

DATE	LOCATION
Tues, March 30 2021	Virtual

1. Schedule

The Job Search competition in 2021 will be held over a period of two days. This will allow for the time required for competitor interviews and presentations. The day and time for each competitor will be determined by random draw.

March 24th, 2021	Task
4:00 pm	Deadline to submit supporting documents
March 26th 2021	Tasks
10:00-10:30am	Virtual Orientation (Mandatory)
March 30th, 2021: Competition Day	Task
8:45 am – 9:30 am	Interview #1
9:45 am – 10:30 am	Interview #2
10:45 am – 11:30 am	Interview #3
11:30 am – 12:15 pm	BREAK
12:15 pm – 1:00pm	Interview #4
1:15 pm – 2:00 pm	Interview #5
2:00pm	Judging and Score verification

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 Search 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 31st, 2021.

- Competitors are required to attend the **mandatory virtual orientation** on March 26th at 10am. This will be no longer than 30 minutes. An email with a link to the meeting will be sent prior.
- Each competitor is required to submit the following documents in advance of the competition date
 - **a completed application form** targeting one of the posted positions
 - **a completed resume and cover letter** targeting one of the posted positions
 - **a PowerPoint or Google Slides presentation** that addresses how to effectively showcase required skills in a job interview
- The completed application form must be appropriately named and submitted electronically as a PDF file.
- The cover letter and resume must be appropriately named and submitted electronically as one PDF file.
- The presentation must be appropriately named and submitted as a PDF file or a shared link in google; if shared as a link, competitors must ensure the link can be accessed and viewed by the judges by the submission deadline.
- A single email, with the required documents attached, must be written in a professional manner. For purpose of this competition, a professional email should: consist of a subject line where the purpose of the email is clearly stated; contain an appropriate greeting, message and sign off; and be carefully proofread for errors.
- **The deadline for submission of these required materials is Wednesday, March 24, 2021 at 4:00pm.**
- Competitors will be assigned a 45 minute time slot for their interview and presentation. Each competitor will be assigned a time slot by random draw; they will be notified of their time slot no later than Friday, March 26th
- There is no limit to preparation time before the interview.

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

What Competitors Must Supply

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

8. Evaluation & Judging Criteria

Component	Point Breakdown
Advance Submission – Professional Email	5
Advance Submission - Cover Letter/ Resume	10
Advance Submission – Application Form	5
Advance Submission – Presentation	10
Job Interview Demeanor and Professionalism	5
Job Interview Responses	50
Presentation Delivery/ Responses	15
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 basic sequence a job-seeker may encounter in the real work of job hunting.

1. In advance of the competition, select one of the two available positions (refer **Appendix A**). Prepare and submit a cover letter and résumé targeted to the position that has been selected.
2. In advance of the competition, complete an application form for the selected position (refer **Appendix B**).
3. In advance of the competition, prepare and submit a presentation (PowerPoint/ Google Slides) that targets the message of how to effectively showcase skills in a job interview (refer **Appendix C**).
4. Competitors are required to submit the documents outlined in bullets 1-3 as attachments to a professional email sent to the attention of the PTC Co-chairs **no later than 4:00pm Wednesday, March 24, 2021**. Submissions received after this time will not be scored in the category of Advance Submission - Application Form/ Cover Letter/ Resume/ Presentation. Refer section 3. Criteria for details on submission expectations.
5. **A PTC Co-Chair will reply by return email, on or before Friday, March 26, 2021 to confirm receipt of the application and to notify each competitor of their assigned interview and presentation date and time.** Contact the Chairperson if this confirmation is not received.
6. Competitors will be interviewed by the judging panel for the position for which they 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.
7. Competitors will be allotted a 5 minute period to present their PowerPoint/ Google Slides followed by an additional 5-10 minutes for presentation questions. The presentation questions will be the same for all competitors and will not be published in advance of the competition.
8. Feedback on the competition will be sent to each of the competitors.

