

2010 13th ANNUAL SKILLS MANITOBA COMPETITION CONTEST SCOPE

CONTEST NAME: Job Interview Competition

CONTEST NO: 83

CATEGORIES: Secondary

NOTE: Secondary Level: **1 competitor per school**; if there is room, will accept more (teachers must contact ortynsky.tannis@brandonsd.mb.ca to confirm contestants)

CONTEST LOCATION: Red River College - Notre Dame Campus

CONTEST START TIME AND DURATION: TBA

PURPOSE OF CHALLENGE: The Skills Manitoba Job Interview Competition follows the same basic sequence a job seeker would encounter in the real world of job hunting.

1. You apply via email, to one of the advertised positions on the next page. Attach a Word, WordPerfect or PDF document with your resume and cover letter to your e-mail and send to the Job Interview Competition Chairperson, **Tannis Ortynsky** (ortynsky.tannis@brandonsd.mb.ca).
2. The Job Interview Competition Chairperson will contact applicants by return e-mail indicating receipt of the application.
3. The interview process generally is a series of interviews as the applicant successfully moves to the "short list" of likely applicants.

In the Job Interview Competition, the Provincial competition is equivalent to the first interview. The National competition is equivalent to the second and final interview and determines whether or not the applicant will be offered a position with the company.

MANDATORY REQUIREMENTS

1. **MANDATORY:** **Teachers** must email the Provincial Job Interview Competition Chairperson, **Tannis Ortynsky** (ortynsky.tannis@brandonsd.mb.ca) and provide their name, their telephone number, the name of the candidate, and the name of their school.
2. **MANDATORY:** **All candidates** must e-mail their resume and cover letter to the Provincial Job Interview Competition Chairperson, **Tannis Ortynsky** (ortynsky.tannis@brandonsd.mb.ca) at least 10 days prior to the competition 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. **MANDATORY:** All candidates must forward by Canada Post a hard copy of their cover letter and resume to the Job Interview Competition Chairperson. These documents must be received at least 10 days prior to the competition by the Provincial Job Interview Competition Chairperson, **Tannis Ortynsky** at the address on the last page. The one exception is for the city that is hosting the National Competition as their Provincial Competition is generally held the day before the Nationals.

4. The competitors may select any one of the three jobs listed below:
- Autobody Assistant for Rick's Autobody Shop in Winnipeg, MB who is seeking an individual with a long-term interest in autobody, and an individual who has the ability to deal with customers on a professional level, assist with inventory of parts, assist with managing customer's appointments, and work as a team member.
 - Customer Service Representative for CompuTemp's Employment Services in Brandon, MB who is seeking an individual with a focus on customer service, and an individual who possesses superior communication and interpersonal skills with the proven ability to problem solve and take the initiative.
 - Skills Canada Youth Liaison Officer for Skills Manitoba in Winnipeg, MB who is seeking an individual with general knowledge of the skilled trades and emerging technologies across Canada, and an individual who possesses excellent presentation skills and communication skills.

SKILLS AND KNOWLEDGE TO BE TESTED:

SCORING

- | | |
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| 1. Cover Letter | 10% |
| This includes an e-mailed copy 10 days prior to actual job interview portion and three hard copies presented at the interview on the date of the competition. Failure to meet this deadline will result in a penalty of 10%. | |
| 2. Resume | 20% |
| This includes an e-mailed copy 10 days prior to actual job interview portion and three hard copies presented at the interview on the date of the competition. Failure to meet this deadline will result in a penalty of 10%. | |
| 3. Personal Interview / Greeting / Presentation Segment | 20% |
| 4. Actual Job Interview and Questions | 50% |

In the event of a tie, the Provincial Job Interview Competition Chairperson will review the results and make a decision on the gold medal winner. This will be the final decision.

The competition is adjudicated on the process of applying rather than the student's ability to fill the job.

WORKSITE SAFETY RULES / REQUIREMENTS: None

PROVINCIAL COMPETITION CONTACT INFORMATION:

Tannis Ortynsky (Chair of Provincial Job Interview Competition)
c/o Crocus Plains Regional Secondary School
1930-1st Street
Brandon, Manitoba R7A 6Y6
E-mail: ortynsky.tannis@brandonsd.mb.ca

NATIONAL COMPETITION INFORMATION:

Only the Gold Medal Winners of the Provincial competitions may compete at the National Finals. If you are a Gold Medal Winner, you must go to the online scope for the National Skills Competition and follow the instructions outlined therein. You must re-send your resume and cover letter via e-mail and via Canada Post to the National Job Interview Competition Chairperson in order to compete in Nationals. When sending the e-mail, attach your resume and cover letter as a Word, WordPerfect or PDF attachment.