

## 2013 16<sup>th</sup> ANNUAL SKILLS MANITOBA COMPETITION CONTEST SCOPE

**CONTEST NAME:** Job Search Competition

**CONTEST NO:** 83

**CATEGORIES:** Secondary

**NOTE:** Secondary Level: **1 competitor per school**; if there is room, will accept more. (teachers must contact Kim Poirier(kpoirier@hsd.ca) to confirm contestants.

**CONTEST LOCATION:** Red River College - Notre Dame Campus  
Room: A111

**CONTEST START TIME AND DURATION:** TBA

**PURPOSE OF CHALLENGE:** The Skills Manitoba Job Search Competition will simulate the *application process* a job seeker would encounter in the real world of job hunting. Students will experience the process of preparing an effective resume and cover letter targeted to the advertised position, along with an interview. Competitors will be evaluated on *their ability to present* their application materials and themselves through an interview, in a professional manner that supports the requirements they are applying for.

1. You apply via email, to one of the advertised positions listed in this package. Attach a Word or PDF document with your resume and cover letter to your e-mail and send to the Job Search Competition Chairperson, **Kim Poirier** (kpoirier@hsd.ca).
2. The Job Search Competition Chairperson will contact applicants by return e-mail indicating receipt of the application.
3. The interview process generally is a series of interviews as the applicant successfully moves to the “short list” of likely applicants.

In the Job Search Competition, the Provincial competition is equivalent to the first interview. The National competition is equivalent to the second and final interview and determines whether or not the applicant will be offered a position with the company.

## **MANDATORY REQUIREMENTS**

1. **MANDATORY:** **Teachers** must email the Provincial Job Search Competition Chairperson, **Kim Poirier** (kpoirier@hsd.ca) and provide their name, their telephone number, the name of the candidate, and the name of their school at least 10 days prior to the competition in order to compete in the Provincial Finals. Failure to meet this deadline will result in a penalty of 10 marks (this aspect is not open for appeal).
2. **MANDATORY:** **All candidates** must e-mail their resume and cover letter to the Provincial Job Search Competition Chairperson, **Kim Poirier** (kpoirier@hsd.ca) at least 10 days prior to the competition in order to compete in the Provincial Finals. Failure to meet this deadline will result in a penalty of 10 marks (this aspect is not open for appeal).
3. The competitors may select one of the two jobs listed below and review the advertised positions attached:
  - a. Day Camp Leader
  - b. Grounds Crew Member

## **SKILLS AND KNOWLEDGE TO BE TESTED:** **SCORING**

- |  |            |
|--|------------|
| 1. <b>Cover Letter</b>   | <b>10%</b> |
| This includes an e-mailed copy 10 days prior to actual job interview. Failure to meet this deadline will result in a penalty of 10%. |            |
| 2. <b>Resume</b>   | <b>20%</b> |
| This includes an e-mailed copy 10 days prior to actual job interview. Failure to meet this deadline will result in a penalty of 10%. |            |
| 3. <b>Personal Interview / Greeting / Presentation Segment</b>   | <b>20%</b> |
| 4. <b>Actual Job Interview and Questions</b>   | <b>50%</b> |

In the event of a tie, the Provincial Job Search Competition Chairperson will review the results and make a decision on the gold medal winner. This will be the final decision.

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

## **NATIONAL COMPETITION ELIGIBILITY:**

- A mark of **70% or higher** must be scored by the gold medalist in order to attend the National Skills Competition

## **WORKSITE SAFETY RULES / REQUIREMENTS:** None

### **PROVINCIAL COMPETITION CONTACT INFORMATION:**

Kim Poirier  
c/o Steinbach Regional Secondary School  
190 McKenzie Ave.  
Steinbach, Manitoba  
R5G 0P1

Email: [kpoirier@hsd.ca](mailto:kpoirier@hsd.ca)  
Phone: 204-326-6426

### **NATIONAL COMPETITION INFORMATION:**

Only the Gold Medal Winners of the Provincial competitions will be eligible to compete at the National Finals. If you are a Gold Medal Winner, you will be able to review the online scopes for the National Skills Competition and be required to follow the instructions outlined therein. You must re-send your resume and cover letter via e-mail and via Canada Post to the National Job Interview Competition Chairperson in order to compete in Nationals.

## 83 – Job Search

### Job Posting: Day Camp Leader

We are seeking secondary or post-secondary students with an interest in working with children ages 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 late June to late August.

Do you enjoy working with children and planning, leading and organizing crafts, games, and social recreation experience? You will develop, plan, organize and implement four one-week day programs for 6-9 year olds, under supervision of one of the City's Recreation Programmers.

We require the following:

- Team contributor: you work well with others and help the group achieve their goals.
- Self-motivated: you take initiative to do work without continual direction.
- Customer Focus: you strive to make an extraordinary experience for our campers.
- Positive attitude: you have an upbeat attitude, and a sense of fun.
- Communication: you clearly express yourself verbally and in writing.
- Education/Experience: Previous related training and experience working with children is desired, but not a requirement.
- Licenses/ Certification: Current first aid certification and an acceptable criminal record check are required. A driver's license, with a clean driving record, is an asset.

A competitive wage is provided. Full or part-time hours are available from late June to late August. With good performance, there will be opportunity for employment in the future years.

Please email your resume and cover letter in PDF format by April 1<sup>st</sup>, 2013 by 4:00pm to:

Mrs. Kim Poirier

kpoirier@hsd.ca

190 McKenzie Ave

Steinbach, MB

R5G 0P1

## 83 – Job Search

### **Job Posting: 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. 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 require the following:

- 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.
- Communication: you understand and convey information well verbally and in writing.
- Positive attitude: you have a positive attitude in your work.
- Education/Experience: An interest in horticulture, landscaping, or grounds keeping and previous experience using related power equipment would be an asset.
- Licenses/Certification: WHMIS training will be provided if required.

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

Please email your resume and cover letter in PDF format by April 1<sup>st</sup>, 2013 by 4:00pm to:

Mrs. Kim Poirier

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