



2019
22nd ANNUAL SKILLS MANITOBA COMPETITION
CONTEST DESCRIPTION

CONTEST NAME: Job Search

CONTEST NO: 83

CATEGORIES: Secondary

NOTE: Secondary Level: **1 competitor per school**

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

CONTEST START TIME AND DURATION: 9:00 am

PURPOSE OF CHALLENGE:

Skills Manitoba this year is conducting a Job Search Competition. The competition will mimic the actual process in applying and interviewing for an occupation. The competition aims at simulating the real world of looking for a job. Students will go through many of the same steps a real job seeker would experience:

- interpret a job posting
- create a cover letter
- compose a résumé
- participate in an interview

Candidates will be scrutinized by a panel of judges that have years of experience hiring

personnel for their respective workplaces.

HOW CAN A CANDIDATE APPLY?

1. Read the [job posting for this year's Skills Canada competition](#), (found at the end of this contest description) and then apply for the job to the Skills Manitoba Job Search chair, Ryan Desjarlais, via email at rydesjarlais@wsd1.org. Candidates will submit both a résumé **and** a cover letter in PDF (portable document format). Submissions must be made by midnight, March 23rd, 2019. There will be no exceptions to this due date.
2. The Competition Chairperson will contact applicants by return e-mail indicating receipt of the documents.
3. The interview process generally is a series of interviews as the applicant successfully moves to the “short list” of likely applicants. Each candidate will be invited to participate at **least ten days prior** to the competition date (which is April 11th this year) by **telephone**. It is important that the candidates provide a phone number where they can *easily* be reached.

In the Job Search Competition, the Provincial competition is equivalent to the first interview and the successful candidate will move on to the National Job Search competition which will ultimately “hire” a successful candidate.

ELIGIBLE CANDIDATES:

Any secondary level student (grades 9 to 12) from any Manitoba high school whom has attended secondary schools for four years or less can apply and potentially participate to this competition. No post-high students or five(+) year students, please.

** Generally the provincial competition only allows one candidate per high school. Should the number of competitors prove to be low for the competition, the chair may allow multiple candidates from a school. To inquire about multiple candidates, contact Ryan Desjarlais (rydesjarlais@wsd1.org) **after** the application deadline.*

MANDATORY REQUIREMENTS:

1. Teachers must email the Provincial Job Search Competition Chairperson, Ryan Desjarlais (rydesjarlais@wsd1.org) and provide their name, telephone number, the name of the candidate, and the name of their school by March 15th, 2019 in order to be eligible 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. All candidates, please email your résumé and cover letter in **portable document format (pdf)** to the Provincial Job Search Competition Chairperson, Ryan Desjarlais (rydesjarlais@wsd1.org) by March 22nd, 2019 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 (modelled on the same jobs posted for the National competition) and review the advertised positions attached:

- Computer Service Technician
- Restaurant Service Worker

SKILLS AND KNOWLEDGE TO BE TESTED:

The goal for most, if not all students is to find employment that they enjoy. Some find that job right away, others may try a few before finding the right fit. Some, however, may not be able to get the job they want because of a lack of skills and experience in the hiring process. This competition helps train candidates to develop essential skills used in nearly every job, no matter their complexity.

The following 9 skills have been identified and validated as key essential skills for the workplace, and therefore, essential for this competition:

- Numeracy
- Oral Communication
- Teamwork
- Continuous Learning
- Interpreting the written word
- Writing at a technical level
- Problem solving
- Proficiency in Information and Communication Technologies
- Organization.

SCORING

1. Cover Letter	20%
2. Résumé	20%
3. Candidate Presentation	10%
4. Interview with Human Resources Team	50%

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

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

NATIONAL COMPETITION INFORMATION:

Only the Gold Medal Winner of the Provincial competition 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 to the [National Job Search Competition Chairperson](#) in order to compete in Nationals.

PROVINCIAL COMPETITION CONTACT INFORMATION:

Ryan Desjarlais
c/o Tec Voc High School
1555 Wall Street,
Winnipeg, MB
R3E 2S2

Email: rydesjarlais@wsd1.org
Phone: 204-786-1401

Computer Service Technician

We are seeking youth interested in computer service and support to join our on-site team at a major electronics retailer.

The Computer Service Technician will help install, upgrade, troubleshoot, and repair software and hardware in Mac or PC systems. In addition, you will advise customers on computer and peripheral purchases, provide telephone and online support, and perform other tasks as required. Initial training and safety orientation will be provided to all successful applicants.

We require the following:

- **Team Contributor:** you work co-operatively with others to complete tasks.
- **Customer Focus:** you strive to exceed customer expectations.
- **Positive attitude:** you have an upbeat attitude, even when faced with challenging situations.
- **Communication:** you listen well and express yourself clearly.
- **Self-motivated:** you take initiative and work well without continual supervision.
- **Problem Solving:** you troubleshoot and repair minor computer issues and advise customers regarding new and changing features and specifications.
- **Organization & Management:** ability to juggle multiple tasks and priorities in a busy work environment

Applicants must present well and conduct themselves professionally. Related work or volunteer experience is an asset, but not a requirement.

Full-time or part-time hours are available from late June to late August. With good performance, there will be opportunity for continued part-time employment during the school year or repeat employment in future summers.

Please email your résumé and cover letter in *portable document format (pdf)* to:

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Email: rydesjarlais@wsd1.org
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Restaurant Service Worker

We are seeking youth interested in summer employment in our popular, family-oriented restaurant to work shifts as host/hostess, busser, and/or server. You must be energetic, enjoy working with a dynamic team, and have a commitment to excellence in customer service – helping us maintain our #1 rating on many tourism websites.

You may be required to take reservations, greet and seat guests, set and clear tables, take orders, deliver meals and beverages, accept payment by cash or debit/credit card, and perform other duties that may be assigned.

We require the following:

- **Team Contributor:** you are helpful to others in getting work done cooperatively.
- **Customer Focus:** you are dedicated to delivering a positive dining experience.
- **Positive Attitude:** you bring an upbeat attitude to our fast-paced environment.
- **Communication:** you listen well and clearly express yourself verbally and in writing.
- **Self Motivated:** you take initiative in addressing tasks that need doing.
- **Problem Solving:** you multitask and manage multiple customers and requests.
- **Organization & Management:** you work quickly and efficiently in a busy work environment

Related experience in the food service industry is an asset, but not required. Applicants must be able to successfully complete a food safety workshop before commencing work.

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

Please email your résumé and cover letter in *portable document format (pdf)* to:

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