

Contest Description

Edmonton Expo Centre, Edmonton

May 8, 2024

EVENT: JOB SEARCH	LEVEL: Secondary
WORLDSKILLS TRADE #: 83	LOCATION: Edmonton Expo Centre, Edmonton Room 109 and 109A
DURATION: 7 hours (1 day only). Interview times will be drawn randomly at orientation.	REGIONALIZED: No
COMPETITION SCHEDULE: May 8: Orientation – 8:00am Interviews and Presentations – 9:00am – 3:00pm Lunch break – 12:00 – 1:00pm	

Please Note: This document is subject to change as competition information is updated. Competitors are responsible for staying up to date with the most recent information. Check the footer for last updated date. Changes will be highlighted in yellow.

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.

PROJECT SUBMISSION

Competitors will be required to submit a cover letter and resume (in one single PDF document) as well as Skills for Success presentation in your choice of format (i.e. – power point, google slides, etc.)

All documents must be submitted **no later than 4:00pm on April 19, 2024**. All applicants will receive a confirmation email to confirm receipt of the submission.

Submission Link: <https://form.jotform.com/233195095685265>

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 with a cover letter and resume as a single PDF Document. See SUBMISSION REQUIREMENTS above for details.

2. Skills for Success Presentation:

Competitors are required to create a presentation that shows their understanding of the concept “The Importance of Skills for Success in the Workplace”. More information about the Skills for Success framework can be found here: <https://www.canada.ca/en/services/jobs/training/initiatives/skills-success.html>

Competitors have the option of developing their presentations in PowerPoint, Google Slides or another multimedia tool of their choosing. It is the responsibility of the competitor to ensure that whichever format they use, it will be accessible by the judging panel. Quality and presentation of the entire submission will be reviewed and critiqued by official judges.

Presentation Requirements:

- Competitors are expected to deliver and narrate their slides live to a panel of judges on Day 1 of the competition (schedules to be determined). Competitors must demonstrate their understanding of the concept of skills for success; the narration is intended to be an expansion (explanation) of the content contained in the slides. Details on specific required content and expectations are outlined below.
- Competitors are responsible for researching how to develop an effective presentation to ensure the presentation they submit is representative of a professionally developed product (style and size of font, consistency, set up of slides, visual appeal, imagery, use of space, management of text on slides etc).
- Competitors must appropriately reference any images and content taken from other sources; the minimum standard is a footer linked to text/ image “Date; Retrieved from url”.

Minimum Expectations for Content:

- Must include a clear introduction of concept and why Skills for Success matter.
- Must include a minimum of 6 slides to a maximum of 10 slides; competitors must deliver their presentation in a time of no less than 7 minutes and no more than 10 minutes.
- Must include a detailed overview of three Skills for Success based on ones that are most relevant to the position for which they have applied in the contest description. When identifying and describing these skills, competitors should include specific reference to personal experiences to show how they currently possess those skills and how they can continue to develop them (Refer exemplar for minimum content expectations).
- Must include reference to how these skills would be relevant to competitor’s personal career and education goals.

- Must contain specific examples from the job posting demonstrating relevance to the position and specific Skills for Success.

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 8:00 am.

This will be a panel interview and will take approximately 15-30 minutes. Competitors should prepare for the interview by demonstrating the following abilities:

- Professional grooming and interview etiquette,
- Making positive first impressions,
- Effective listening and demonstrating sincere interest,
- Clear and understandable oral communication
- Know how to present their personal qualities and how to “sell themselves” to a prospective employer,
- Knowledge of the prospective employer.

All competitors will be asked the same questions during the interview.

EQUIPMENT & MATERIALS

Any equipment that may be required will be provided by the committee. Students are not required to bring their own devices. Submitted projects will be preloaded onto the Skills Alberta computer and ready for competitors to present at their designated time.

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.

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,
- 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	15
Resume	20
Skills for Success Presentation	20
Job Interview Presentation	5
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 17, 2024 @ 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/>

Parking is FREE for all attendees.

Opening Ceremonies / Competitor Registration

Opening Ceremonies for the PSCC will take place on Tuesday May 7, 2024, 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 Ceremonies.

Awards Ceremony

The Awards Ceremony will take place on Thursday May 9, 2024, 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 27 – June 1, 2024, in Quebec City, QC. 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 9, 2024, 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 individual 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 8, 2024.

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 Whitney Koop at whitneyk@skillsalberta.com if you have any questions regarding the Contest Description.

COMMITTEE MEMBERS

Chair: Ana Sabo, Career Coach, University of Alberta

Co-Chair: Yvonne English, Career Advisor, SAIT

Committee Member: Sonja Henning, Career Coach, Toombs Inc.

Committee Member: Taylor Bye, Human Resources Advisor, JLL

Committee Member: Emma Jardine, Human Resources Advisor, Government of Alberta

Committee Member: Shane Boothe, Instructor – Business, Bow Valley College

Employment Opportunity #1:

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 various functions and parties, assisting in the 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 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.
- **Safety:** you ensure a safe working environment for all team members and guests.
- **Communication:** you clearly express yourself verbally and in writing.
- **Education/Experience:** previous training or experience working in food preparation of 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-time or part-time hours are available from late June to late August. With good performance and a positive attitude, there may be an opportunity for employment in future years.

Employment Opportunity #2:

Summer Camp Counsellor

We are seeking secondary students who have an interest in working with children aged 6-9 for the summer months. At Northern Woods, we have a dynamic team that is recognized for building community spirit. Full time and part-time opportunities are available from July through the end of August.

As part of our dynamic team, you will have a varied role which will involve planning and facilitating inclusive play activities, leading and supervising children aged 6-9, and assist with developing, planning, and implementing of eight one-week day camp programs under supervision of the recreation programmer.

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.
- **Strong Organizational Skills:** you have the ability to manage multiple tasks and understand how to develop fun and educational activities.
- **Communication:** you clearly express yourself verbally and in writing.
- **Education/Experience:** current Standard First Aid Certification is an asset. Previous experience working with children is desired.
- **Safety:** you ensure a safe and welcoming environment for all campers.
- **Licenses/Certifications:** Class 5 Driver's License is an asset. A criminal check will be mandatory upon hiring.

With good performance and a positive attitude, there may be an opportunity for employment in future years.



20
24

Provincial Skills
Canada Competition

