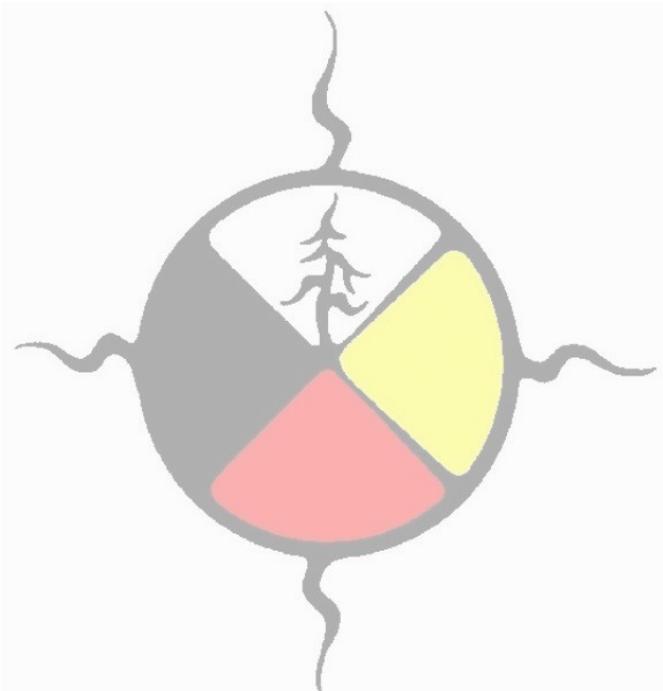




# Graduate Resource Guide



## Life after Grad: A Guide to Navigating Your Way to Employment

Sagamok Anishnawbek  
Education and Training Unit  
© 2015

*Nurture the Child ♦ Support the Student ♦ Improve the Community*



Created by Sagamok Anishnawbek Education and Training Unit  
*Student Support Network*

## Introduction

### *Congratulations Graduate!*

You've reached a major goal in your life. Graduation!  
Go ahead, pat yourself on the back! Student life is done...  
So now what?

This booklet was created to support our graduates with transitioning to the world of work after graduating from post-secondary studies. Many of the resources will also be useful for secondary graduates, who do not plan on immediately pursuing formal post-secondary education.

Transitioning to life after being a student for many years can be a frightening prospect. Often as students, we become immersed in our studies and school life. The day to day of classes, papers, studying, and exams takes up the majority of our time and the goal of making it to graduation doesn't leave much room for planning for post grad.

We hope that this guide will help to provide some guidance on what things you might want to consider in preparing for life after graduation. This guide provides tools and resources to help ease some of the transition into the world of work.

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Aboriginal Skills and Employment Training Strategy

The opinions and interpretations in this publication are those of the author and do not necessarily reflect those of the Government of Canada



## SAGAMOK ANISHNAWBEK COMMUNITY CONTACTS

### ***Sagamok Administration Offices***

*(contact numbers to access Chief's Office, CEO, Membership, Finance, Housing, Planning and Infrastructure, Education)*

4007 Espaniel Street  
P.O. Box 610  
Massey, Ontario  
POP 1P0  
Tel: (705) 865-2421  
Toll Free: (800) 567-2896  
Fax: (705) 865-3307  
Web: [www.sagamok.ca](http://www.sagamok.ca)

### ***Sagamok Naandwedjige-Gamik (Health and Social Services)***

*(contact numbers to access Medical, Cultural, Social Wellness, Justice)*

4005 Espaniel Street  
P.O. Box 610  
Massey, Ontario  
POP 1P0  
Tel: (705) 865-2171  
Toll Free: (800) 727-5503  
Fax: (705) 865-3131  
Web: [www.sagamok.ca](http://www.sagamok.ca)

### ***Sagamok Development Corporation***

*(contact numbers to access Lands, Resources and Environment, Economic Development, Small Business Support)*

89 River Road  
P.O. Box 850  
Massey, Ontario  
POP 1P0  
Tel: (705) 865-1134  
Toll Free: (888) 546-9714  
Fax: (705) 865-1137  
Web: [www.sagamokdc.ca](http://www.sagamokdc.ca)



## SAGAMOK ANISHNAWBEK COMMITMENT TO MEMBERS

### **Mission**

Sagamok Anishnawbek anticipates and responds to the health and social needs of the community; cultivates and nurtures the desire to take control of personal health and social wellbeing; stimulates and enriches the quality of life in the community by providing holistic education and awareness, intervention and treatment programs and services.

