

Date April 5 2024	Location NSCC Ivany Campus/ Virtual
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1. Schedule

The 2024 Job Search competition will be held on one day. Competitors will be required to commit additional time in advance of the competition to fulfill all competition criteria. This includes submitting the required presentation and supporting documents by the deadline identified in the contest description. Competitors will deliver their presentation and participate in a panel interview on the competition day. The time of competitor presentations/ interviews will be determined in advance by random draw.

Wednesday, March 27th, 2024	Task
4:00 pm	Deadline to submit email, online job application and all required supporting documents
Wednesday, April 3rd, 2024	
Task	
10:30 am - 11:00 am	Virtual Orientation (Mandatory)
Friday, April 5th, 2024 Competition Day	
Task	
8:30 am – 9:15 am	Presentation/ Interview #1
9:30 am – 10:00 am	Presentation/ Interview #2
10:15 am – 10:45 am	Presentation/ Interview #3
11:00 am – 11:30 am	Presentation/ Interview #4
11:45 am – 12:15 pm	BREAK
12:30 pm – 1:00 pm	Presentation/ Interview #5
1:15 pm - 1:45 pm	Presentation/ Interview #6
2:00 pm - 2:30 pm	Presentation/ Interview #7
2:45 pm - 3:15 pm	Presentation/ Interview #8
3:30 pm - 4:00 pm	Presentation/ Interview #9
4:00 pm	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 simulates the application and interview process that any job seeker will experience during their search for employment. The Job Search competition stresses:

- the importance of developing a persuasive targeted résumé and cover letter;
- thoroughness and accuracy in the completion of a job application;
- and strong interview skills.

Knowledge of skills needed to be successful in the workplace and understanding of how to effectively create and complete job-related documents are essential to securing employment and fulfilling personal career goals. Competitors will be evaluated on their ability to present their application materials and themselves in an effective and professional manner, making direct connections to the requirements of the position for which they are applying. As part of this competition, competitors are expected to research and make direct connections to Skills for Success in all aspects of the requirements.

Click [here](#) to hear from a previous competitor about how the Job Search Competition benefited her in learning about and developing her personal skills and confidence.

3. Criteria

- Competitors must submit all required forms and documents by the due date (refer table on page 1 of the contest description).
- A description of two jobs is provided (see [Appendix A](#) of this contest description); competitors will choose one of the two jobs to use in the completion of required competition tasks.
- Each competitor must complete an [online job application](#) for the position they have selected (click on the link to access the online job application you must complete).
- Each competitor must submit a **professionally composed email**. For the purpose of this competition, a professionally composed email consists of:
 - a clearly stated subject line that includes the name of the competition and name of the competitor.
 - a professional salutation, message and closing (carefully proofread for errors)
 - grammar, spelling, complete sentences, spacing, slang and casual language will be scored.
- Each competitor must attach to their email a **résumé and cover letter** that targets the position the competitor has selected (refer [Appendix B](#) for résumé and cover letter expectations).
 - The cover letter and résumé must be attached as a single PDF file.

- All attachments must be appropriately named – in the saved title of each document the competitor must include:
 - their name;
 - the specific type of document (Cover Letter and Résumé or Presentation)
 - the name of the job they are applying for.
- Each competitor will create and attach a **PowerPoint or Google Slides presentation** that addresses “The Importance of [Skills for Success](#) When Researching and Applying for Jobs/ Careers”. (Refer presentation requirements in [Appendix C](#) and example in [Appendix D](#).)
 - The presentation must be appropriately named and attached as a PowerPoint/ Google slides 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.
 - Competitors must make clear and relevant connections between at least three Skills for Success and the position they selected.
 - The presentation must address the three questions identified in [Appendix D](#).
 - The presentation must be creative (include a minimum of 2 relevant graphics, charts or other images) and clearly cite where items and information are sourced from.
- **The deadline for submission of the required presentation and supporting documents as well as as the online job application is Wednesday, March 27th, 2024 at 4:00pm;**
- Competitors will be assigned a 30-minute time slot for their presentation and interview questions (refer [Appendix E](#)). Competitors will deliver their presentation during the first 5 minutes of their assigned time slot and then respond to a series of interview questions asked by the judging panel during the remaining 25 minutes of their assigned time slot. Competitors should reference information contained in their presentation when responding to interview questions.
- Each competitor will be assigned a presentation and interview time slot by random draw; they will be notified of their time slot no later than Wednesday, April 3rd, 2024.
- There is no limit to preparation time before the presentation and interview.

