

## ***Contest Description***

<b>COMPETITION DATE:</b> <b>Saturday, April 24, 2021</b>	<b>CONTEST AREA NAME:</b> <b>JOB SEARCH</b>
<b>CONTEST AREA NUMBER:</b> <b>83</b>	<b>LEVEL:</b> <b>SECONDARY</b>
<b>DURATION OF CONTEST:</b> <b>See “Introduction” for details</b>	<b>LOCATION:</b> <b>ZOOM / VIRTUAL</b>

### **THE IMPORTANCE OF ESSENTIAL SKILLS FOR CAREERS IN THE SKILLED TRADES AND TECHNOLOGY**

Essential Skills are absolutely crucial for success in the workforce. Essential skills are used in nearly every job and at different levels of complexity. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change. Good Essential Skills means you will understand and remember concepts introduced in technical training. The level of Essential Skills required for most trades is as high as or higher than it is for many office jobs.

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

<sup>1</sup> Numeracy, <sup>2</sup> Oral Communication, <sup>3</sup> Working with Others, <sup>4</sup> Continuous Learning, <sup>5</sup> Reading Text, <sup>6</sup> Writing, <sup>7</sup> Thinking, <sup>8</sup> Document Use, and <sup>9</sup> Digital

These essential skills have been integrated into this competition area and are identified within the *Contest Description* section of this document.

## CONTEST INTRODUCTION

### Purpose of the Challenge

In today's job market, strong interview and job application skills are crucial. The Job Search competition stresses the importance of all aspects of the application process including an effective résumé and cover letter along with strong interview skills in securing employment. The Job Search competition simulates the application and interview process that any job seeker will experience during their search for employment. Competitors are evaluated on their ability to present their application materials and themselves in an effective and professional manner that links directly to the requirements of the position for which they are applying.

### Duration of contest

Each competitor is required to submit a job application, résumé and cover letter by the date indicated below. There is no limit to the preparation time available for the submission of this documentation.

Each competitor will be provided with a 20 minute virtual/online interview time slot where they will be asked, and answer, a series of questions as they would in a real job interview.

### Skills and Knowledge to be tested

- Researching job or career opportunities.
- Preparing and submitting an effective, professional, targeted résumé and cover letter **in traditional format.**
- Presenting appropriately in an interview for a specific position.
- Responding to job interview questions, linking real world experience to job requirements

## CONTEST DESCRIPTION

List of documents produced and timeline for when competitors have access to the documents.

DOCUMENT	DATE OF DISTRIBUTION VIA WEBSITE
Detailed description of available positions	February 2021
Job Application	February 2021

Tasks that may be performed during the contest:

- In advance of the Provincial competition, review and select **one** of the available positions:
  - Job Description 1 – To be provided mid-February
  - Job Description 2 – To be provided mid-February
- Prepare a job application form for the selected position. The application must also include a cover letter and résumé targeted to the competitor's job selection <sup>6,7,9</sup>.
- Convert and combine multiple word processing application documents into one PDF document<sup>9</sup>
- Submit via email one (1) PDF file of the job application, cover letter and résumé as an attachment for the selected position. The email must be structured in a professional format (subject line, and email content) and sent to the Job Search Competition Chairperson <sup>8,9</sup> (**links to external storage locations or drives will not be accepted**). The email must be received by the Chairperson no later than **4pm on Friday, April 16, 2021**. The Chairperson will reply by return email to confirm receipt of the application within two (2) business days. The competitor shall contact the Chairperson directly if this confirmation is not received within the time frame noted.

**Provincial Job Search Competition Chairperson**

Mrs. Tania Evans-Doyle

c/o Skills Canada – Newfoundland and Labrador

**Email:** [jobsearch@skillscanadanl.com](mailto:jobsearch@skillscanadanl.com)

- Attend virtual orientation via online/video at 8:30am the morning of competition. Instructions will be provided, and questions may be asked at that time.
- Respond to questions in an interview, via a virtual live panel, for the position for which you have applied <sup>2,7</sup>. Interviews will be scheduled for each competitor in the order in which the pre-submitted documents are received. The interview questions at each competition will be the same for all competitors and will not be published in advance of the competition.
- Reconnect via online/video (at a specified time to be determined) for a group debriefing on the job interview process at the end of the competition day, as scheduled <sup>4</sup>.