### **Vision**

Our vision is a healthy and safe community that nurtures and maintains the physical, social, emotional and spiritual wellbeing of all.

### **Quality Management Systems**



Quality Management is based on the concept of developing processes for every key activity, defining standards for each process, constantly evaluating the process itself and the employees' performance in terms of the standards, and monitoring and correcting the deviations when necessary.

In the spring 2004 Sagamok Anishnawbek began its long and difficult journey down the road to quality management certification. In 2007, Sagamok Anishnawbek officially became certified. Becoming the First Aboriginal Community in Ontario and the second in Canada to achieve registration to the recognized standard for quality, ISO 9001.

Sagamok Anishnawbek is a First Nation government body that provides services to it's community. Sagamok Anishnawbek promotes economic development to provide services to improve the socio-economic conditions of it's band members.

*Service* ♦ *Quality* ♦ *Excellence*

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# Job Search Tips

Finding work can sometimes feel stressful or overwhelming. There are many different methods to engaging in job search. Most people know that they can check the *classifieds* of their local newspaper, or browse online *job banks*. But there are also many ways that you can expand your job search strategies.. Let's review some of the more unconventional strategies that can be effective in searching for work.



## **Job Banks**

Online job banks have really upgraded their features over the years to make it easier to connect with the kind of work you are looking for. Users can create a “profile” that matches them to the kind of work they are looking for and sends them email notification when a job that fits their search criteria and/or profile comes available.

## **Online Company Labour Pools**

Online applications handling has become a very popular method of recruitment for a number of large companies. Many larger businesses do recruitment through “hiring pools” in which they will accept online applications at any time, and all those applications will be in the pool. When an opportunity becomes available, they will simply pull individuals from the pool of applicants to fill their positions. This can be a time consuming process as it means filling out online applications with each company separately, but the reward of getting called by your dream company far outweighs the effort you'll put in.

## **Staffing Agencies**

There are companies that handle recruitment and hiring for other companies who often find they need workers in a pinch, or for a short term project. Often this work is temporary, but can open up other opportunities with the sourcing company, or with the staffing agency, who always wants to send out workers that maintain a good rating with their sourcing employers.

## SAGAMOK ANISHNAWBEK ABORIGINAL SKILLS AND EMPLOYMENT TRAINING STRATEGY (ASETS)

### **ASETS Programs**

ASETS may be able to assist you with removing barriers to employment through funding programs



- ◆ Targeted Wage Subsidies:
  - ↳ Job Opportunity Program: can assist individuals who lack career related work experience to gain on the job training with an employer (maximum 26 weeks with a possible extension)
  - ↳ Youth Career Exploration: Program can assist individuals who lack work experience to gain on the job training with an employer in order help them make career choices (maximum 12 weeks)
- ◆ Skills Enhancement:
  - ↳ Course Purchases: (program tuition) to obtain workplace certifications that are required for employment (maximum 52 weeks)
  - ↳ Group Skills Certifications: to coordinate and provide group skills certification and life/employability skills training
- ◆ Job Creation Partnerships: - Community Enhancement Work Experience for active Employment Insurance recipients
- ◆ Employment Supports: (job start supports) \$250 for employment start up if you secure full time, indefinite employment (or contracts longer than 6 months)
- ◆ Mobility/Relocation Assistance: assistance to relocate (over 100km) to accept an offer of full time employment
- ◆ Employment Maintenance: assistance for individuals encountering barriers and at risk of losing their full time employment
- ◆ Self Employment Assistance: income support while starting your business (business start up phase)
- ◆ Co-op Elective Credit Assistance: supports to participate in co-operative education placements for graduation credits
- ◆ Apprenticeship Supports: on-the-job wage subsidies and/or in-school modular training supports
- ◆ Summer Student Assistance: wage subsidy assistance for full time students to secure summer employment

