



Contest Description
Edmonton Expo Centre, Edmonton
May 3, 2023

EVENT: JOB SEARCH	LEVEL: Secondary
WORLDSKILLS TRADE #: 83	LOCATION: Edmonton Expo Centre, Edmonton Room 109 and 109A
DURATION: 6.5 hours (1 day only). Interview times will be drawn randomly at orientation.	REGIONALIZED: No
COMPETITION SCHEDULE: May 3: Orientation – 8:30am	

CONTEST INTRODUCTION

Purpose of the Contest:

In today’s job market, strong interview, and application skills are crucial. The job search competition stresses the importance of an effective resume and cover letter along with strong interview skills in securing employment. The Job Search competition simulates the application and interview process that any job seeker will experience. Competitors are evaluated on their ability to present their application materials and themselves in an effective and professional manner.

Event Instructions:

All applicants will be notified by **April 21, 2023**, on their competition confirmation by Skills Canada Alberta.

PROJECT DESCRIPTION

The competition will be divided into the following phases:

1. Resume & Cover Letter Advanced Submission:

Competitors shall apply for one of the two mock positions posted at the end of this document.

Students must submit their cover letter and resume as a **single PDF document** via this link:
<https://form.jotform.com/223317193299260>



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Students must submit their project **no later than 4:00pm on April 17, 2023**. Quality and presentation of the entire submission will be reviewed and critiqued by official judges.

All applicants will receive a confirmation email to confirm receipt of the submission.

2. Job Essential Skills Assessment:

Competitors will be responsible for completing an Essential Skills activity that forms part of their score on the day of the competition. Competitors will demonstrate their understanding and knowledge of skills (see below) essential in seeking and securing employment.

This exercise will be handed out at the daily orientation on the day of the competition. Competitors must complete the exercise(s) and return to the judges, in hard copy format, **by 3:00 pm** the day of the competition.

In this activity competitors will choose and visit (3) three different competition areas to investigate the importance of Essential Skills in those competitions and in career pathways related to those competition areas. Competitors will create questions, present them to Provincial Technical Committee members and prepare a summary of findings to submit in hardcopy to the judging panel.

The following 9 essential skills have been identified and validated as key essential skills for the workplace:

Numeracy, Oral Communication, Working with Others, Continuous Learning, Reading Text, Writing, Thinking, Document Use, Digital Technology

Please see the link below for a more in-depth description of essential skills and profiles

<https://www.canada.ca/en/employment-social-development/programs/essential-skills/profiles/guide.html>

3. Job Interview:

A random draw for interview times will take place at the morning orientation. All competitors for that day **must attend the orientation session at 8:30 am**.

This will be a panel interview and will take approximately 30 minutes. Competitors should prepare for the interview by developing the following abilities:

- Greet interviewers and introduce yourself
- Know the aspects of making positive first impressions
- Develop listening skills and show sincere interest
- Pronounce words in clear and understandable manner
- Know their personal qualities and how to “sell themselves” to a prospective employer
- Knowledge of prospective employer

All competitors will be asked similar questions during the interview.



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EQUIPMENT & MATERIALS

Equipment and Materials Competitors Must Supply:

Competitors must bring their own laptop computer that has the ability to edit Microsoft Word documents and produce PDF documents for submission. The laptop must be able to connect to a USB drive and printer.

Bring Your Own Device (BYOD) Information

IMPORTANT: Competitors are required to bring their own device and software for their competition. Each competitor can choose their own device and software so their workflow and process is what they are familiar with. If competitors are bringing a computer or laptop from their school (instead of their personal computer), please ensure that the computer is unlocked so documents and possibly software can be saved/installed to the hard drive and technology support can be provided onsite. This may require access to CMOS settings.

Test Project change at the Competition

Where the Test Project has been circulated to Competitors in advance, PTC can change a maximum of 30% of the work content.

Equipment and Materials Supplied by the Committee:

The judges will supply the skills assessment document(s) on a USB drive at the orientation and identify a work area with access to printers and paper.

Clothing Requirement

Appropriate clothing for a professional interview must be worn to compete. All clothing must be neat and clean and free of rips and tears. Competitors are judged on their personal appearance and presentation.

SAFETY

The health, safety and welfare of all individuals involved with Skills Canada Alberta are of vital importance. Safety is a condition of participation with Skills Canada Alberta and shall not be sacrificed for the sake of expediency. At the discretion of the judges and technical committees, any competitor can be denied the right to participate should they not have the required proper safety equipment and/or act in an unsafe manner that can cause harm to themselves or others.

JUDGING CRITERIA

The judges will watch for:

- Grooming and attire are appropriate for the interview



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- Self-confidence is apparent through articulate speech, posture, tone of voice and eye contact
- Responses clearly indicate good examples of skills and what the candidate has to offer
- Preparation is demonstrated through a targeted resume and cover letter as well as a demonstrated knowledge of the position and organization
- Clarifying questions are asked and meaningful
- Closing includes a thanks for the time

Competition Point Breakdown:

Item	Point Value
Cover Letter	10
Resume	15
Essential Skills Activity	25
Job Interview Presentation	10
Job interview Responses	40
<i>TOTAL</i>	<i>100</i>

TIE BREAKING PROCESS

In the event of a tie once scores are tabulated, judges will determine the winner by highest score in the combination of Introduction & Grooming as outlined in the competition rubric.