4. Number of Stations / Allocations

There are nine (9) spaces available.

- Competitors can participate in person or virtually.
- Confirmation of competitor's preference for participation must be confirmed at the time they submit their email and documents on **Wednesday, March 27th, 2024**. (**NOTE - while competitors may participate in the provincial competition virtually, the candidate who places first, winning gold at the provincial competition will be required to attend and compete at the National competition in person.**)

5. Knowledge, Skills and Abilities to be Assessed

- Effectiveness at researching job or career opportunities.
- Ability to create and communicate relevant information in an effective, professional, targeted résumé and cover letter.
- Problem solving and thinking skills when engaged in a panel interview.
- Ability to communicate relevant information when responding to job interview and presentation questions, making connections to real world and personal experience to posted job requirements.
- Understanding of the importance of Skills for Success in life, learning and at work.

6. Prerequisites

SCNS Prerequisites

- Secondary level competitors must meet the following criteria in the current school year:
- Attend a public or private recognized secondary institute, or be enrolled in a registered home school program through the Nova Scotia Department of Education and Early Childhood Development (EECD);
- Be between 13 and 21 years of age on January 1 of the year of the Competition. Competitors are responsible for verifying this information, if requested.
- 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 Canadian citizenship or Landed Immigrant status and be a resident of Nova Scotia; or be a registered International Student. 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

Competitors are required to present in professional interview attire.

What Competitors Must Supply

- Any supporting material for your job interview.

8. Evaluation & Judging Criteria

Component	Point Breakdown
Advance Submission – Professional Email	5
Advance Submission - Cover Letter/ Résumé	10
Advance Completion– Online Job Application	5
Advance Submission – Presentation	15
Presentation Delivery	10
Job Interview Question Responses	50
Job Interview Professionalism/ Demeanor	5
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 remains tied after using this criterion, the score for the “Presentation Delivery” will be used to break the tie. Should a tie still exist, the score for the “Résumé” will be used to break the tie. The Competition Chairperson (s) 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.

- In advance of the competition, competitors will choose one of two advertised positions (refer [Appendix A](#)). Competitors will prepare and submit a cover letter and résumé targeting the position they have selected (refer [Appendix B](#)).
- In advance of the competition, competitors will complete an [online job application](#) for the selected position.
- In advance of the competition, competitors will prepare and submit a presentation (PowerPoint/ Google Slides) that addresses the importance of Skills for Success, highlighting the importance of Skills for Success in any job and the skills most important in their selected position description (refer [Appendices C & D](#)).

- Competitors are required to submit the documents outlined in bullets 1-3 as attachments to a professional email that must be sent to the attention of the PTC Co-chairs **no later than 4:00pm, Wednesday, March 27th, 2024**. Submissions received after this time will not be scored in the category of Advance Submission - Email/ Application Form/ Cover Letter/ Résumé / Presentation. Refer section 3. Criteria for details on submission expectations.
- **A PTC Chairperson will confirm by return email, on or before Tuesday, April 2nd, 2024, receipt of the competition submissions; this email will also contain notice of assigned time slots with the interview panel.** Competitors must contact the Chairperson (s) by the end of day on April 2nd if this confirmation was not received.
- Competitors will deliver a 3 - 5 minute presentation on Skills for Success during the first portion of their assigned time slot. Competitors should refer **Appendices C & D** for presentation requirements and expectations.
- Competitors will be interviewed by the judging panel for the position for which they have applied during the final 25 minutes of their assigned time slot. All interview questions will be the same for each competitor. These questions will not be published in advance of the competition day.
- Sample interview questions have been provided in **Appendix E**; competitors should note that these questions are intended as a guide to help them prepare for the competition and that they do not represent the actual questions that will be asked of them.
- Competitors will receive feedback by email on their performance and submissions following the completion of the competition.
- The gold medalist will be required to participate in three coaching sessions to prepare them for the Nationals. Specific dates for these coaching sessions will be established by the gold medalist and assigned mentor(s). It is anticipated these sessions will focus on determining a timeline and action plan that include:
 - review of feedback and the National Job Search Competition criteria and expectations.
 - review of competitor draft materials and feedback prior to submission of required documents to the Nationals Committee.
 - interview prep for Nationals.

10. PTC Contact Information

Name	Email
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