

**12<sup>TH</sup> PROVINCIAL SKILLS COMPETITION**  
**2009 SKILLS CANADA NEWFOUNDLAND AND LABRADOR**



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**JOB INTERVIEW**

**Scope document**

**Secondary Level**

**Friday, April 3, College of the North Atlantic, PPD Campus – St. John's**

***Note : One competitor per registered school***

***Rules & Regulations***

The Skills Canada Job Interview Competition follows the same basic sequence a job-seeker would encounter in the real world of job hunting.

1. You apply via E-mail, to one of the advertised positions, Attach a Word, WordPerfect or .pdf document with your resume and cover letter to your E-mail to the Job Interview Competition Chairperson.
2. You mail (using Canada Post) **or** FAX a hard copy of your resume and cover letter to the Job Interview Chairperson to be received 10 business days in advance of the competition.
3. The Job Interview Competition Chairperson will contact applicants by return E-mail indicating receipt of the application. The competitor shall contact the Chairperson if this confirmation is not received.
4. The interview process generally is a series of interviews as the applicant successfully moves to the "short list" of likely applicants.

In this Job Interview competition the in-school competition is analogous to the first preliminary interview. The Provincial competition is analogous to the second interview. The National competition is analogous to the third interview that determines whether or not the applicant will be offered a position with the company.

**1. MANDATORY:** *All candidates must forward, by Canada Post or by FAX, a hard copy of their covering letter and resume to the Job Interview Competition Chairperson. These documents must be received 10 business days prior to the competition; therefore the chairperson must receive documents no later than **Friday, March 20, 2009**. See last page of scope for the mailing address.*

Failure to meet this deadline will result in a penalty of 25 marks. (This aspect is not open for appeal).

**2. MANDATORY:** *All candidates must E-mail their resume and cover letter to their Provincial Job Interview Chairperson ( [craigwhite@gov.nl.ca](mailto:craigwhite@gov.nl.ca) ) no later than 10 business days prior to the competition in order to compete in the Provincials. (PDF format is preferred.) Therefore the deadline for email submission is **Friday, March 20, 2009**.*

**3. The competitors may select any one of the three job descriptions listed below.**

Normally the job descriptions are those that would be open to secondary school-age students. Generally they require some computer familiarity as well as good interpersonal skills.

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### Scoring: (Out of 100%)

Covering Letter	10%
Written Resume (includes – hard copy and E-mailed copy 10 DAYS PRIOR to actual job interview portion) (Failure to meet this deadline will result in a penalty of 25 %.)	15%
Job Interview Presentation	15%
Job Interview Responses	50%
Discretionary Performance marks (assigned based on the overall quality of the interview, materials, knowledge relative to the position, and personal department)	10%

The competition is adjudicated on the process of applying rather than the student's actual ability to fill the job.

**Please ensure you mail or FAX your original copies (resume and cover letter) to the Job Interview Competition Chairperson to be received 10 business days prior to the competition. Documents must be received no later than Friday, March 20, 2009.**

To make the competition as fair as possible the questions for the Provincial competitions will be the same for all candidates.

*Skills Canada* would like to have all schools participate in this competition and having in-school competitions facilitates this endeavour. Give your students the opportunity to participate and expose them to the tools that are required to compete for jobs in the new millennium.

**ONLY THE GOLD MEDAL WINNERS OF THE PROVINCIAL COMPETITION MAY COMPETE AT THE NATIONAL FINALS.**

1. You apply to the Job Interview Competition Chairperson by E-mail sending your resume and cover letter, as a MS Word, WordPerfect or PDF attachment, to one of the advertised positions (see below).
2. You mail (using Canada Post) Or FAX a hard copy of your résumé and cover letter to the Job Interview Chairperson to be received 10 business days in advance of the competition; therefore must be received no later than **Friday, March 20, 2009**.
3. The Job Interview Chairperson will contact applicants by return e-mail indicating receipt of application.

***Mail to:***

Mr. Craig White  
Provincial Technical Chair  
C/O Skills Canada Newfoundland and Labrador  
Site 230, 31 Peet St  
St. John's, NL A1B 3W8  
Ph. 709.739.4172  
Fax. 709.739.4198

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Email : [craigwhite@gov.nl.ca](mailto:craigwhite@gov.nl.ca)

### **Job Description #1**

#### **Line/Prep Cook**

Need competent line/prep cook in fast-paced upscale restaurant for full-time work during our busy summer season. Cross training from pantry to sauté to grill will be provided. We prepare our own sauces, dressings and desserts, and cook meats and seafood to order.