## SAGAMOK ANISHNAWBEK ABORIGINAL SKILLS AND EMPLOYMENT TRAINING STRATEGY (ASETS)

### About Sagamok Anishnawbek ASETS LDM

The Aboriginal Skills and Employment Training Strategy aims to assist aboriginal people with accessing employment and training supports. Sagamok Anishnawbek ASETS is a sub-agreement holder and Local Delivery Mechanism (LDM) of the North Shore Tribal Council ASETS Agreement. ASETS is funded by Employment and Social Development Canada.



Sagamok Anishnawbek ASETS LDM provides employment and training support services and funding assistance to help unemployed Sagamok members who have barriers to employment, to enhance their skills through certified training programs and/or on-the-job training in order to increase their ability to secure long-term employment.

### ASETS Services

ASETS can assist with your employment goals through services including:

- ◆ Computer and Internet Access for Career and Job Search
- ◆ One-on-One Employment Coaching
- ◆ Group Employability Skills Coaching / Workshops
- ◆ Resume/Cover Letter Development Assistance
- ◆ Job Searching Assistance
- ◆ Interview Skills Coaching
- ◆ Job Board
- ◆ Employer Referrals
- ◆ Referrals to Other Agencies and Support Services
- ◆ Training Plan Development Assistance



## The “Hidden Job Market”

The “Hidden Job Market” is a term given to describe job opportunities that are not posted in newspaper or job bank postings. Often, these are positions that, if posted, are shared with local business partners and/or employment resource networks with the intention that they will refer someone they know to apply for the job. They may be posted on job boards of local employment centres, or they may just be shared via word of mouth.

### Networking

Word of mouth networking is an important and effective method of job searching. It can really open you up to the “Hidden Job Market.” Asking friends, family, or acquaintances who are employed if they know of any openings, or if their companies are hiring, is always a useful method of hearing about jobs that are not posted, or that may be upcoming. Creating networking cards also allows you to promote your skills to market yourself in the job market.

### Social Networking

It may also be useful to utilize social media to assist with your job search. Sites such as LinkedIn allow you to create a profile that will then match you up with opportunities in your field. It will also allow you to link up with professionals in your field who can endorse your skills and knowledge, and inform you of opportunities you may be interested in.

The Sudbury and Manitoulin Workforce Planning Board’s 2014 EmployerOne Survey indicated the following as the top 3 recruitment methods used most by Sudbury-Manitoulin District employers:

Recruitment Method	Frequency of Use	# of Jobs recruited through this method
Word of mouth / personal contacts / referrals / informal networks	109	371
Online job boards / postings	65	311
Company’s own internet site	55	191

# Job Search Resources

There are many resources available to assist you with your job search. Although this is not an exhaustive list, the following are some resources to consider for assistance in your job search.



## **Government Job Banks**

Government of Canada National Job Bank ..... [www.jobbank.gc.ca](http://www.jobbank.gc.ca)  
Provincial Government Jobs ..... [www.gojobs.gov.on.ca/jobs.aspx](http://www.gojobs.gov.on.ca/jobs.aspx)  
Federal Government Jobs ..... <http://jobs-emploi.gc.ca/index-eng.htm>

## **General Job Banks**

Indeed Jobs Online Job Bank ..... [www.indeed.ca](http://www.indeed.ca)  
Wow Jobs Online Job Bank ..... [www.wowjobs.ca](http://www.wowjobs.ca)  
Monster Jobs Online Job Bank ..... [www.monster.ca](http://www.monster.ca)  
Workopolis Online Job Bank ..... [www.workopolis.com](http://www.workopolis.com)

## **Aboriginal Specific Job Sites**

Nation Talk Aboriginal Newswire Job Board ..... <http://nationtalk.ca/jobs>  
Aboriginal Careers ..... [www.aboriginalcareers.ca](http://www.aboriginalcareers.ca)  
National Aboriginal Job Site  
..... [www.inclusionnetwork.ca/aboriginal-jobs/index.htm](http://www.inclusionnetwork.ca/aboriginal-jobs/index.htm)



