



2023
25th ANNUAL
SKILLS MANITOBA COMPETITION
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 at the end of this document, and select the one that best suits the candidate's skill sets. Once selected, candidates will apply for the job to the Skills Manitoba Job Search chair, Ryan Desjarlais, via email at JobSearchSkillsMB@gmail.com . Candidates will submit both a résumé **and** a cover letter in PDF (portable document format). Submissions must be made by 15:30, March 23rd, 2023. 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 13th 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 (JobSearchSkillsMB@gmail.com) after the application deadline.*

MANDATORY REQUIREMENTS:

1. Teachers must email the Provincial Job Search Competition Chairperson, Ryan Desjarlais (JobSearchSkillsMB@gmail.com) and provide their name, school, telephone number, and the name of the potential candidate, **March 10th, 2023**, 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 (JobSearchSkillsMB@gmail.com) by **March 23rd, 2023** 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 and review the advertised positions attached:

- Baker's Assistant
- Labourer/Estimator's 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:

- Reading
- Writing
- Numeracy
- Communication
- Collaboration
- Digital
- Adaptability
- Creativity & Innovation
- Problem Solving

A note to judges: these 9 skills have recently been updated since our last competition. Please visit <https://yourskillsforsuccess.com/> for the latest skill set listings.

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 competition documents for the National Skills Competition, and be required to follow the instructions outlined therein. You must re-design your resume and cover letter to specifically meet the job postings for the National competition, and send, via e-mail to the National Job Search Competition Chairperson in order to compete in Nationals.

VIRTUAL COMPETITION PROVISIONS :

Should there be a declared need to follow health care directions similar to those at the height of the Covid-19 pandemic, and at the direction of the Skills Manitoba offices, this year's competition could be shifted to an online only competition. If this does occur, the Chair will be in touch with all competitors on the same day to provide instructions on how to proceed. Since many students in the province have had some form of online learning and/or meetings in the past three years, and due to the nature of the interview section of the competition, switching to an online forum should not cause too much disruption. Again, if this should become necessary, the Chair will co-ordinate with all competitors, judges, and competitors to make technical arrangements.

PROVINCIAL COMPETITION CONTACT INFORMATION:

Ryan Desjarlais
c/o Skills Manitoba
31 – 1313 Border Street
Winnipeg, Manitoba
R3H 0X4

Email: JobSearchSkillsMB@gmail.com

Phone: 204-228-9963

Job Description 1: Baker's Assistant

Our small central Manitoba bakery, *La boulangerie du Notre Dame de Lourdes*, provides baked goods to a dozen rural communities in the region, and operates five days a week. During breakfast and lunch, there is also a small three table cafe in the front lobby serving coffees, teas, soft drinks, and individual baked treats, or *des pâtisseries*. The position offers a daily 1 hour break for lunch mid morning, and two 15 minute breaks.

Duties include, but are not restricted, to the following:

- daily shifts, starting at 5:30am to 1:30pm
- morning prep work for daily baking orders
- take patron orders, serve patrons, and operate the beverage equipment in café
- take orders over the phone
- operate and maintain the cash till/point of purchase terminal

We require a person with the following abilities/training:

- **digitally** convert phoned-in orders into computerized order entries
- **communicate** effectively in English, using both **writing** and speaking skills
 - French communication abilities would be a strong asset
- balance the **numbers** on the daily cash/sales sheet
- **creatively** select daily café specials
- **read** commercial baking recipes
 - effectively **problem solve** when ingredients and/or portions need to be **adapted** to specific orders
- a valid Canadian driver's licence would be an asset
- a Manitoba Food Handler's certificate, or equivalent from another Canadian authority, would be an asset
- WHMIS and First aid certification would be assets

To apply to this position, please send a cover letter and resume, **in PDF format**, by 16h00 on 2023-March-23 to:

M. Ryan Desjarlais
chef boulangère
La boulangerie du Notre Dame des Lourdes
156 rue Taché
Notre Dame de Lourdes, Manitoba
R0G 1M0
JobSearchSkillsMB@gmail.com

Job Description 2 : Labourer/Estimator's Assistant

Winnipeg's busiest general contractors, *St. Boniface Construction*, is hiring for our busy summer season in our fencing and sheds division. We are in need of general labourers/estimator assistants. A successful candidate will spend part of their day helping our estimations team assess and calculate estimates of our products that suit our customer's requests to their properties. The other part of the day will be spent with our build team making custom yard sheds, wooden fences, and decks for customers throughout Winnipeg. Shifts are 12 hours long, starting at 7am and ending at 7 pm. Four shifts a week are required, Monday to Thursday. There are two half hour breaks, and a one hour lunch per shift. You will not be required from Friday to Sunday.

Duties include, but are not restricted, to the following:

- accurate measuring of properties, including yards, fence lines, and patio areas
- operate manual hand tools like screwdrivers and hammers
- operate power tools, like drills and circular saws
- operate both manual and power post augers
- accurate lumber cuts
- lift up to 50 lbs (22 kg) on a frequent basis

We require a person with the following abilities/training:

- **calculate** perimeters and areas, using both Metric and Imperial measuring equipment
- **digitize** measurement data into company's computer estimation software
- **adapt** to changing job needs based on workloads and weather conditions
- **problem solve** worksite problems with a minimum of supervision
- effectively **communicate** in English with customers, both orally and in **writing**
 - French communication skills would be a strong asset
- ability to **read** daily work orders
- ability to effectively **collaborate** with your worksite team
- a valid Manitoba class 5 (general class) driver's licence, or Canadian approved equivalent
- WHMIS and First Aid certifications would be considered assets
- experience with building construction and/or woodworking would be an asset

NOTE: Selected candidates will be given assistance to purchase a pair of safety boots.

To apply to this position, please send a cover letter and resume, **in PDF format**, by 16h00 on 2023-March-23 to:

Ryan Desjarlais
Human Resources & Payroll Manager
St. Boniface Construction
312 boul Dollard
Winnipeg, Manitoba
R2H 0T7
JobSearchSkillsMB@gmail.com