

## 1 | General Information

### a) Purpose of the Challenge

Job interviews introduce employers to potential employees and allow the job applicants to determine if the job is a good fit for them. The crucial first contact sets the tone for the potential future work relationship. Success in a job search process requires strong credentials, a good presentation of skills and abilities, and effective documentation. Success in the interview also requires background research for the position and employer, and the required attributes.

The competition mirrors the process job applicants encounter along the interview process which includes researching requirements for the job posting, drafting a cover letter and resume, going through an interview, and following up with the interviewer. Judges base their evaluation on submitted documents, interview quality, and efficacy and professionalism throughout the competition.

### b) Competition Day Schedule

The competition will run approximately **7 hours** from start to finish. The competitors will be at TRADEX all day and should have time to visit some of the other competitions. There are two distinct modules that make up the Provincial competition. The Job Seeker Module of the competition is **2.5 hours**. Competitors will be given a fictional job applicant profile and job posting, which they will use as the basis to create a cover letter and resume as if they were the fictional applicant. Computers and business software (MS-Word) will be available to competitors for this portion of the competition. The Interview Simulation Module of the competition will run anywhere between **1 to 2 hours** depending on the number of competitors. Competitors will be interviewed by two separate judges and will then have **30 minutes** to draft a follow-up letter. We provide a boxed lunch and a **1-hour** break.

Judges will lead a group feedback session at the end of the competition before the medal ceremony.

### c) Skills and Knowledge to be Tested

The competition focuses on the competitor's ability to effectively and professionally present themselves as the most suitable candidate for a given position. Activities include writing an effective and professional cover letter and resume, researching information related to the position and professional conduct during the competition.

Judges base their decisions on how well competitors demonstrate a match between their skills and experience and the requirements of the job posting. Competitors must rely **only** on verifiable and factual experiences in the competition. Competitors should familiarize themselves with the essential skills compiled by the Conference Board of Canada and found at <http://www.conferenceboard.ca/topics/education/learning-tools/employability-skills.aspx>. Interview questions often relate to these fundamental skills.

## 2 | Competition Description

### a) Pre-Competition Document Submission

Competitors are required to submit a cover letter and resume directed and tailored toward one of the job postings provided on the Skills Canada BC website via email to the Provincial Competition Chair by 11:59 pm on Sunday, 5 April 2020 the latest. Judges may penalize late submissions.

Competitors may either create new letters and resumes for the competition or alter existing materials. **Competitors are required to use only factual and verifiable information in their cover letters and resume.**

All cover letters should be directed to the attention of the Provincial Competition Chair as indicated in the job posting document (separate on the Skills Canada BC website).

Competitors are asked to follow up with the Provincial Chair if they do not receive a confirmation receipt of their submission within 72 hours. The body of the email must include the **competitor's name**, the **competition region** (i.e. North West Lower Mainland), as well as the title of **job posting chosen**. The cover letter and resume must be attached to the email as **two separate PDF files**, each identifying the competitor and document type (i.e. FullName\_coverletter, FullName\_resume). **Judges may penalize competitors who do not follow the instructions as stated.**

### b) Competition Day

A schedule including timeline and other important information will be sent out via email before the competition day. Competitors will start the day by submitting a USB storage device and attending an orientation meeting which will include a review of the competition rules and structure.

### c) Module Descriptions

#### Pre-Competition Submission - Cover Letter and Resume

In a well-crafted and appropriately formatted cover letter, competitors should briefly introduce themselves, the job they are applying for, and highlight selected experiences that show they are the best-suited candidate for the position.

The resume should continue along the same theme as the letter, showcasing select experiences.

#### Job Seeker Module

This module requires competitors to put themselves in someone else's shoes and identify key skills and experiences to highlight in a job application. Based on a fictional biography, competitors will complete a cover letter and resume on site.

#### Interviews

Competitors will answer questions about their experiences and skills as they relate to the cover letter and resume they emailed before the competition day. Possible question topics may include ones that examine experiences, character, leadership, motivation, skillsets, and knowledge of the role.

#### Follow-Up Letter

After the interview, competitors will have an opportunity to reflect on their interview, and then write a follow-up letter addressed to one of the interviewers.

### 3 | Equipment, Material, Clothing

#### a) Equipment and materials provided by Skills Canada BC

- computers and printers

#### b) Equipment and materials provided by the competitor

- writing instruments
- USB storage device for submitting materials to the judge
- One copy of the cover letter and resume previously submitted
- supporting materials for the interview (eg. notebook, samples of work, portfolio)

#### c) Required clothing provided by the competitor

- appropriate business interview attire

### 4 | Assessment

#### Job Seeker Module | 25%

#### Simulation | 75%

Cover Letter/Resume/Follow-up Letter – 15%

Interview Responses – 60%

#### Penalties

Tardiness or running over time limit at interview | up to 1% off final mark/occurrence

Missing additional materials or competition elements | up to 1% off final mark/occurrence

Other penalties may be levied at the discretion of Competition Judges

### 5 | Additional Information

#### a) Ties

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 module. The Competition Chair will determine medal placings if competitors are still tied.

#### b) Advancement

The Provincial gold medalist will be eligible to represent BC at the 2019 Skills/Competences Canada National Competition in Vancouver, British Columbia, 28 - 29 May 2020. The silver medalist will serve as an alternate should the gold medalist be unable to attend.

#### General Notes

Coaches and competitors should **carefully** read the Scope Document and Job Postings. Anything not explicitly asked for is not required. If a competitor includes non-mandatory elements in the competition, these components may be recognized in compiling the final score at the judge and competition chair's discretion. Non-mandatory elements are not necessarily to the benefit of the competitor and could cause penalties. Competitors should be prepared to speak about any and all experiences listed on their resume and cover letter, though not all experiences listed will necessarily be discussed.

### **c) Competition Rules**

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.

## **6 | Provincial Job Search Competition Committee Members**

Susanna James (Provincial Co-Chair)

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