



2025 DSBN REGIONAL JOB INTERVIEW SKILLS CHALLENGE 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 26, 2025

Time: Individual Set Appointment Times

Location: Niagara College - NOTL Campus – Rm TBC

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 [2025 Skills Challenge Registration Form](#) with all the required information completed to be eligible to participate.

Competitor Capacity: 12

SKILLS AND KNOWLEDGE TO BE TESTED:

The Job Interview Competition requires you to prepare and submit a resume and cover letter for one of the two positions posted with this scope. These submissions will be assessed by the judges in advance of the interview. An interview relative to the position you applied for will be conducted on the day of competition. Each participant is evaluated on the application and interview.

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. Safety is a priority at the DSBN Technical Skills Competition. At the discretion of the Technical Committee, any competitor can be removed from the competition site for not having the proper safety equipment and/or not acting in a safe manner.

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%		
TOTAL SCORE			

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

- Jr. Landscape Construction Labourer
- Marketing Assistant

Description of the above positions: [Job Descriptions- Job Interview 2025](#)

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 a copy of their cover letter and resume, in a pdf format, for their selected position to the Job Interview Challenge to their Technical Chair. **The E-MAIL must be received by the Technical Chair no later than 4pm on Friday February 21st, 2025. 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 of this challenge. 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.

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****