

Contest Description

COMPETITION DATE: Saturday, April 9, 2022	CONTEST AREA NAME: JOB SEARCH
CONTEST AREA NUMBER: 83	LEVEL: SECONDARY
DURATION OF CONTEST: See “Introduction” for details	LOCATION: VIRTUAL

THE IMPORTANCE OF SKILLS FOR SUCCESS FOR CAREERS IN THE SKILLED TRADES AND TECHNOLOGY

Skills for success are absolutely crucial for success in the workforce. Skills for success 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 Skills for success means you will understand and remember concepts introduced in technical training. The level of Skills for success 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 skills for success for the workplace in the legend below:

¹ Numeracy, ² Communication, ³ Collaboration, ⁴ Creativity & Innovation, ⁵ Reading, ⁶ Writing, ⁷ Problem Solving, ⁸ Digital, and ⁹ Adaptability

These skills for success 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

The 2022 Provincial Job Search competition will be held virtually on one day, with an additional requirement of pre-submission of documents and a recorded presentation by a deadline specified in this contest description.

Each competitor is required to submit a job application, résumé, cover letter and pre-recorded presentation 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 30 minute virtual/online time slot for their interview and presentation questions. 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.
- Ability to communicate relevant information when responding to job interview and presentation questions, linking real world experience to job requirements
- Demonstrating an understanding of the importance of Skills for Success in life, learning and at work.

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 2022
Job Application	February 2022
Presentation Exemplar	February 2022
Job Search Tips Brochure	February 2022

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 February
 - Job Description 2 – To be provided 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 ^{6,7,9}.
- Convert and combine multiple word processing application documents into one PDF document⁹
- Each competitor will create, submit and deliver a PowerPoint or Google Slides presentation that addresses the importance of Skills for Success and how to effectively showcase relevant Skills for Success in a job interview.
 - the presentation must be appropriately named and submitted as a single PDF file or a shared link in google; if shared as a link, competitors must ensure the link can be accessed and viewed by the judges by the submission deadline;
 - competitors must make clear and relevant connections between at least three Skills for Success and the position they selected.

Presentation Requirements:

- Minimum of 6 and a maximum of 8 slides, including the introduction slide;
- Must clearly articulate how to prepare for an interview with a focus on highlighting skills that target the specific job posting they selected and for which they completed an application form and constructed a cover letter and resume;

- Competitors should research how to develop an effective presentation to ensure the presentation they submit is representative of an appealing, professionally developed presentation (style and size of font, set up of slides, imagery, consistency, use of blank space etc)
- Competitors must include audio in their presentations, speaking to the content contained on each slide to show their understanding of the concept of Skills for Success and how to effectively prepare for and showcase relevant skills with evidence in a job interview;
- Competitors must include slide notes that expand upon content contained in each slide;
- The audio taped presentation must be a minimum of 3 minutes in length and a maximum of 5 minutes in length;
- The presentation, if developed in PowerPoint, must be submitted along with other required documents previously outlined. If the presentation is created using google slides, the competitor is responsible for sharing a link that can be opened and accessed in the same email. These must be submitted by 4:00pm on April 4, 2022.

Presentation questions:

- Competitors will respond to three questions related to their presentation during the first five minutes of the interview;
 - There is no limit to presentation preparation and rehearsal time prior to competition day.
- Submit via email one (1) PDF file of the job application, cover letter and résumé as an attachment for the selected position; as well as a separate attachment or link for their slide presentation.

The email must be structured in a professional format (subject line, and email content), addressed and sent to the Job Search Competition Chairperson ^{8,9} (**links to external storage locations or drives will only be accepted for the slide presentation**).

The email must be received by the Chairperson no later than **4pm on Monday, April 4, 2022**. 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

- 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^{2,7}. 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.
- Respond to questions related to their pre-submitted presentation during their assigned virtual time. The presentation 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.

Skills for success: ¹ Numeracy, ² Communication, ³ Collaboration, ⁴ Creativity & Innovation, ⁵ Reading, ⁶ Writing, ⁷ Problem Solving, ⁸ Digital, and ⁹ Adaptability

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 and presentation
- 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	5
Advance Submission - Job Application	10
Advance Submission - Cover Letter	10
Advance Submission – Résumé	10
Advance Submission – Presentation	15
Job Interview Professional Demeanor	10
Job Interview Question Responses	30
Presentation Question Responses	10
TOTAL	100
<i>Maximum penalty for late submission or late arrival</i>	-20

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

ADDITIONAL INFORMATION

Competitors are not to have any support or coaching in attendance during the virtual interview and presentation questions. Violation of this rule may result in competitors not being scored for the virtual portion of the competition.

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.

YouTube Link

Refer to YouTube link about advice from our technical members on this competition category <https://youtu.be/viuWjgYFklw>

PROVINCIAL TECHNICAL COMMITTEE MEMBERS

NAME	EMAIL ADDRESS
Tania Evans-Doyle (Chair)	taniaevans@hotmail.com
Caitlyn Coles	clcoles00@gmail.com
Morgan Jackson	morgan.jackson@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 -](#)

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