## **Employment Services Supports Office Locaters**

Sagamok Aboriginal Skills and Employment Training Strategy (ASETS)  
..... [www.sagamok.ca/aboriginal-skills-and-employment-training-strategy](http://www.sagamok.ca/aboriginal-skills-and-employment-training-strategy)  
General ASETS \_\_\_ [www.esdc.gc.ca/eng/jobs/aboriginal/asets/index.shtml](http://www.esdc.gc.ca/eng/jobs/aboriginal/asets/index.shtml)  
Service Canada Offices Search  
..... [www.servicecanada.gc.ca/cgi-bin/sc-srch.cgi?ln=eng](http://www.servicecanada.gc.ca/cgi-bin/sc-srch.cgi?ln=eng)  
Employment Ontario Offices  
..... [www.tcu.gov.on.ca/eng/employmentontario/index.html](http://www.tcu.gov.on.ca/eng/employmentontario/index.html)  
Ontario Federation of Indian Friendship Centres ..... [www.ofifc.org/](http://www.ofifc.org/)

# SELF EMPLOYMENT RESOURCES

There are many places where you can get support for your business and self employment endeavours. Below is a list of some of the online resources that you can use to help you with your business needs.

## **Online Resources**

Below you will find a list of website addresses that you can check to find a Business and Self-Employment services and resources to support your endeavours.

Sagamok Development Corporation:

[www.sagamokdc.ca](http://www.sagamokdc.ca)

Service Canada Aboriginal Business:

[www.servicecanada.gc.ca/eng/audiences/aboriginal/business.shtml](http://www.servicecanada.gc.ca/eng/audiences/aboriginal/business.shtml)

Canada Business Network:

[www.canadabusiness.ca](http://www.canadabusiness.ca)

Canadian Careers:

[www.canadiancareers.com/smallbusiness.html](http://www.canadiancareers.com/smallbusiness.html)

Canadian Council for Aboriginal Business:

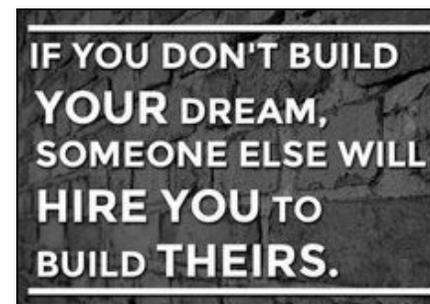
[www.ccab.com](http://www.ccab.com)

Community Futures Development Corporations:

[www.oacfdc.com](http://www.oacfdc.com)

Waubetek Business Development Corporation:

[www.waubetek.com](http://www.waubetek.com)



## THE SELF EMPLOYMENT OPTION



Self employment is an option that people consider if they are entrepreneurial and interested in being their own boss. Deciding on self employment often requires self-assessment to determine if your personal traits and characteristics are aligned with being self-employed.

Starting your own business can create some freedom to determine your own hours, work from home, manage business strategies and make decisions on where their company will go. This can be a very liberating and empowering career option for some. Starting your own business is more than just having a desire to be your own boss or having a good idea. Entrepreneurs often find themselves working long hours, especially in the start up phase of their business, and working independently to solve problems from finances, to suppliers, to customers, and staffing issues. They are also often required to contribute a significant financial investment into starting a business, putting their own money at risk and they do not pay into Employment Insurance, which is an additional risk, if their self employment endeavours do not pan out.

If you are considering self employment, it is a good idea to visit a business development specialist/counselor. They can assist you with:

- ◆ finding entrepreneurial assessments
- ◆ developing your business idea
- ◆ conducting market research
- ◆ completing financial projections, and
- ◆ accessing financing to start your business

*“If Opportunity doesn’t Knock  
then Build a Door”* ~Milton Berle

## Resume Writing Tips

Job hunting has a few steps involved before you can win the prize of employment. Getting an interview based on your resume is the first step. On average, you only get about 10 seconds of attention from the person screening your resume. They are quickly scanning for relevant information to determine if they are going to consider you for employment. Your resume is where you make this vital first impression.

