



17TH ONTARIO TECHNOLOGICAL SKILLS COMPETITION

JOB INTERVIEW

–

SECONDARY LEVEL

CHAIR: Linda Hart

**** Gold medal winner will advance to the Canadian Skills Competition.**

PURPOSE OF THE CONTEST:

To participate in a job interview and demonstrate effective job search and interview skills.

SKILLS AND KNOWLEDGE TO BE TESTED:

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

EQUIPMENT AND MATERIALS:

Competitors are required to submit a resume, cover letter, transcripts and an optional portfolio. In addition, an electronic job application is required.

TIME TABLE:

7:00 – 7:30	Registration
7:30 – 8:00	Orientation

JUDGING CRITERIA:

Cover Letter	10%
Resume	20%
Personal Interview/ Greeting/Presentation	20%
Actual Job Interview And Questions	50%
Total	100%
Penalty for late submissions	-25%

The Ontario Technological Skills Job Interview Competition requires you to prepare and submit an application for assessment by a panel of evaluators in advance of interviews that take place on competition days. Each participant is evaluated on both the application and interview. The student's true ability to fill the job is secondary to their technique in applying and interviewing for a particular position.

1. Each competitor selects one of the three available positions listed below and will be judged on their application and interview for this position. More detailed descriptions and requirements are attached for each position.
 - *Service Assistant*
 - *Skills Canada Youth Liaison Officer*
 - *Plumber's Assistant/Student Trainee*
2. Each competitor prepares an application for their selected position.
3. Each competitor must mail a hard copy of their cover letter and resume for their selected position (via Canada Post) to the Job Interview Competition Chairperson AND email the Chairperson with their resume and cover letter attached in a Word, WordPerfect, or .pdf file. Both the mail and e-mail must be received by the Chairperson no later than 10 days before the competition date. The Chairperson will reply by return e-mail to confirm receipt of the applications. The competitor shall contact the Chairperson if this confirmation is not received.

Provincial/ Competition Date(s):

May 2, 2006

Job Interview Chairperson (name & email):

Linda Hart, Conestoga College, 299 Doon Valley Drive, Kitchener, ON N2G 4M4

lhart@conestogac.on.ca

NOTE: Failure to meet the deadline for receipt of the mail and email will result in a penalty of 25 marks*.

Interviews will be scheduled and held for all competitors on the competition day(s). The interview questions at each competition will be the same for all competitors. Changes in the questions can be expected at subsequent levels of competition.

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, the Competition Chairperson will review the results to determine the gold medal winner. This will be the final decision.
