

DATE	LOCATION
Friday, March 27, 2020	NSCC Ivany Campus

1. Schedule

Time	Task
8:45 am – 9:00 am	Orientation
9:15 am – 9:45 am	Interview #1
9:55 am – 10:25 am	Interview #2
10:35 am – 11:05 am	Interview #3
11:15 am – 11:45 am	Interview #4
12:15 pm – 12:45 pm	Lunch (provided)
12:55 pm – 1:25 pm	Interview #6
1:35 pm – 2:05 pm	Interview #7
2:15 pm – 2:45 pm	Interview #8
2:45 pm	Judging

2. Purpose of the Contest

In today's job market, strong interview and job 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 Interview competition simulates the application and interview process that any job seeker will experience during their search for employment. Competitors are evaluated on their ability to present their application materials and themselves in an effective and professional manner that links directly to the requirements of the position for which they are applying.

3. Criteria

- A description of the two available positions (contestants are to choose one) will be posted online by January 2020.
- Competitors will need to complete an 'Employability and Essential Skills Activity' as part of the competition on March 27, 2020. Competitors should investigate and develop an understanding of Employability and Essential Skills to prepare for this activity.
- Each competitor is required to **submit a resume and cover letter** targeting one of the posted positions **prior to the competition. The deadline for submission is Wednesday, March 11, 2020 at 4:00pm.**
- The cover letter and resume must be submitted electronically as one PDF file and be appropriately named.

- The email containing the required attached file must be written in a professional manner.
- The interview portion of the competition takes place over one full day on March 27, 2020.
- Each competitor will be assigned a 30-minute interview time slot.
- There is no limit to preparation time before the interview.
- Competitors will be responsible for completing an 'Employability and Essential Skills Activity' that forms part of their final score on the day of the competition. This will be handed out at the orientation and competitors must complete it and return it to the judges by 1:00 pm on the day of the competition, March 27, 2020.

4. Number of Stations / Allocations

There are eight (8) spaces available.

5. Skills & Knowledge to be Tested

- Researching job or career opportunities;
- Preparing an effective, professional, targeted resume and cover letter;
- Presenting appropriately in an interview for a specific position;
- Responding to job interview questions, linking real world experience to job requirements;
- Demonstrating an understanding of essential skills.

6. Prerequisites

SCNS Prerequisites

- Attend a public or private secondary institute;
- Be between 13 and 21 years of age on January 1 of the year of the Competition;
- Have been earning junior or senior high school credits any time during the current academic year (September to June);
- Be registered as a competitor with Skills Canada – Nova Scotia;
- Possess a Canadian citizenship or landed immigrant status and be a resident of Nova Scotia. Competitors are responsible for verifying this information if requested;
- Have completed and submitted a signed release form by a parent or guardian, if under the age of 19.

7. Equipment & Clothing

a) What Will Be Supplied

b) What Competitors Must Supply

- Any supporting material for your job interview
- Appropriate professional interview attire

8. Evaluation & Judging Criteria

Component	Point Breakdown
Advance Cover Letter & Resume	10
Job Interview Presentation	10
Job Interview Responses	60
Employability & Essential Skills Activity	20
TOTAL	100

In the event of a tie between two or more applicants for a medal position, the score for the 'Job Interview Responses' will be used to break the tie. If the score is still tied after this, the score for the 'Written Resume' will be used to break the tie. Should a tie still exist, the 'Competition Chairperson' will review the results to determine the winner of each medal. This will be the final decision.

9. Additional Information

The Job Search competition follows the same basic sequence a job-seeker would encounter in the real work of job hunting.

1. In advance of the competition, select one of the two available positions.
2. Prepare an application for the selected position. The application is a cover letter and résumé targeted to the competitor's selection; these documents must be submitted as required electronically in a professional manner.
3. Email a single PDF file of the cover letter and résumé for the selected position to Provincial Technical Committee (PTC) members listed at the bottom of the page. **The email must be received no later than 4:00 pm Wednesday, March 11, 2020.** Submissions received after this time will not be scored in the category of Cover Letter/ Resume. **A PTC member will reply by return email, on or before Friday, March 13, 2020 to confirm receipt of the application.** Contact the Chairperson if this confirmation is not received.

4. Be interviewed by the judging panel for the position for which you have applied. The interview questions at each competition will be the same for all competitors and will not be published in advance of the competition. The interview time slot will be assigned by random draw which will take place during the orientation.
5. Provide feedback on the competition to each of the competitors.