Your duties will include, but are not limited to, opening the line, prepping items, working any of the stations on the line, wrapping, closing and cleaning each night to maintain clean working environment.

Here are the competencies we are looking for:

- **Team Contribution:** you are helpful to others in getting work done cooperatively.
- **Self Motivated:** you work hard to complete assigned tasks quickly and accurately.
- **Customer Focus:** you are dedicated to meeting the expectations and requirements of our customers.
- **Positive Attitude:** you have an upbeat attitude that persists when working in a fast-paced environment.
- **Communication:** you can listen and speak well with others in a busy environment.
- **Aptitude for cooking and/or food preparation;** previous kitchen or fast food experience would be an asset

We provide a competitive wage and uniforms. Personal presentation must be suitable to a formal dining restaurant. Employment commences June 29 and concludes August 28, 2009. Opportunity for part-time employment during the school year will be available to employees with good performance.

**NOTE: Competitors apply for one of the three available positions.**

Application procedures and address provided on last page of scope.

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### Job Description #2

#### Day Camp Leader

We are seeking secondary or post-secondary students with an interest in working with children aged 6-9 for summer employment. The City's Leisure Services department is a dynamic team that has been recognized as leaders in the recreation field and for building community spirit. Full-time and part-time hours are available for Day Camp Leaders from June to August. Current first aid certification and an acceptable criminal record check are required. A driver's license, with a clean driving record, is an asset.

Do you enjoy working with children and planning, leading and organizing crafts, games, and social recreation experiences? You will develop, plan, organize and implement four one-week day programs for 6 - 9 year olds under the supervision of one of the City's Recreation Programmers. Previous experience working with children in a recreational setting is desired, but not a requirement.

We require the following competencies:

- Team Contributor: you work well with others and help the group achieve their goals.
- Self-motivated: you take initiative to do work without continual direction.
- Customer Focus: you strive to make an extraordinary experience for our campers.
- Positive Attitude: you have an upbeat attitude, and a sense of fun.
- Communication: you express yourself well verbally and in writing with good comprehension.
- Previous experience working with children is desired, but not necessary.

A competitive wage is provided. Employment will be from late June to August, 2009. With good performance, there will be opportunity for repeat employment in future years.

**NOTE: Competitors apply for one of the three available positions.**

Application procedures and address provided on last page of scope.

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**Job Description #3**

**Grounds Crew Member**

We are seeking students for work during the summer months with our grounds crews at the municipal golf courses. Training in safe work practices related to the use of a variety of small equipment will be provided. No previous experience is required. Full-time and part-time hours are available with a variety of shifts, most starting before the golfers arrive and leaving you free to enjoy the summer afternoons.

**You will work with a crew or independently performing a variety of tasks related to the maintenance of the grounds, including planting, weeding, mowing, edging, trimming, and aerating. Some routine maintenance of the equipment will also be required.**

We are looking for individuals with the following competencies:

- Self-motivated: you take initiative to do assigned work without close supervision.
- Team Contributor: you work co-operatively with others to complete tasks.
- Customer Focus: you recognize the impact of your work on our visitors' experience.
- Communication: you understand and convey information well verbally and in writing.
- Positive attitude: you have a positive attitude in your work.
- An interest in horticulture, landscaping, or grounds keeping is desirable; Previous experience using related power equipment would be an asset.

A competitive wage is provided for this unionized position. With good performance, there will be opportunities for repeat employment in future years.

**NOTE: Competitors apply for one of the three available positions.**

If you are interested in either of these three positions please mail your hard copy résumé, covering letter and transcript by Canada Post to be received no later than Friday, March 20, 2009 to:

Mr. Craig White  
Provincial Technical Chair  
C/O Skills Canada Newfoundland and Labrador  
Site 230, 31 Peet St  
St. John's, NL A1B 3W8  
Ph. 709.739.4172  
Fax. 709.739.4198

You must also e-mail your application to: [craigwhite@gov.nl.ca](mailto:craigwhite@gov.nl.ca) no later than Friday, March 20, 2009.

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