



**26th ANNUAL  
SKILLS MANITOBA COMPETITION  
CONTEST DESCRIPTION  
APRIL 11, 2024**

**CONTEST NAME:** Job Search

**CONTEST NO:** 83

**CATEGORIES:** Secondary (9-12)

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

- Contest will be located in Boardroom A-111 – Red River College – Notre Dame campus

**PURPOSE OF CHALLENGE:**

Skills Manitoba annually conducts a Job Search Competition. The competition will mimic the actual process of applying and interviewing for an occupation. The competition aims to simulate 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 with years of experience hiring personnel for their 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, Lisa Gibb, via email at [lisagibb@ksd.mb.ca](mailto:lisagibb@ksd.mb.ca). Candidates will submit both a résumé **and** a cover letter in PDF (portable document format). Submissions must be made by 15:30, March 15<sup>th</sup>, 2024. 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 before the competition date** (April 5<sup>th</sup> this year) by **telephone**. The candidates must provide a *phone number* where they can *easily* be reached by *voice*.

The Provincial competition is equivalent to the first interview in the Job Search Competition. The successful candidate will move on to the National Job Search competition, ultimately "hiring" a successful candidate.

## **ELIGIBLE CANDIDATES:**

Any secondary-level student (grades 9 to 12) from any Manitoba high school who has attended secondary schools for four years or less can apply and potentially participate in 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. Contact Lisa Gibb ([lisagibb@ksd.mb.ca](mailto:lisagibb@ksd.mb.ca)) after the application deadline to inquire about multiple candidates.*

## **MANDATORY REQUIREMENTS:**

1. Teachers must email the Provincial Job Search Competition Chairperson, Lisa Gibb ([lisagibb@ksd.mb.ca](mailto:lisagibb@ksd.mb.ca)) and provide their name, school, telephone number, and the name of the potential candidate, **March 1<sup>st</sup>, 2024**, 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, Lisa Gibb ([lisagibb@ksd.mb.ca](mailto:lisagibb@ksd.mb.ca)), by **March 15<sup>th</sup>, 2024**, 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:
  - Grounds Crew Assistant
  - Administrative 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, regardless of 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 skillset listings.*

## **SCORING**

<b>1. Cover Letter</b>	<b>20%</b>
<b>2. Résumé</b>	<b>20%</b>
<b>3. Candidate Presentation during Interview</b>	<b>10%</b>
<b>4. Interview scoring with Human Resources Team</b>	<b>50%</b>

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 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 it 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 healthcare directions similar to those at the height of the Covid-19 pandemic, and at the direction of the Skills Manitoba offices, the competition could be shifted to an online-only competition. If this does occur, the Chair will contact 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 coordinate with all competitors, judges, and competitors to make technical arrangements.

## **PROVINCIAL COMPETITION CONTACT INFORMATION:**

Mrs. Lisa Gibb  
c/o Skills Manitoba  
31 – 1313 Border Street  
Winnipeg, Manitoba  
R3H 0X4

Email: [lisagibb@ksd.mb.ca](mailto:lisagibb@ksd.mb.ca)

## Job Description 1: Grounds Crew Assistant

The City of Quebec City is seeking students for work during the summer months with our grounds crews at the municipal golf courses. Training in safe groundskeeping and landscaping work practices and the use of a variety of small power equipment will be provided. Full-time and part-time hours are available with various shifts, most starting before the golfers arrive early morning, leaving you free to enjoy the summer afternoons. Some shifts on weekends, evenings and holidays may be required.

You will work with a grounds crew or independently to perform a variety of tasks related to the maintenance of the golf course and grounds, including planting, weeding, mowing, edging, trimming, and aerating. Some operation of small power equipment and routine maintenance of this equipment will also be required.

We require the following:

- **Self-motivated:** you take initiative to do assigned work without close supervision.
- **Team Contributor:** you work co-operatively with others to complete tasks.
- **Customer Focus:** you recognize the impact of your work on our visitors' experience.
- **Communication:** you understand and convey information well verbally and in writing.
- **Positive Attitude:** you have a positive attitude in your work.
- **Education/Experience:** An interest in horticulture, landscaping, or groundskeeping and previous experience using related power equipment would be an asset but not required.
- **Licenses/Certification:** WHMIS training will be provided.

A competitive wage is provided. Full or part-time hours are available from late June to late August. With good performance, there may be opportunity for employment in future years.

Please email your résumé and cover letter **in one PDF file** by 4:00 pm on Friday, March 15<sup>th</sup>, 2024, to:

Mrs. Lisa Gibb  
Manager, Parks and Recreation, City of Quebec City  
PO Box 123  
Quebec City, QC  
G1A 0A2

[lisagibb@ksd.mb.ca](mailto:lisagibb@ksd.mb.ca)

## Job Description 2: Administrative Assistant

The City of Quebec City is seeking students keen to take on a variety of administrative tasks in a busy office environment to provide support to our staff during the summer months. We have a vibrant workplace and a reputation for offering valuable opportunities for student employment and growth. The city has full-time and part-time hours available to qualified students in various departments during the busy summer period.

The Administrative Assistant will perform varied administrative functions such as greeting customers, responding to inquiries in person or by phone, preparing emails, creating and editing documents and spreadsheets, managing correspondence, maintaining other electronic and paper files, updating the City's website, accepting payments for municipal services, and other tasks as required.

We require the following:

- Team contributor: you work co-operatively with others to complete tasks.
- Self-motivated: you take initiative to do work without continual direction.
- Customer focus: you are customer-service oriented and recognize the needs of internal and external customers.
- Positive attitude: you display your positive attitude in your work.
- Communication: you listen, understand and convey information well verbally and in writing.
- Digital Skills: proficient with software such as Microsoft Office Suite for data entry, email, content management, communication and collaboration platforms.
- Problem solving: continuously responding to internal client and external customer inquiries.
- Licenses/certifications: An acceptable criminal record check (financial sector) is required. WHMIS training will be provided.

Previous experience working in an office environment is an asset.

A competitive wage is provided. Full or part-time hours are available from late June to late August. With good performance, there may be opportunity for employment in future years.

Please email your résumé and cover letter in one PDF file by 4:00 pm on Friday, March 15<sup>th</sup>, 2024, to:

Mrs. Lisa Gibb  
Manager, Municipal Affairs, City of Quebec City  
PO Box 123  
Quebec City, QC  
G1A 0A2

[lisagibb@ksd.mb.ca](mailto:lisagibb@ksd.mb.ca)