10. PTC Contact Information

Co-Chairperson:

Lynn Hogan Gillespie

hoganlz@gnspecs.ca

Co-Chairperson:

Kathy Greeno

kathy.greeno@novascotia.ca

Appendix A

Customer Service Representative

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

Role Overview

As a Customer Service Representative at the Halifax Boardwalk Ocean Centre, you will be part of a team responsible for creating the ultimate experience for all visitors. Your days will be filled with fun and varied tasks giving you 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 safely assisting visitors from the parking lot to the marine tanks and galleries, as well as delivering introductory comments and guidelines to guests before they explore the temporary exhibits. You will also support the Education Director in delivering online interactive experiences for elementary students across Nova Scotia.

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 24th, 2021 to:

Co-Chairperson:
Lynn Hogan Gillespie
hoganglz@gnspes.ca

Co-Chairperson:
Kathy Greeno
kathy.greeno@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 24th, 2021 to:

Co-Chairperson:
Lynn Hogan Gillespie
hoganglz@gnspes.ca

Co-Chairperson:
Kathy Greeno
kathy.greeno@novascotia.ca

Appendix B

APPLICATION FOR EMPLOYMENT (If completing by hand, please print legibly)			
COMPANY YOU ARE APPLYING TO:		POSITION BEING APPLIED FOR:	
NAME (Last/ First)			DATE
ADDRESS:			
STREET #	APT #	STREET NAME	
TOWN/ CITY		PROVINCE/ POSTAL CODE	
TELEPHONE		EMAIL	
# OF HOURS YOU ARE AVAILABLE TO WORK WEEKLY			
ARE YOU AVAILABLE TO WORK		EVENINGS Y N	WEEKENDS Y N
DAYS/ HOURS AVAILABLE	TUES	WED	THURS
	FRI	SAT	SUN
EDUCATION			
NAME OF SCHOOL		SECONDARY <input type="checkbox"/>	POSTSECONDARY <input type="checkbox"/>
RELATED COURSES			
WORK EXPERIENCE			
EMPLOYER		TYPE OF EMPLOYMENT	
POSITION		DATES EMPLOYED	
DUTIES/ RESPONSIBILITIES			
EMPLOYER		TYPE OF EMPLOYMENT	
POSITION		DATES EMPLOYED	
DUTIES/ RESPONSIBILITIES			

VOLUNTEER EXPERIENCE	
NAME OF ORGANIZATION	DATES VOLUNTEERED
DESCRIPTION OF VOLUNTEER RESPONSIBILITIES/ EXPERIENCE	
NAME OF ORGANIZATION	DATES VOLUNTEERED
DESCRIPTION OF VOLUNTEER RESPONSIBILITIES/ EXPERIENCE	
CERTIFICATIONS/ OTHER EXPERIENCE	
TYPE OF CERTIFICATE/ EXPERIENCE	DATES
DESCRIPTION OF CERTIFICATE/ EXPERIENCE	
TYPE OF CERTIFICATE/ EXPERIENCE	DATES
DESCRIPTION OF CERTIFICATE/ EXPERIENCE	
TYPE OF CERTIFICATE/ EXPERIENCE	DATES
DESCRIPTION OF CERTIFICATE/ EXPERIENCE	
SIGNATURE	DATE

Appendix C

All competitors are required to create, submit and deliver a presentation on how to effectively showcase skills in a job interview so that they are The Candidate of Choice when the employer is making their final decision on who to hire from the pool of candidates and individuals interviewed.

Presentation requirements:

- Maximum of 6 slides, including the introduction slide
- Must clearly articulate how to prepare for an interview with a focus on highlighting skills identified in the specific job description they have constructed their cover letter and resume for in the contest description
- Competitors should research how to develop an effective presentation to ensure the presentation they submit represents a professionally developed presentation (style and size of font, set up of slides imagery, consistency, use of space etc)
- The presentation, if developed in PowerPoint, must be submitted along with other required documents outlined in Section 3 Criteria and again in Section 9 Additional Information. If the presentation is created using google slides, the competitor is responsible for sharing a link that can be opened and accessed in the same email required by 4:00pm on March 24th, 2021.

Presentation delivery/ questions:

- Competitors will deliver their presentation during the first five minutes of their assigned interview/ presentation slot. This will be followed by three questions from the judging panel related to the content and concept identified in the contest description.
- There is no limit to presentation preparation and rehearsal time prior to competition day