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**DSBN REGIONAL JOB INTERVIEW SKILLS CHALLENGE 2024  
SECONDARY LEVEL SCOPE**

**CHAIR:** Sandra MacKenzie  
Greater Fort Erie Secondary School  
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**PURPOSE OF THE CONTEST:** To participate in a job interview and demonstrate effective job search and interview skills.

**EVENT DETAILS:**

**Date:** Wednesday February 28th, 2024

**Time:** Individual Set Appointment Times

**Location:** Niagara College - NOTL Campus – Rm W112

**ENTRY:** Students must contact their skills challenge/tech teacher in order to register online with all the required information completed to be eligible to participate. Register online at [2024 Skills Challenge Registration Form](#) with all the required information completed to be eligible to participate.

**SKILLS AND KNOWLEDGE TO BE TESTED:**

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

**SAFETY REQUIREMENTS and SUPERVISION**

Teachers or another designate must supervise the student to ensure that safety is adhered to and to maintain the integrity of the competition. If a supply teacher is required, it is preferable to have the supply teacher supervise your student for the challenge and you can remain with your class, this might not be possible for challenges where safety is a concern.

**EQUIPMENT, MATERIALS, TOOLS, AND SUPPLIES:**

Competitors are required to submit in advance a resume, cover letter, transcripts and a portfolio (optional). In addition, an electronic copy of the resume is required.

**CLOTHING REQUIREMENTS:**

Business attire appropriate for an interview must be worn.

**JUDGING INSTRUCTION: TBA****JUDGING CRITERIA:**

CATEGORY	SCORE	POINTS EARNED	COMMENTS
Cover Letter	10%		
Resume	15%		
Job Interview Presentation	15%		
Job Interview Responses	60%		
Mark out of 100	100%		
Penalty for late submission (resume/cover letter)	20%		
<b>TOTAL SCORE</b>			

1. Each competitor selects one of the five available positions and will be judged on their interview and the supporting application for this position.

- Grounds Crew Assistant
- Administrative Assistant

Description of the above positions: [2024 - Job Interview - Descriptions EN.pdf](#)

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 22nd, 2024 . 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](mailto: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.

**TEACHER'S ROLE:**

Instructors are expected to acquaint their student participants with all of the enclosed guidelines.

**TRANSPORTATION:**

Students are responsible for their own transportation.

**\*\* Each competitor will be given a number by their coordinator upon registration at the location and will be judged anonymously during the competition.**