



**DSBN REGIONAL Job Interview SKILLS CHALLENGE 2020
SECONDARY LEVEL SCOPE**

CHAIR:

Interview Skills: Sandra MacKenzie sandra.mackenzie@dsbn.org -905-380-4832

Job Demonstration: Frank Keltos frank.keltos@dsbn.org - 289-213-8540

PURPOSE OF THE CONTEST: To participate in a job interview and demonstrate effective job search and interview skills.

EVENT DETAILS:

Date: Wednesday, Feb. 26th, 2020

Time: 9:00 am with individual set appointments

Location: **(Niagara College- Niagara-on-the-Lake Campus)

SKILLS AND KNOWLEDGE TO BE TESTED:

- Good listening skills
- Setting a positive first impression
- Being articulate
- Knowledge of prospective employers

SAFETY REQUIREMENTS: Competitors are required to follow all industry safety standards during the competition.

EQUIPMENT, MATERIALS, TOOLS, AND SUPPLIES: Competitors are required to submit in advance a resume, cover letter, transcripts and an optional portfolio. In addition, an electronic copy of the resume is required.

Equipment Supplied by the Competitor:

CLOTHING REQUIREMENTS: Business attire appropriate for an interview must be worn.

JUDGING CRITERIA:

Category Possible	Score	Points Earned	Comments
Cover Letter	10%		
Resume	15%		
Job Interview Presentation	15%		
Job Interview Responses	60%		
Mark out 100%	100%		
Penalty for Late submission (resume/cover letter)	20 %		
Total Score			

The Job Interview Challenge requires you to prepare and submit an application for assessment by a panel of evaluators in addition to your job interview.

- Each competitor selects one of the two available positions and will be judged on their interview and the supporting application for this position.
 - Salon Spa Assistant
 - Trades Workshop Assistant
 - Graphic Design Assistant

- Customer Service Representative
- Trade Show Representative

2. Each competitor must prepare an application for their selected position. The application must include a cover letter and résumé targeted to the competitor's selection.

3. **IMPORTANT:** Prior to the challenge date, each competitor must email or fax a copy of their cover letter and resume for their selected position to the Job Interview Challenge Technical Chair attached in a Word or .pdf file. **The E-MAIL must be received by the Technical Chair no later than Thursday, February 20st, 2020. After this date a 20% late penalty will apply.** Please note that an electronic (emailed) copy of the letter and resume is a required element even if a copy has been faxed earlier. Technical Chair email: sandra.mackenzie@dsbn.org

4. Interviews will be scheduled and held for all competitors on the challenge day. The interview questions will be the same for all competitors. Each competitor will be assessed by more than one judge. The total scores from each judge will be averaged to obtain an average total score for each competitor. The top 3 placements will be identified by the highest average total scores. In the event of a tie between two or more applicants (for a medal position), the score for the Job Interview Responses will be used to break the tie. If the score is still tied after this, the score for the Written Resume will be used to break the tie. Should a tie still exist, the Technical Chair will review the results to determine the winner of each medal. This will be the final decision.

ENTRY: Students must register online at TechEd.dsb.org/skills with all of the required information completed to be eligible to participate. Teachers should also forward a list of competitors participating from their school to the contest Chair **7 days prior** to the date of the contest. Teachers will be notified of scheduled appointment times.

TRANSPORTATION: Students are responsible for their own transportation.

TEACHER'S ROLE: Instructors are expected to acquaint their student participants with all of the enclosed guidelines. Teachers may accompany their students or visit any time during the competition, but may not assist the competitors during the challenge.

COMPETITION AGENDA:

8:00- 8:30 a.m.	Sign in/ Arrival/ Set up
8:30 a.m	Orientation
9:00 a.m	Competition begins. Students will be given their allotted interview time. Please arrive 30 minutes prior to your time.
11:00 a. m	***** Lunch ***** Competition resumes are reviewed Competition ends Judging

**** Competitors must be on time for their contest and may be disqualified if they do not sign-in at their contest site prior to the start of orientation. At the discretion of the technical committee chair, the competitor may be permitted to compete but would not receive any additional time. Each competitor will be given a number by their coordinator upon registration at the location and will be judged anonymously during the competition.**