

2005 Provincial Skills Competition Scope Document

EVENT: JOB INTERVIEW	LEVEL: SECONDARY
START TIME: 9 A.M. APRIL 8, 2005	LOCATION: SIAST PALLISER – ROOM 2.214
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 June 3-6, 2005 in Edmonton, Alberta.

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. You mail (using Canada Post) a hard copy of your resume and cover letter to the Job Interview Chairperson to be received 10 days in advance of the Provincial Competitions April 7-9, 2005 at SIAST – Palliser Campus, Moose Jaw.
3. 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 forward by Canada Post a hard copy of their covering letter and resume to the Job Interview Competition Chairperson. These documents must be received 10 days prior to the competition, at the address indicated below. Failure to meet this deadline will result in a penalty of 25 marks. (This aspect is not open for appeal).
2. **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 in order to compete in the Provincial Finals.
3. The competitors may select **any one** of the three jobs advertisements listed below.
 - (A) Service Assistant (Seeking - customer focused, team contributor and possess interpersonal savvy with a sense of humour).
 - (B) Skills Canada Youth Liaison Officer (General knowledge of skilled trades and emerging technologies).
 - (C) Plumber's Assistant/Student Trainee (High-school student with a long-term interest in plumbing).

JUDGING/SCORING

<i>Covering Letter</i>	<i>10%</i>
<i>Written Resume</i> (includes – hard copy and E-mailed copy 10 DAYS PRIOR to actual job interview portion) (Failure to meet this deadline will result in a penalty of 25 %.)	<i>20%</i>
<i>Personal Interview/Greeting/Presentation Segment</i>	<i>20%</i>
<i>Actual JOB INTERVIEW & QUESTIONS</i>	<i>50%</i>

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 mail your original copies (resume and cover letter) via Canada Post to the Job Interview Competition Chairperson to be received 10 days 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.

COMMITTEE MEMBERS

Chair: Micheal McPherson, CHRP, 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

Service Assistant

Fairmont Hotels & Resorts
100 Wellington Street West, Suite 1600
Toronto, ON
M5K 1B7

Web-site: www.fairmont.com

If creating memories and being part of an exceptional guest experience appeals to you, perhaps you would be interested in joining this outstanding team of hospitality professionals at one of our Fairmont locations across Canada during your summer break.

This position will assist our Restaurant Servers in the provision of table clearing and meal delivery services to our customers who are dining in one of our Fairmont locations formal dining facilities.

Here are the competencies we are looking for:

- Customer Focus: you are dedicated to meeting the expectations and requirements of our customers.
- Team Contribution: you are helpful to others in getting work done within a tone of cooperation
- Interpersonal Savvy: you relate well to all kinds of people using diplomacy and tact.
- Self-development: you are personally committed to and actively work to continuously improve yourself.
- Humour: you have a positive and constructive sense of humour.

We include travel arrangements to the Fairmont location, as well as uniforms and lodging while you are with us. A competitive salary is provided. Personal presentation must be suitable to a formal dining restaurant. Employment commences July 2 and concludes August 28, 2005.

If you are interested please send your hard copy resume, covering letter and transcript by Canada Post no later than March 28, 2005 to:

Micheal McPherson, CHRP, CSP
Saskatchewan Housing Authorities, Human Resource Services,
#200 – 2080 Broad Street, Regina SK S4P 1Y3

You must also provide an electronic copy to Email: mike.mcpherson@sasktel.net

Skills Canada - Youth Liaison Officer

Skills/Compétences Canada
260 Saint Raymond Boulevard
Suite 205
Gatineau QC J9A 3G7
Canada

Web-site: www.skillscanada.com

We require an individual who will provide information sessions about the role and purpose of Skills/Compétences Canada, primarily to youth in high schools across Canada.

Major Responsibilities:

- Conduct formal and informal information sessions with high school groups across the nation regarding the competitions, both online and on-site
- Prepare presentations to be used at these sessions – visual, print and verbal
- Liaise with high school guidance counselors and Skills/Compétences Canada staff to facilitate the scheduling of sessions and replying to info requests
- Assist in preparation of web-based communications tools
- Prepare required reports for the Project Coordinator
- Assist with various related projects as required

Key Attributes:

- Computer literacy
- Team work
- Organizational
- Communication
- Customer service

Required Knowledge Skills and Experience

- General knowledge of skilled trades, emerging technologies and Skills/Compétences Canada as applicable to youth
- Ability to travel (with overnight stays)
- Positive public presentation and strong interpersonal skills
- Proficient use of Microsoft Word & PowerPoint and/or Corel WordPerfect or Presentations, FrontPage and/or other web authoring tools
- Strong teamwork skills

Mail your resume, covering letter and transcript by Canada Post to Micheal McPherson, Saskatchewan Housing Authorities, Human Resource Services, #200 – 2080 Broad Street, Regina SK S4P 1Y3 no later than March 28, 2005.

You must also provide an electronic copy to Email: mike.mcpherson@sasktel.net

Plumber's Assistant/Student Trainee

Mackenzie Plumbing and Heating, Regina, Saskatchewan is looking for a high-school student with a long-term interest in plumbing.

If you have ability to work part-time (some evenings, week-ends and school breaks), we are interested in hearing from you.

Ideally we are looking for a mature student who:

- Has a proven aptitude and interest in the plumbing trade
- Is currently involved in a plumbing education process in high-school and
- Desires to explore plumbing as a career choice and is interested in the Apprenticeship Program as a longer term goal

If you are self-motivated, conscientious and reliable this opportunity may be for you.

We hope to provide a learning environment in support of the plumbing sector's overall recognition of current and forthcoming skill shortages in trades. Visit our website at www.mackenzieplumbing.com for information about us.

Please send your hard copy resume, covering letter explaining your attributes and transcript by Canada Post no later than March, 28 2005 to:

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Saskatchewan Housing Authorities, Human Resource Services,
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