RELATED CAREER AND TECHNOLOGY STUDIES COURSES

Descriptions of all modules are located at the following website:

<http://www.education.gov.ab.ca/cts>

CTR1010: Job Preparation

HSS3050: Becoming a Mentee

CTR2010: Job Maintenance

ADDITIONAL INFORMATION

Skills Canada Alberta Regional and Provincial Rules and Regulations

[Regional and Provincial Rules and Regulations](#)

Competitor Registration

Registration for Provincial Skills Canada Competition (PSCC) will open online on January 18, 2023 @ 8:30 AM. Please refer to this competitions event page for additional registration and competition information: <https://skillsalberta.com/competition/>

Lunch



Lunch for accredited competitors will be provided by Skills Canada Alberta.

Parking & Venue Maps: <http://edmontonexpocentre.com/attend/parking/>

Opening Ceremonies / Competitor Registration

Opening Ceremonies for the PSCC will take place on Tuesday May 2, 2023 at 6:00 pm in Hall D of the Edmonton EXPO Centre. Admission is free, and everyone is welcome to attend. It is important to note that competitor registration will open immediately following the Opening Ceremony.

Awards Ceremony

The Awards Ceremony will take place on Thursday May 4, 2023 at 6:30 pm in Hall D of the Edmonton EXPO Centre. Admission is free and everyone is welcome to attend. The Awards Ceremony will be shown live at <http://skillsalberta.com/>

Team Alberta Information

Team Alberta will be selected at the PSCC Awards Ceremony. Gold medalists will then be eligible to participate at the Skills Canada National Competition (SCNC) on May 24 – 27, 2023 in Winnipeg, MB. It is recommended that competitors review the SCNC contest description to be familiar with the national contest description and project at <http://www.skillscanada.com/>.

During the PSCC Awards Ceremony on Thursday May 4, 2023 gold medalists will be given their Team Alberta information package and will confirm their participation in the SCNC. Students must be present at the Awards Ceremony to claim their position on Team Alberta. If the Gold medalist is not able to attend SCNC, the next top ranking individuals will be asked to participate. If a student is not able to attend the Awards Ceremony a letter confirming the student's interest in Team Alberta participation must be emailed to javierad@skillsalberta.com prior to the start of competition on May 3, 2023.

Please prepare your students in advance to accept a position on Team Alberta and outline how your school will support their participation. Furthermore, it is very important that all fieldtrip/travel information for potential Team AB members is organized and completed prior to the selection of Team AB.

Questions?

Please contact Kennedy Mayer at kennedym@skillsalberta.com if you have any questions regarding the Contest Description.



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COMMITTEE MEMBERS

Chair: Anju Symington, Career Coach, Norquest College

Co-Chair: Ana Sabo, Career Coach, Toombs Inc.



JOB POSTINGS:

Employment Opportunity #1

Doggy Daycare Assistant

We are seeking youth interested in working with animals for summer employment in our busy doggy daycare establishment. At Fur and Paws Daycare, we thrive on creating an engaging environment for our canine clients, and providing excellent customer service to their human parents. Our Doggy Daycare Assistant will assist with a variety of tasks including facilitating pick up and drop off of dogs, taking payment for daycare fees, developing enrichment activities, and of course, play time with the pups. The successful candidate will contribute to maintaining a clean environment and performing other assigned tasks. The candidate must 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, and can create an open and positive environment for our customers;
- **Positive Attitude:** you bring an upbeat attitude to our busy environment;
- **Communication:** you listen well and express yourself clearly;
- **Other:** ability to work safely and adhere to all safety procedures and requirements;
- **Other:** previous experience working with animals an asset, but not required;
- **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 an opportunity for continued part-time employment during the school year or repeat employment in future summers.

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Trampoline and Zipline Park Attendant

We are seeking adventurous secondary students with an interest in working with the public at our indoor trampoline and zipline park. Sky High Trampoline and Zipline Park has been recognized as one of the up-and-coming activity centres in town and has a reputation for a strong focus on customer safety. We have full-time and part-time hours available for qualified youth during our busy summer period

As part of our dynamic team of professionals, you will have a varied role which will involve preparing the park in the morning for customers, ensuring a clean environment, safety checks and engaging with the public. You will also take part in running day camp activities for children aged 5-11.

We require the following:

- **Team Contributor:** you work well with others and help the group achieve 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 our customers.
- **Positive Attitude:** you have an upbeat attitude, and sense of fun.
- **Communication:** you clearly express yourself verbally and in writing.
- **Education/Experience:** previous training or experience working in sports, with children and/or in activity centres desired, but not a requirement.
- **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 an opportunity for employment in future years.

Students must submit their cover letter and resume as a **single PDF document** via this link:

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