Every resume should match the job and the culture of the company you are sending it to. Many people are still creating a “one size fits all” resume, but in reality, ***you should have a variety of resumes available for each field that you are looking into for employment.*** You should target your objective and highlights to be specific for each job you apply to. A targeted resume is much stronger than a generic resume.

### ***Standard Resume Practices***

There are some general rules that should be followed for any resume that you create. Start with your objective and end with your references, everything in between can be moved around, but your highlight should also be near the beginning – remember, if they can’t clearly see why they should call you within the first 6 seconds of looking at your resume, you could be passed over.

### ***Choosing Resume Format***

You should select a resume format that will ensure that you get the right points across. There are three main formats worth considering when developing your resumes, and each has a specific purpose for highlighting relevant points.

### ***Chronological Resume Format***

The chronological resume is the most widely used and is accepted as a generally standard format. As long as the job you are applying for is in the same field as your experience and education, the full chronology will be relevant to the employer, as it will highlight your experience. Your employment history is listed in *reverse* chronological order and your current or most recent position will be listed first. The chronological resume doesn’t work well when you have gaps in your employment history, or when you have shifted industries often, as it can expose weak points.

# Resume Writing Tips (cont'd.)

## Functional Resume Format

The functional format should be used when you want to draw attention away from your work experience to focus on what you can do (skills and core competencies you have) and what your achievements are. This could be due to a long or short work history, employment gaps, etc.

This format is used by graduates, people seeking to change their career, and anyone with experience that doesn't add value to what they are applying for. If you are looking to change industries, make sure to focus on **transferable skills** such as communication, working with numbers, analyzing problems to determine possible solutions, etc.

## Combination Resume Format

The combination format is exactly what it sounds like. It combines both of the previous formats to give you the best features from the functional resume with the easy to read layout of the chronological format.

This format could benefit someone who is changing careers and has relevant skills for the new field, wants to highlight more skills than the work experience section allows for, or who wants to sell their competencies and downplay gaps in work history.

## Standard Components of a Resume

- Objective:** specific purpose / position you are applying for
- Highlight of Qualifications:** the top 3-5 important facts that make you the best candidate
- Experience:** work /volunteer experience starting with the most recent
- Education:** education/certificates starting with the most recent
- References:** usually at least three people who can attest to your previous work
- Additional:** you may want to include Hobbies/Interests, Awards, etc. but these are not necessary

# EMPLOYMENT CENTRE INFORMATION



Employment Service Centres are available in every major city and most towns across Canada. These centres offer resources to assist with all aspects of becoming employed and can help make sense of all the career and employment resources available. Depending on the size and location, Employment Service Centres often have resources that include:

- ◆ a large resource area with access to career and job search information,
- ◆ computers and internet,
- ◆ career and employment counsellors to help you with your search for employment, and
- ◆ telephones, fax machines and other communication devices for your job search

Services offered usually include everything from:

- ◆ skills and aptitude assessments,
- ◆ career exploration and counseling,
- ◆ job search assistance,
- ◆ employment coaching,
- ◆ referrals to other services, and
- ◆ some may have access to funding for training or employment



## Online Resources

Below you will find a list of website addresses that you can check to find a local Employment Resource Centre in your area.

- To Find a Local Service Canada (federal services) Office near you:  
.....[www.servicecanada.gc.ca/cgi-bin/sc-srch.cgi?ln=en](http://www.servicecanada.gc.ca/cgi-bin/sc-srch.cgi?ln=en)
- To Find a Local Employment Ontario (provincial services) Office near you:  
.....[www.tcu.gov.on.ca/eng/employmentontario](http://www.tcu.gov.on.ca/eng/employmentontario)
- To Find YMCA Employment Services: .....[www.ymca.ca](http://www.ymca.ca)
- To Find an Indian Friendship Centres Employment Services office near you:  
.....[www.ofifc.org](http://www.ofifc.org)
- To find an Aboriginal Skills and Employment Training Agreement (ASETA):  
...[http://www.esdc.gc.ca/eng/jobs/aboriginal/agreement\\_holders.shtml](http://www.esdc.gc.ca/eng/jobs/aboriginal/agreement_holders.shtml)

