



2018

21st 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: 9:00 am

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](#), (found at the end of this contest description) and then apply for the job to the Skills Manitoba Job Search chair, Ryan Desjarlais, via email at 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 23rd, 2018. 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 12th) 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 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 multiple candidates from a school. To inquire about multiple candidates, contact Ryan Desjarlais (rydesjarlais@wsd1.org) after the application deadline.*

MANDATORY REQUIREMENTS:

1. Teachers must email the Provincial Job Search Competition Chairperson, Ryan Desjarlais (rydesjarlais@wsd1.org) and provide their name, telephone number, the name of the candidate, and the name of their school by March 23rd, 2018 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) by March 23rd, 2018 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:
 - Junior Construction Labourer
 - Catering 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

1. Cover Letter	20%
2. Résumé	20%
3. Candidate Presentation	10%
4. Interview 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.

PROVINCIAL COMPETITION CONTACT INFORMATION:

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

Email: rydesjarlais@wsd1.org
Phone: 204-786-1401

Construction Labourer

We are seeking youth interested in the construction trades for summer employment in our busy residential renovation company.

The Junior Construction Labourer will assist with a variety of tasks including demolition, framing, drywalling, and interior or exterior finishing. The successful candidate will contribute to maintaining a clean worksite and perform other assigned tasks. The candidate must also be energetic, take pride in their work, and enjoy working both indoors and outdoors. Initial training and safety orientation will be provided to all successful applicants.

We require the following:

- **Team Contributor:** you are helpful to others in getting work done cooperatively
 - **Customer Focus:** you are responsive to the needs of others
 - **Positive Attitude:** you bring an upbeat attitude to our busy worksites
 - **Communication:** you listen well and express yourself clearly
 - **Self Motivated:** you take initiative in addressing tasks that need doing
 - **Other:** Ability to carry heavy materials and exert yourself physically during long shifts
 - **Other:** Ability to work safely and adhere to all safety procedures and Requirements
- **Licenses/Certifications:** Current first aid certification and an acceptable criminal record check are required

A driver's license, with a clean driving record, is not required but would be an asset. Full-time or part-time hours are available from late June to late August. With good performance, there may be opportunity for continued part-time employment during the school year or repeat employment in future summers.

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

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

Catering Assistant

We are seeking secondary students with an interest in working with our food-catering professionals. Gastronomic Kitchens has been recognized as one of the up-and-coming food-caterers in town and has a reputation for delivering excellent service and scrumptious food. We have full-time and part-time hours available for qualified youth during our busy summer period.

As part of our dynamic team of food professionals, you will have a varied role which will involve preparing and packaging food for transport to our customers, serving at various functions and parties, assisting in site setup and cleanup when required, as well as working with our event planners.

We require the following:

- **Team Contributor:** you work well with others and help the group achieve their goals in a cooperative manner.
 - **Self-motivated:** you take initiative to do work without continual direction.
 - **Customer Focus:** you strive to meet the expectations of, and provide an extraordinary experience for, your customers.
 - **Positive Attitude:** you have an upbeat attitude, and a sense of fun.
 - **Communication:** you clearly express yourself verbally and in writing.
 - **Education/Experience:** Previous training or experience working in food preparation or hospitality is desired, but not a requirement.
- Licenses/Certifications: Current first aid certification and an acceptable criminal record check are required. A food safety certification workshop will be provided to successful applicants.

A driver's license, with a clean driving record, is not required but would be an asset. Full or part-time hours are available from late June to late August. With good performance, there will be opportunity for employment in future years.

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

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