



## **7<sup>th</sup> ANNUAL INTERMEDIATE SKILLS COMPETITIONS**

**January 30, 2010**

**Mount Pearl Intermediate School**

### **JOB INTERVIEW**

**Intermediate Level Scope**

#### **PURPOSE OF THE CHALLENGE**

The Skills Canada Job Interview Competition follows the same basic sequence a jobseeker would encounter in the real world of job hunting. You submit your résumé and cover letter in response to a job advertisement (see below). The Competition Chairperson will contact applicants by return email, to acknowledge receipt of the materials and invite each competitor to an in-person interview. The in-person interview will take place on Saturday, November 28, 2009. The interviews will be conducted by a panel of 2 – 3 judges who will ask a series of questions consistent with the “advertised” job. Candidates will be scored on the quality of their answers, confidence displayed, and overall job interview skills (see below for specifics).

All candidates must forward a copy of their covering letter and résumé by Email **or** Fax. **These documents must be in the hands of the adjudicating committee by November 13<sup>th</sup>, 2009.** Please email or fax. (Failure to meet this deadline will result in a penalty of up to 25 marks.) Competitors will receive confirmation of receipt of their materials within 2 business days. If confirmation is not received, competitors are to notify the Skills Canada Newfoundland and Labrador office by phone at 739-4172.

**E-mail to [craigwhite@gov.nl.ca](mailto:craigwhite@gov.nl.ca)**

**OR**

**Fax to Craig White at 709.729.6619**

**The competitors may select any **ONE** of the three job descriptions listed on our website: Day Camp Leader, Prep Cook, or Grounds Crew Member. Please find the detailed job posting online at: <http://www.skillscanada-nfld.com/ISC.php>**

A team of 2 to 3 judges will conduct the interview. Competitors will be graded on the process of applying for a job, not their ability to fill the position. Competitors are required to support their résumé qualifications. If the competitors have special training, they may be called upon to prove it and may lose marks if they cannot answer questions about it.

**Scoring:**

10% Covering Letter

20% Written Résumé

(Failure to meet receipt deadline will result in a penalty of up to 25 %.)

30% Personal Interview/Greeting/Presentation Segment

40% Actual JOB INTERVIEW & QUESTIONS

In the event of a tie, the Competition Chair will review the results and make a decision which will be final and binding.

The covering letters and the hard copy résumés will be adjudicated in advance of the oral interview portion at the actual competition.