

2009 Provincial Skills Competition

Scope Document

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| EVENT: JOB INTERVIEW | LEVEL: SECONDARY |
| START TIME: 9:00 a.m. APRIL 3 rd , 2009 | LOCATION: SIAST WASCANA CAMPUS |
| 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 procedures they will face 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
- Pronounce words in a clear and understandable manner
- Know their personal qualities and how to sell themselves to an employer
- Knowledge of the prospective employer

RULES AND REGULATIONS

The Job Interview Competition follows the same basic sequence a job-seeker would encounter in the real world of job hunting. Contestants need to keep this in mind when participating. It also is modelled after the National Competition as Gold medal winners of the Provincial Competitions have the opportunity to compete at the National Competition being held May 20 to 23, 2009 in Charlottetown, Prince Edward Island.

1. You apply via E-mail, to one of the advertised positions. Attach a Word, WordPerfect or .PDF document with your resume and cover letter to your E-mail to the Job Interview Competition Chairperson at mike.mcpherson@sasktel.net.
2. The Job Interview Competition Chairperson will contact applicants by return E-mail indicating receipt of the application.

The Provincial Competition is analogous to the first interview of an employment selection process. The National Competition is analogous to the second interview that determines whether or not the applicant will be offered a position with the company.

COMPETITION DETAILS

1. **MANDATORY:** All candidates must E-mail their resume and cover letter to the Job Interview Chairperson at mike.mcpherson@sasktel.net at least 10 days prior to the competition, March 24, 2009 at the latest, in order to compete in the Provincial Finals.
2. The competitors may select **any one** of the three jobs advertisements listed below.
 - (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.

JUDGING/SCORING

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

The top three placements will be identified. 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.

NOTE: *The competition is adjudicated on the process of applying rather than the student's actual ability to fill the job.*

Please ensure you Email your resume and cover letter to the Job Interview Competition Chairperson, to be received 10 days (March 24, 2009) prior to the competition.

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

We would like to have all schools participate in this competition. Give your students the opportunity to participate and expose them to the tools that are required to compete for jobs in the new millennium.

PARTICIPATION IS THE KEY TO LEARNING

Make sure you enter early enough so that your student/s is/are not disappointed.

EQUIPMENT, TOOLS, SUPPLIES AND CLOTHING

Supplied by the Committee:

- All necessary information and furnishings will be supplied by the Technical Committee

Supplied by the Contestant:

- Cover letter, resume and high school transcripts

Clothing Required

- Neat attire

ADDITIONAL NOTES

Interview will be 30 Minutes each – a schedule of interviews will be provided at competition time if not before.

By all means if you (teacher or student) have any questions at all about this competition contact the Committee Chair.

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.

COMMITTEE MEMBERS

Chair: Micheal McPherson, FCHRP, CSP
General Manager
Human Resource Services
Saskatchewan Housing Authorities
#200, 2080 Broad Street
Regina, Saskatchewan S4P 1Y3

Bus: (306) 337-1062
Fax: (306) 347-2303
Email: mike.mcpherson@sasktel.net

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:

Micheal McPherson
#200, 2080 Broad Street
Regina, Saskatchewan S4P 1Y3
E-mail: mike.mcpherson@sasktel.net

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:

Micheal McPherson
#200, 2080 Broad Street
Regina, Saskatchewan S4P 1Y3
E-mail: mike.mcpherson@sasktel.net

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:

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#200, 2080 Broad Street
Regina, Saskatchewan S4P 1Y3
E-mail: mike.mcpherson@sasktel.net