

Welcome to the 2018 Provincial Job Search Competition. Please review the following information closely prior to the competition date, as it contains information essential to your participation in the competition.

Cell phones may not be used during the entire competition except during breaks. Unauthorized use of devices may result in penalties including disqualification.

1 | Competition Duration

The competition takes place on Wednesday, February 28 at Vancouver Community College. It lasts approximately 5 hours, broken into two modules.

Job Seeker Module.

Competitors will receive two profiles of students who would like to apply for one of two fictional job postings. These will be different from those for the Interview Simulation.

Competitors will be asked questions about what skills, attributes and experiences are best suited for the posting, as well as questions about what type of information is best to include in a cover letter and resume.

Interview Simulation Module.

The interview portion will take up to 1 hour, split over two interviews. Competitors will then have 30 minutes to draft one follow-up letter to the interviewer of their choice.

Competitors will be using their own real-life experiences, skills and attributes to answer questions about the fictitious posting they applied for prior to the competition day.

2 | Judging

Judging will be based upon submitted work, the ability of the competitors to express themselves effectively and in a professional manner, as well as their ability to present themselves as the candidate best suited for the position.

3 | Competition Day

Competitors are required to dress in appropriate business attire, and conduct themselves accordingly. Review this Scope Document, Instruction sheet and job postings, resume, and cover letter ahead of time, and double-check that you have everything prior to checking in on competition day.

Competitors must bring the following items to the competition:

- ✓ **3 copies** of the cover letter and resume previously emailed
- ✓ writing equipment (**blue or black ink**), loose-leaf paper, correction tape or fluid

We also suggest you bring the following:

- ✓ watch (cell phones are not allowed during the competition to keep track of time)
- ✓ water bottle and snacks (lunch is provided)

All competition materials are confidential, and specifics cannot be discussed with anyone without the explicit consent of the Provincial Competition Chair. Failure to abide by this rule may result in penalties or disqualification.

Competitors must be present at the competition site at the conclusion of judging, and announcement of results.

4 | Mark Breakdown

Job Seeker Module | 25%

Interview Simulation Module | 75%

Cover letter/resume/follow-up letter – 15%

Interview Presentation – 10%

Interview Responses – 50%

5 | Additional Information

If two or more competitors are tied in medal positions, the score for interview responses will break the tie, followed by the score for the job seeker activity. The Competition Chair will determine medal placings if competitors are still tied.

The Skills Canada British Columbia competition rules are applicable in areas not covered by the Scope Document. The Scope Document is the main reference document in running this competition.

The gold medalist may be eligible to represent their region at the 2018 Skills/Compétences BC Competition at Tradex in Abbotsford, BC on 18 April 2018. If the gold medallist cannot attend, the silver medallist will be invited, followed by the bronze medallist. Information will be given at the conclusion of the competition.

6 | Regional Technical Committee

Sue James (Co-Chair)

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Janet McCarron (Co-Chair)

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