completed on the day of the Provincial Competition (March 16, 2012) and submitted to the judges at the competitor’s scheduled interview.
4. Interviews will be 30 minutes in length.
5. Competitors will be given a time to return to the Job Interview Site for a personal debriefing (10 minutes in length) on the job interview process to identify areas for improvement for real-world interviews.

JUDGING/SCORING CRITERIA

The competition is judged/scored 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.

Cover Letter	10%
Resume	15%
Job Interview Presentation	15%
Job Interview Responses	50%
Career Exploration Activity	10%
Total Score	100%
*Penalty for Late Submission	-20%

To maintain fairness in the competition, the interview questions for the Job Interview Provincial Competition will be the same for all competitors.

The top three competitors will be selected by the judges for recognition at the Awards Presentation Event (evening of March 16, 2012). 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.

All competitors must ensure that they e-mail their resume and cover letter to the Job Interview Competition Chairperson by February 29, 2012.

EQUIPMENT, SUPPLIES AND CLOTHING

Supplied by the Technical Committee:

- All necessary background information and furnishings for the interview room

Supplied by the Competitor:

- Cover letter and resume

Clothing Recommended:

- Neat, professional attire appropriate for an interview

INVITATION AND OPPORTUNITY TO PARTICIPATE

All schools are invited to participate in this competition.

PARTICIPATION IS THE KEY TO LEARNING

Please provide students the opportunity to participate, and expose them to the tools that are required to compete for jobs.

If you (teacher or student) have any questions or require clarification about any aspect of this Job Interview Competition, please contact the Skills Canada office at 306-775-1891.

“Intro to Trades” Workshop Assistant

We are seeking youth with an interest in working with children aged 8-14 for summer employment as an assistant for the “Intro to Trades” workshops in the City’s summer program series. These “Intro to Trades” workshops give hands-on, age-appropriate instruction to children in various trade-specific workshops such as carpentry, plumbing, auto repair, masonry, baking, cooking, hairdressing, and more.

The “Intro to Trades” Workshop Assistant will help to create a fun and safe learning environment, demonstrate basic skills, promote safety, and educate participants about employment opportunities. You will be working as part of a team, focusing on one or more trades areas under the supervision of senior program leaders. Initial training will be provided to all successful applicants before the first workshops are held.

We require the following:

Team Contributor: you work well with others to achieve the desired outcomes.

Customer Focus: you aim to make an extraordinary experience for our participants.

Positive Attitude: you have an upbeat attitude, and a sense of fun.

Communication: you clearly express yourself verbally and in writing.

Self-motivated: you can take initiative to work independently with limited direction.

Ability to demonstrate basic skills in a trade.

Ability to work with groups of children effectively.

Applicants must be able to complete their first aid certification and pass a criminal record check before commencing work in this position. Previous experience working with children is desired, but not a requirement.

Full-time or part-time hours are available from late June to late August. With good performance, there will be opportunity for repeat employment in future years.

Please email your resume and cover letter, by Wednesday, February 29th to:

Email:

BrendaB@skillscanada.com

Office Assistant

We are seeking youth keen to take on a wide variety of tasks in a busy office environment to help provide assistance and support to our existing office staff during the summer months.

The Office Assistant will perform basic office duties, such as greeting customers and responding to inquiries in person or by phone, distributing paper and electronic mail, creating and editing word-processing documents and spreadsheets, updating the corporate websites, and other tasks as required.

We require the following:

Team Contributor: you work co-operatively with others to complete tasks.

Customer Focus: you recognize the needs of internal and external customers.

Positive attitude: you display your positive attitude in your work.

Communication: you understand and convey information well verbally and in writing.

Self-motivated: you take initiative and work well without continual supervision.

Ability to type and use appropriate office software

Ability to juggle multiple tasks and priorities in a busy work environment

Full-time or part-time hours are available from late June to late August. With good performance, there will be opportunity for repeat employment in future years.

Please email your resume and cover letter, by Wednesday, February 29, 2012 to:

Email:

BathgateB@skillscanada.com

Restaurant Service Worker

We are seeking youth interested in summer employment in our popular, family-oriented restaurant to work shifts as host/hostess, busser, and/or server. You will be energetic, enjoy working with a dynamic team, and have a commitment to excellence in customer service – helping us maintain our #1 rating on many tourism websites.

You may be assigned to take reservations, greet and seat guests, set and clear tables, take orders, deliver meals and beverages, accept payment by cash or debit/credit card, and perform other duties that may be assigned.

We require the following:

Team Contributor: you are helpful to others in getting work done cooperatively.

Customer Focus: you are dedicated to delivering a positive dining experience.

Positive Attitude: you bring an upbeat attitude to our fast-paced environment.

Communication: you listen well and clearly express yourself verbally and in writing.

Self Motivated: you take initiative in addressing tasks that need doing.

Ability to carry heavy trays and multiple orders.

Ability to work quickly and efficiently on your feet throughout your shifts

Related experience in the food service industry is an asset, but not required. Applicants must be able to successfully complete a food safety workshop before commencing work.

Full-time or part-time hours are available from late June to late August. With good performance, there will be opportunity for repeat employment in future years.

Please email your resume and cover letter, by Wednesday, February 29, 2012 to:

Email:

BrendaB@skillscanada.com