10. PTC Contact Information

Co-Chairperson:

Jason Turner

Senior Project Manager, Skills Development & Training

Business Development Centre, Saint Mary's University

923 Robie Street, Halifax, NS B3H 3C3

T: (902) 491-6516

jason.turner@smu.ca

Co-Chairperson:

Lynn Hogan Gillespie

Director, Career Pathways

Department of Education and Early Childhood Development

2021 Brunswick Street, Halifax, NS B3K 2Y5

T: 902-424-4908

lynn.hogangillespie@novascotia.ca

JOB DESCRIPTIONS ARE INCLUDED BELOW

Customer Service Representative

The Halifax Aquarium, an Ocean Wise initiative, is a globally recognized leader in connecting people to our natural world. We take pride in the steps we take towards conserving aquatic life every day. Our focus on engaging visitors, connecting students, facilitating direct action and understanding the world around us contributes to protecting our world's oceans

Role Overview

As Customer Service Representative at the Halifax Aquarium, an Ocean Wise initiative, you will be working within a team to create the ultimate visitor experience for all visitors. Your days will be filled with fun and varied tasks and you will have the opportunity to engage, amaze and inspire thousands of visitors of all ages and from all around the world! With a focus on customer service, you will be assisting visitors from the parking lot to the Galleries, as well as the 4D Theatre Experience and our temporary visiting exhibits.

We require the following:

- **Team Contributor:** you work cooperatively with others to complete tasks;
- **Customer Focus:** you strive to exceed customer expectations;
- **Positive Attitude:** you have an upbeat attitude, even when faced with challenging situations;
Communication: strong verbal communication skills;
- **Self-motivated:** you take initiative and work well with minimal supervision;
- **Problem Solving:** ability to multitask and manage multiple customers of varying ages and personalities and requests in a high stress environment;
- **Organization & Management:** ability to juggle multiple tasks and priorities in a busy work environment.

Applicants must present well and conduct themselves professionally. You will be required to safely lift equipment of up to 30 lbs. Related work or volunteer experience is an asset, but not a requirement as you will attend Customer Service Ambassador training.

Part time hours are available from May to the end of June, including evenings and weekends. With good performance, there may be an opportunity for continued full time employment during July and August.

Please email your resume and cover letter in **one PDF file** by 4:00pm, on Wednesday, March 11, 2020 to:



Contest Description
Job Search
Secondary

Co-Chairperson:

Jason Turner

Senior Project Manager, Skills Development & Training
Business Development Centre, Saint Mary's University
923 Robie Street, Halifax, NS B3H 3C3

T: (902) 491-6516

jason.turner@smu.ca

Co-Chairperson:

Lynn Hogan Gillespie

Director, Career Pathways

Department of Education and Early Childhood Development
2021 Brunswick Street, Halifax, NS B3K 2Y5

T: 902-424-4908

lynn.hogangillespie@novascotia.ca

Trade Show Representative

At Nova Scotia Marine Parts and Power, our dedicated team has provided quality services to over 25,000 satisfied customers since 1985. We pride ourselves on the quality of our vessel restoration service, level of customer care and being a family owned and operated business for over 30 years.

Role Overview

As a Trade Show Representative, you will work as part of a team attending trade shows and events to showcase our service with new market trends, technologies and innovations. You will also promote our service to attendees regarding future maintenance or upgrading possibilities. Professional appearance must be maintained as a brand ambassador, while engaging passers-by to draw them into the display.

We require the following:

- **Team Contributor:** you work cooperatively with others to complete tasks;
- **Customer Focus:** you strive to exceed customer expectations;
- **Positive Attitude:** positive, outgoing personality;
- **Communication:** strong communication skills;
- **Self-motivated:** you take initiative and work well without continual supervision;
- **Problem Solving:** ability to multitask and manage multiple customers and requests;
- **Organization & Management:** ability to juggle multiple tasks and priorities in a busy work environment.

Applicants must present well and conduct themselves professionally. Ensuring cleanliness and organization of our small engine products display is imperative. Related work or volunteer experience is an asset, but not a requirement.

Full time hours are available from late June to late August. With good performance there may be continued opportunity for repeat employment in future years.

Please email your resume and cover letter in **one PDF file** by 4:00pm, on Wednesday, March 11, 2020 to:

Co-Chairperson:

Jason Turner

Senior Project Manager, Skills Development & Training
Business Development Centre, Saint Mary's University



**Contest Description
Job Search
Secondary**

923 Robie Street, Halifax, NS B3H 3C3

T: (902) 491-6516

jason.turner@smu.ca

Co-Chairperson:

Lynn Hogan Gillespie

Director, Career Pathways

Department of Education and Early Childhood Development

2021 Brunswick Street, Halifax, NS B3K 2Y5

T: 902-424-4908

lynn.hogangillespie@novascotia.ca