



2021
23rd ANNUAL
SKILLS MANITOBA COMPETITION
VIRTUAL EDITION
CONTEST DESCRIPTION

CONTEST NAME: Job Search

CONTEST NO: 83

CATEGORIES: Secondary (9-12)

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

PURPOSE OF CHALLENGE:

Skills Manitoba annually conducts 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 Virtual Competition this May, 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 26th, 2021. There will be no exceptions to this file format or 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 15th 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, in rare cases, multiple candidates from a single 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, school, telephone number, and the name of the potential candidate, March 12th, 2021, in order to be eligible in the Provincial Finals. *Failure to meet this deadline will result in a penalty of 15 marks (this aspect is not open for appeal).*
2. All candidates are required to email their résumé and cover letter in **portable document format (pdf)** to the Provincial Job Search Competition Chairperson, Ryan Desjarlais (rydesjarlais@wsd1.org) by March 26th, 2021 in order to compete in the Provincial Finals. *Failure to meet this deadline will result in a penalty of 15 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 Assistant

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.

VIRTUAL COMPETITION REQUIREMENTS :

Due to the ongoing efforts to maintain the COVID-19 pandemic, this year the interview section of the competition will be held online. Candidates will be notified by the competition chair of their interview times. It is the expectation of each candidate to be using computer equipment that can clearly transmit both their visual image and their spoken word. The platform that will be used for the competition will be Google Meet due to its platform universality. Knowing this, all competitors will need to make sure their equipment has a strong internet connection and that their equipment functions well with Google Meet. If at all possible, please refrain from using a headset or ear buds during the interview. Setups that allow for natural “open air” interviews will be preferred, as use of headsets can lead to suspicions of coaching and/or cheating. The provincial chair will be directly responsible for making any decisions relating to suspected technological tampering/interference/coaching/cheating.

PROVINCIAL COMPETITION CONTACT INFORMATION:

Ryan Desjarlais
St Johns High School
401 Church Ave
Winnipeg, MB
R2W 1C4

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

Job Description 1 Skills Manitoba #83 - Job Search

Customer Service Representative

Le Centre des sciences du Quebec is a recognized leader in connecting people to the discovery of science. We take pride in the steps we take towards interactive entertaining, exploring, and educating kids of all ages. Our focus on engaging visitors, connecting students, facilitating direct action, and understanding the world around us contributes to exploring and learning science concepts.

Role Overview

As Customer Service Representative at Le Centre des sciences du Quebec, you will be working within a team to create the ultimate visitor experience for all visitors. Your days will be filled with fun and varied tasks and you will have the opportunity to engage, amaze and inspire thousands of visitors of all ages and from all around the world! With a focus on customer service, you will be assisting visitors and groups from the parking lot to over 180 interactive exhibits, IMAX Theatre, games, permanent exhibitions and more.

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. You will be required to safely lift equipment of up to 15 kg. 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 and varied opportunities throughout the year.

*Please email your resume and cover letter in **PDF** format by 15:30, Friday, March 26th, 2021 to:*

M. Ryan Desjarlais Spécialiste des ressources humaines
Le Centre des sciences du Quebec
Box 2021, Quebec City, QC, G6V 3V6
courriel: rydesjarlais@wsdl.org

Job Description 2 Skills Manitoba #83 - Job Search

Trade Show Assistant

At ENV Drones, our dedicated team has provided quality services to over 15,000 satisfied customers since 2007. We pride ourselves on the quality of the systems we offer towards quality of life using ecological and innovative solutions including Entomology (insect control), Forestry & Aerial, Biotechnical, and Public Health (infectious disease).

Role Overview

As a Trade Show Assistant, you will work as part of a team attending trade shows and events to showcase our services with new market trends, technologies and innovations to minimize the ecological footprint and increase the social impact in all our activities. You will also promote our service to attendees regarding future maintenance or upgrading possibilities. You may be asked to demonstrate select products from time to time. 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 organization of our products, resources, and educative 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 further employment throughout the year.

*Please email your resume and cover letter in **PDF** format by 15:30, Friday, March 26th, 2021 to:*

Mr. Ryan Desjarlais
Human Resources Manager, ENV Drones, Inc.
P.O. Box 2100, Gatineau, QC, J8P 6M7
Email: rydesjarlais@wsd1.org