



2022
24th 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 are modelled on similar posting being 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 ryand@skillsmanitoba.ca . Candidates will submit both a résumé **and** a cover letter in PDF (portable document format). Submissions must be made by 15:30, March 28th, 2022. 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 five days prior** to the competition date (which is April 8th 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 (ryand@skillsmanitoba.ca) **after** the application deadline.*

MANDATORY REQUIREMENTS:

1. Teachers must email the Provincial Job Search Competition Chairperson, Ryan Desjarlais (ryand@skillsmanitoba.ca) and provide their name, school, telephone number, and the name of the potential candidate by March 18th, 2022, 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 (ryand@skillsmanitoba.ca) by March 28th, 2022 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:

- E-bike assembler

- Guest services agent

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 during Interview	10%
4. Interview scoring 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/fast 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
c/o Skills Manitoba
31 – 1313 Border Street
Winnipeg, Manitoba
R3H 0X4

Email: ryand@skillsmanitoba.ca
Phone: 204-228-9963

Job Description 1

Skills Manitoba #83 - Job Search

E-Bike Assembler

Terrain Trek Power Bikes is on a mission to get people riding electric bikes built for everything and priced for everyone.

Terrain Trek is an awesome place to work, with amazing benefits for all employees. We build only products we love; we are customer driven, provide incredible hospitality to our customers, and change the world by getting more people on bikes. When you're on our team, you're taken care of, encouraged to learn and grow, and given lots of opportunities to do so. Give us your best, and we'll give it right back!

About the Position:

We are seeking a part time Electric Bike Assembler to join our team in our Winnipeg, MB location. If you enjoy working in a collaborative environment and are looking to be a part of a dynamic team, this might be the role for you! This is an entry level position for someone who is a bike enthusiast, and who wants to learn something new (we will train), and be a part of the booming E-bike industry. You will work directly with Service Managers to develop quality bicycle builds meeting company standards and expectations. Experience with bikes (whether working with your own and/or in a formal work setting) is an asset but not mandatory.

We are looking for the following:

- Good communication skills, friendly attitude and interest in working with our team and e-bike customers
- Ability to work quickly in a fast-paced team environment and adapt where necessary
- Technical aptitudes supported by strong problem-solving skills
- Ability to quickly learn important factors related to bicycle building
- Ability to interpret and follow assembly instructions
- Efficiently complete daily work tasks and meet scheduled timelines
- Assist in proper inventory management to ensure that the sales staff are supplied accurate information regarding the currently built product.
- Willingness to inspire and educate others about the product and lifestyle we are passionate about

Applicants must present well and conduct themselves professionally. Part time hours are available from May to the end of June, including some 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 to:

Mr. Ryan Desjarlais
Manager, Terrain Trek Power Bikes
PO Box 999
Winnipeg, Manitoba
R1R 1R1
ryand@skillsmanitoba.ca

Job Description 2 Skills Manitoba #83 - Job Search

Guest Service Agent

Intercontinental Seaway Tours is an established company that is passionate about Lake Winnipeg's scenic landscape, inland sea, and natural history including our many Indigenous and Metis communities on these waters. We want to share our love of the outdoors with locals and tourists from around the world! We have a fleet of two tour boats, over 25 jet skis, 40+ paddle boards and just as many kayaks. We offer rentals and lessons, and want to provide our customers with a memorable adventure and experience!

We are looking for a Guest Service Agent to greet and assist our customers. We are continuously expanding and adapting so we are looking for applicants who are flexible, adaptable, organized and hard working. This position is the face of customer service for our company as you are the first person they meet and speak to. We are looking for someone who brings enthusiasm, creativity, and organizational strength to be a part of our great team!

The position will include the following responsibilities & skills

- Excellent customer service skills
- Clear and professional communication skills to address the following
 - Welcoming visitors while assisting them with questions or tour preparations
 - Prepping guests with appropriate forms and procedures, including COVID Safety protocols
 - Responding to emails and reservations
- Assisting with the administration of tour reservations and rentals
- Possesses digital skills to support marketing through social media
 - Posting approved promotional information/ images on social media platforms, company website
 - Accurately updating online marketing materials
- Ability to collaborate with our team as well as work with minimal supervision when required
- Ability to multitask and prioritize
- Ability to problem solve where necessary
- Certifications/Experience in First Aid, aquatics, canoeing/kayaking, sailing or powerboating would be an asset

Come join our team if you can see yourself in this position! Applicants must present well and conduct themselves professionally. 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 to:

Mr. Ryan Desjarlais
Manager, Intercontinental Seaway Tours
Pier 109

Gimli, Manitoba
R1R 1R1
ryand@skillsmanitoba.ca