**Essential Skills:** <sup>1</sup> Numeracy, <sup>2</sup> Oral Communication, <sup>3</sup> Working with Others, <sup>4</sup> Continuous Learning, <sup>5</sup> Reading Text, <sup>6</sup> Writing, <sup>7</sup> Thinking, <sup>8</sup> Document Use, and <sup>9</sup> Digital

## EQUIPMENT, MATERIAL, CLOTHING

Equipment and Material supplied by Skills Canada-Newfoundland and Labrador

- Not Applicable

Equipment and Material Competitor must supply:

- Any supporting material for your job interview
- Access to internet and ability to connect to online/video conferencing

Required clothing (Provided by competitor)

- Appropriate business interview attire

## SAFETY REQUIREMENTS

The health, safety and welfare of all individuals involved with Skills Canada NL are of vital importance. Safety is a condition of participation and shall not be sacrificed for the sake of expediency. At the discretion of the judges and technical committees, any competitor can be denied the right to participate should they not have the required proper safety equipment and/or act in an unsafe manner that can cause harm to themselves or others.

### PLEASE INDICATE WHAT EACH COMPETITOR MUST WEAR DURING THE COMPETITION

Safety Glasses		CSA Approved Safety Shoes		Latex Gloves
Safety Gloves		Welding Helmet		Dust Mask
Hard Hat		Welding Gloves		Leather Gloves
Hearing Protection		Respiratory Protection	X	No PPE Required

### Covid-19

As there will be no in-person interaction with other competitors, judges, and/or participants, there are no specific Covid-19 guidelines for the Job Search competition. Competitors are encouraged to follow all local health guidelines already in place within their own jurisdiction.

## EVALUATION/JUDGING CRITERIA

### Point Breakdown

POINT BREAKDOWN	/100
Document submission by email	10
Job Application (Submitted by email)	10
Cover Letter (Submitted by email)	10
Résumé (Submitted by email)	20
Job Interview Presentation	20
Job Interview Responses	30
Maximum penalty for late submission or late arrival	-20

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

## ADDITIONAL INFORMATION

### Tie (No ties are allowed)

In the event of a tie between two or more applicants for a medal position, the score for the Job Interview Responses will be used to break the tie. Should a tie still exist, the Competition Chairperson will review the results to determine the winner of each medal. This will be the final decision.

-A minimum score of 60% is required for inclusion on the provincial team which will compete in the National virtual competition.

### Competition Rules

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

## PROVINCIAL TECHNICAL COMMITTEE MEMBERS

NAME	EMAIL ADDRESS
Tania Evans-Doyle (Chair)	taniaevans@hotmail.com
Haley Moriarity	hfmoriarity@gmail.com
Caitlyn Coles	clcoles00@gmail.com
Morgan Connolly	morgan.connolly@vision33.com
Samantha Hoddinot	hoddinott.samantha@gmail.com

### External Links

[cover letter - https://drive.google.com/file/d/1mPgBRdQiID0u-cvICurh0cJ9E7Ctlf-5/view](https://drive.google.com/file/d/1mPgBRdQiID0u-cvICurh0cJ9E7Ctlf-5/view)

[résumé - https://drive.google.com/file/d/1mPgBRdQiID0u-cvICurh0cJ9E7Ctlf-5/view](https://drive.google.com/file/d/1mPgBRdQiID0u-cvICurh0cJ9E7Ctlf-5/view)

[hard and soft skills - https://www.theglobeandmail.com/business/careers/article-soft-skills-are-what-distinguish-one-job-candidate-from-the-next/](https://www.theglobeandmail.com/business/careers/article-soft-skills-are-what-distinguish-one-job-candidate-from-the-next/)

[Merge PDF - https://smallpdf.com/merge-pdf](https://smallpdf.com/merge-pdf)