



2020

23rd ANNUAL SKILLS MANITOBA COMPETITION CONTEST DESCRIPTION

CONTEST NAME: Job Search

CONTEST NO: 83

CATEGORIES: Secondary (9-12)

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 two job descriptions that will be used in the upcoming Skills Canada competition this May in Vancouver, BC (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 15:30, March 14th, 2020. 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 application will be reviewed, and if the candidate has a sufficient cover letter and resume, the candidate 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 by voice.

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 7th, 2020 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 at the end of this document (modelled on the same jobs posted for the National competition) and review the advertised positions attached:
 - Customer Service Representative
 - Trade Show Representative

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
SBALC
1 Braintree Crescent
Winnipeg, MB
R3J 1C7

Email: rydesjarlais@wsd1.org
Phone: 204-228-9963

Customer Service Representative

The Vancouver Aquarium, an Ocean Wise initiative, is a globally recognized leader in connecting people to our natural world. We take pride in the steps we take towards conserving aquatic life every day. Our focus on engaging visitors, connecting students, facilitating direct action and understanding the world around us contributes to protecting our world's oceans

Role Overview

As *Customer Service Representative* at the Vancouver Aquarium, an Ocean Wise initiative, you will be working within a team to create the ultimate visitor experience for all of our visitors. Your days will be filled with fun and varied tasks and you will have the opportunity to engage, amaze and inspire thousands of guests of all ages and from all around the world! With a focus on customer service, you will be assisting visitors from the parking lot to the Galleries, and primarily at the 4D Theatre Experience and our temporary visiting exhibits.

We require the following:

- **Team Contributor:** you work cooperatively 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:** strong verbal communication skills.
- **Self-motivated:** you take initiative and work well with minimal supervision.
- **Problem Solving:** ability to multitask and manage multiple customers of varying ages and personalities and requests in a high stress environment
- **Organization & Management:** ability to juggle multiple tasks and priorities in a busy work environment

Applicants must present well and conduct themselves professionally, while at times safely lifting equipment of up to 30 lbs. Related work or volunteer experience is an asset, but not a requirement, as you will attend Customer Service Ambassador training.

Part time hours are available from May to the end of June, including evenings and weekends. With good performance, there may be an opportunity for continued full time employment during July and August.

Please email your resume and cover letter in **one PDF file** by 15:30 on March 14th, 2020 to:

Mr. Ryan Desjarlais
Manager, Vancouver Aquarium
PO Box 999
Vancouver, BC V1V 1V1
JobSearchMB@geemail.cc

Trade Show Representative

At Coquihalla Parts and Power, our dedicated team has provided quality services to over 25,000 satisfied customers since 1985. We pride ourselves on the quality of our restoration service, level of customer care and being a family owned and operated business for over 30 years.

Role Overview

As one of our *Trade Show Representatives*, you will work as part of a team attending trade shows and events to showcase our services with new market trends, technologies and innovations. You will also promote our service to attendees regarding future maintenance or upgrading possibilities. Professional appearance must be maintained as a brand ambassador, while engaging passers-by to draw them into the display.

We require the following:

- **Team Contributor:** you work cooperatively with others to complete tasks.
- **Customer Focus:** you strive to exceed customer expectations
- **Positive Attitude:** positive, outgoing personality
- **Communication:** strong communication skills.
- **Self-motivated:** You take initiative and work well without continual supervision.
- **Problem Solving:** ability to multitask and manage multiple customers and requests
- **Organization & Management:** ability to juggle multiple tasks and priorities in a busy work environment

Applicants must present well and conduct themselves professionally. Ensuring cleanliness and organization of our small engine products display is imperative. Related work or volunteer experience is an asset, but not a requirement.

Full time hours are available from late June to late August. With good performance there may be continued opportunity for repeat employment in future years.

Please email your resume and cover letter in **one PDF file** by 15:30 on March 14th, 2020, to:

Mr. Ryan Desjarlais
Manager, Coquihalla Parts and Power
PO Box 999
Vancouver, BC V1V 1V1
JobSearchMB@geemail.cc