



CONTEST DESCRIPTION
JOB SEARCH
NS ABILYMPICS COMPETITION 2025

Contest Area: Job Search
Where: NSCC AKERLEY CAMPUS
When: MARCH 28th, 2025

Schedule

TIME	TASK
9:00am – 9:30am	Participants arrive, welcomed by judges, overview of tasks/interview setup. Opportunity to ask questions
9:30am-9:50am	Interview #1
9:50am-10:10am	Interview #2
10:10am-10:30am	Interview #3
10:30am-10:50am	Interview #4
10:50am-11:10pm	Interview #5
11:10pm-11:30pm	Interview #6
11:30pm-12:00pm	LUNCH
12:00pm-12:20pm	Interview #7
12:20pm-12:40pm	Interview #8
12:40pm-1:00pm	Interview #9
1:00pm-1:20pm	Interview #10
1:20pm-1:40pm	Final Judging/Closing
2:00pm-3:00pm	Pizza Party and Medal Ceremony

2. Purpose of the Contest

- The Abilympics Job Search contest provides an opportunity for participants to perform well in job interviews and similar situations. With ten slots available, participating organizations will send one participant to NSCC Akerley Campus on March 28th, 2025, where they will interview for a mock job opportunity, with a group of three judges scoring their performance. To help participants prepare, PTC Members will offer a training session in advance to share tips and tricks for success.



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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 the 2 jobs is provided (see below)
- Competitors will choose **one** of the two jobs to use in the completion of required competition tasks.
- Each competitor must submit a résumé before the competition date for the judges to review, they may also bring one on the day of the competition.

4. Number of Stations / Allocations

- Ten (10) interview slots available, held in person on March 28th, 2025.
- One (1) interview at a time, 30-minute time slots.
- Five (5) questions per interview.

5. Skills & Knowledge to be Tested

- Problem solving and thinking skills in an interview setting.
- Ability to communicate relevant information when responding to job interview questions.
- Making connections to real-world and personal experience to posted job requirements.
- Overall professionalism.

6. Prerequisites

N/A

7. Equipment & Clothing *

- Competitors are required to present in professional interview attire.
- Competitors will submit their resume in advance (1–2-page maximum).

8. Evaluation & Judging Criteria

POINT BREAKDOWN	_ / 100
Introduction, greetings	10
Overall professionalism, (language, professional attire, body language, etc.)	20
Interview question answers (10 points per question)	50
Relates answers back to previous work/lived experiences	20
TOTAL	_ / 100

9. Additional Information

- Participants requiring specific supports for preparation or for their scheduled interview should work with their organization's point of contact to ensure they are well-supported as they prepare to compete in Job Search.

10. PTC Contact Information

Name	Employer	Email
Jason Turner	Saint Mary's University	Jason.turner@smu.ca
Molly Morgan	Saint Mary's University	Molly.morgan@smu.ca

Job #1 - Kitchen Staff (Prep Cook and Dishwasher)

General Responsibilities:

- Assist chefs with ingredient preparation, chopping, and following recipes. Help organize and maintain kitchen stations.
- Wash, sanitize, and organize dishes, utensils, and kitchen equipment. Ensure proper Follow food safety and sanitation protocols to maintain a safe kitchen environment.
- Work with other team members (servers, chefs, etc.) to ensure quality service for guests.

Specific Tasks:

- **Prep Cook:** Prepare ingredients and assist with basic cooking tasks.
- **Dishwasher:** Clean dishes, utensils, and kitchen equipment, ensuring they are ready for use.

Necessary Skills:

- **Collaboration:** you contribute to and support others to achieve a common goal.
- **Adaptability:** you are responsive to needs of customers and co-workers & changing work/ schedules.
- **Communication:** ability to receive, understand, consider, and share information and ideas clearly (both oral and written) through speaking, listening, and interacting with others.
- **Problem Solving:** you can identify, consider solutions and troubleshoot and/ or make decisions.
- **Numeracy:** you can perform basic kitchen measurements (3 cups, ½ teaspoon, etc.)

Other requirements:

- You have an upbeat attitude and contribute positively to a team atmosphere.
- You take initiative in addressing tasks and projects.
- You have some experience in a kitchen setting.
- You have an ability to work calmly in a fast-paced environment and to organize your time effectively.
- You have an ability to work safely and adhere to all safety procedures and requirements.

Job #2 - Office Assistant

An Office Assistant provides administrative support to ensure the smooth operation of an office.

Key responsibilities include:

- Answering phones and directing calls.
- Managing office supplies and inventory.
- Organizing and filing documents.
- Scheduling appointments and meetings.
- Assisting with data entry and other administrative tasks.
- Maintaining a clean and organized office environment.

Necessary Skills:

- **Communication Skills:** you can effectively communicate with customers and team members.
- **Problem Solving:** you can identify problems and quickly consider solutions
- **Reading / Writing Skills:** you can write emails, reports and social media posts clearly and effectively.
- **Technology Skills:** you are comfortable using a computer to send emails, create calendar invitations etc.
- **Creativity:** you have a creative mindset and pay attention to detail.
- **Collaboration:** you work well with others to get things done.

Other requirements:

- You have an upbeat attitude and contribute positively to a team atmosphere.
- You take initiative in addressing tasks and projects.
- You can work both independently and in a team.