



**2017**  
**20<sup>th</sup> ANNUAL SKILLS MANITOBA COMPETITION**  
**CONTEST DESCRIPTION**

**CONTEST NAME:** Job Search

**CONTEST NO:** 83

**CATEGORIES:** Secondary

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

**CONTEST LOCATION:** Red River College - Notre Dame Campus  
Room: A111

**CONTEST START TIME AND DURATION:** TBA

**PURPOSE OF CHALLENGE:**

Skills Manitoba this year is conducting 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 [job posting for this year's Skills Canada competition](#), and then apply for the job to the Skills Manitoba Job Search chair, Ryan Desjarlais, via email at [rydesjarlais@wsd1.org](mailto:rydesjarlais@wsd1.org). Candidates will submit both a résumé **and** a cover letter in PDF (portable document format).  
Submissions must be made by midnight, March 24<sup>th</sup>, 2017. There will be no exceptions to this due date.
2. The Competition Chairperson will contact applicants by return e-mail indicating receipt of the documents.
3. The interview process generally is a series of interviews as the applicant successfully moves to the “short list” of likely applicants. Each candidate will be invited to participate at **least ten days prior** to the competition date (April 13<sup>th</sup>) by **telephone**. It is important that the candidates provide a phone number where they can easily be reached.

In the Job Search 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.

## 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 multiple candidates from a school. To inquire about multiple candidates, contact Ryan Desjarlais ([rydesjarlais@wsd1.org](mailto:rydesjarlais@wsd1.org)) after the application deadline.*

## MANDATORY REQUIREMENTS:

1. Teachers must email the Provincial Job Search Competition Chairperson, Ryan Desjarlais ([rydesjarlais@wsd1.org](mailto:rydesjarlais@wsd1.org)) and provide their name, telephone number, the name of the candidate, and the name of their school by March 24<sup>th</sup>, 2017 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).*
2. All candidates, please email your résumé and cover letter in **portable document format (pdf)** to the Provincial Job Search Competition Chairperson, Ryan Desjarlais ([rydesjarlais@wsd1.org](mailto:rydesjarlais@wsd1.org)) by March 24<sup>th</sup>, 2017 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. The competitors may select [one of the two jobs](#) listed below and review the advertised positions attached:
  - Assistant Photographer
  - Landscape/Groundskeeper 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**

<b>1. Cover Letter</b>	<b>20%</b>
<b>2. Résumé</b>	<b>20%</b>
<b>3. Personal Interview/Greeting/Presentation Segment</b>	<b>10%</b>
<b>4. Interview with Human Resources Team and Questions</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.

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

## **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 Winners 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.

**PROVINCIAL COMPETITION CONTACT INFORMATION:**

Ryan Desjarlais  
c/o Tec Voc High School  
1555 Wall Street,  
Winnipeg, MB  
R3E 2S2

Email: [rydesjarlais@wsd1.org](mailto:rydesjarlais@wsd1.org)  
Phone: 204-786-1401

## Assistant Photographer

Our busy studio is seeking youth with an interest in working as a photographer to assist our freelance photographers during the summer wedding season.

The position will be responsible for answering phones, responding to emails, liaising with clients, setting up lights for shoots (including meter and color temperature readings), downloading and filing digital photos, assisting with preliminary editing of photos; as well as maintaining stock levels and other general tasks. The successful candidate will be working as part of a team, and is expected to assist other staff where needed. Initial training and safety orientation will be provided.

We require the following:

- **Team Contributor:** you work well with others to achieve the desired outcomes.
- **Customer Focus:** you aim to provide an extraordinary experience to our clients.
- **Positive Attitude:** you have an upbeat attitude, and a cheerful demeanour.
- **Communication:** you listen well and express yourself clearly.
- **Self-motivated:** you take initiative to be proactive and work independently with limited direction.
- **Other:** Ability to be organized and stay calm in a busy environment and to maintain confidentiality of client information is required.

Related practical experience is an asset, but not a requirement.

Full or part-time hours are available from late June to late August. With good performance, there may be opportunity for continued or repeat employment.

Please email your résumé and cover letter in *portable document format* (pdf) to:

Ryan Desjarlais  
c/o Tec Voc High School  
1555 Wall Street,  
Winnipeg, MB  
R3E 2S2  
Email: [rydesjarlais@wsd1.org](mailto:rydesjarlais@wsd1.org)  
Phone: 204-786-1401

## **Landscape/Groundskeeper Assistant**

Our landscape company is seeking youth with an interest in full-time summer employment as a landscape/groundskeeper assistant to help fulfill our contract of work for a chain of public golf courses.

The landscape/groundskeeper assistant will be responsible for assisting the landscape architect with maintaining the grounds of three golf courses. The position will be working as part of a team to mow/edge greens and fairways, rake bunkers, prune trees and shrubs, as well as maintain and help design flowerbeds and water features. The successful candidate(s) will also be responsible for maintaining records and coordinating with the course superintendent for any unplanned work. Initial training and safety orientation will be provided.

We require the following:

- Team Contributor: you work well with others to achieve the desired outcomes.
- Customer Focus: you aim to provide an extraordinary experience to our clients.
- Positive Attitude: you have an upbeat attitude, and a cheerful demeanour.
- Communication: you listen well and express yourself clearly.
- Self-motivated: you take initiative to be proactive and work independently with limited direction.
- Other: Ability to work outdoors in all types of weather is required. Must be reliable and dependable.

Related practical experience is an asset, but not a requirement.

Full or part-time hours are available from late June to late August. With good performance, there may be opportunity for continued or repeat employment.

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