## APPRENTICESHIPS

Apprenticeships are a form of post-secondary training where an individual works on-the-job to develop essential skills and competencies of an occupation. Often considered the “earn while you learn” pathway, an apprentice will work under a mentor (called a journeyman) learning and applying industry standards on-the-job, and attending school once or twice a year.



While you can enter an apprenticeship without a post-secondary diploma or degree, some apprentices choose to go through formal post-secondary education before finding an apprenticeship. This is a good way to demonstrate to an employer that you have the theoretical knowledge of the field and are serious about that occupation, before you ask them to train you on-the-job.

### Steps to Becoming an Apprentice

In order to become a registered apprentice, an individual must first identify the trade they wish to register for, and find an employer who they wish to train under that will hire them. The employer must be or have a certified journeyman (a certified journeyman is a graduated apprentice) to train the apprentice to the industry standards of that occupation. The individual and employer/journeyman will then register the apprenticeship with the appropriate provincial governing body (in Ontario this is the Ontario College of Trades).

### Types of Apprenticeship

Currently there are over 150 Apprenticeshipable Trades in Ontario alone. Trades are categorized into 4 Groupings: Construction Trades, Industrial Trades, Motive Power Trades, and Service Trades. There are 22 compulsory trades. Compulsory Trades are trades in which registration as an apprentice, journeyman candidate, or certification as a journeyman are *mandatory* to work in that trade. Trades that are not compulsory are classified as Voluntary Trades. Some trades may be recognized across Canada—these are called Red Seal Trades. This means that if you move to another province, your trade certification will be recognized. Not all trades can be Red Sealed and a Red Seal Exam must be successfully written first.

### Apprenticeship Resources

Ontario College of Trades..... [www.collegeoftrades.ca](http://www.collegeoftrades.ca)  
Apprentice Search..... [www.apprenticesearch.com](http://www.apprenticesearch.com)  
Careers in Trades..... [www.careersintrades.ca](http://www.careersintrades.ca)  
Ministry of Training, Colleges and Universities  
..... [www.tcu.gov.on.ca/eng/apprentices](http://www.tcu.gov.on.ca/eng/apprentices)

## Resume Writing Tips (cont'd.)

Here are some general Do's and Don'ts for creating resumes:



### Do

- ✓ Type your resume
- ✓ Put name and contact info noticeably at the top
- ✓ Create a professional sounding email address to use
- ✓ Choose fonts that are consistent and easy to read
- ✓ Choose a clean and simple paper type
- ✓ Use Spelling and Grammar check tools

### Don't

- ✗ Scratch things out to make changes or write over
- ✗ Submit a resume with outdated contact info
- ✗ Include personal info like SIN #, Date of Birth, Photos
- ✗ Overuse bold, italics, or colour in the bodies of sections
- ✗ Include graphics (unless applying for an artistic position)

### Backup

Creating great resumes is always a worthy investment of your time. After all that effort, you will definitely want to keep an electronic version for easy access and quick updating. USB sticks are useful, but can be lost, so it is good practice to email your resumes to yourself. This allows you the ability to access your resumes from any computer with internet access, so you will always have one on hand for quicker and easier updating. You never know when that perfect job will come along or when you'll need to submit your resume in a pinch.



## COMBINATION RESUME TEMPLATE

Name  
 Address (Number and Street)  
 (city), (prov), (postal code)  
 Telephone  
 Email

Job Objective: \_\_\_\_\_  
 (Job Title or Career Goal – be specific to what you are applying for)

### HIGHLIGHT OF QUALIFICATIONS

\_\_\_\_\_ (example: Number of years of experience in this line of work)

\_\_\_\_\_ (example: Training, education certificates related to this line of work)

\_\_\_\_\_ (example: Key strengths, skills, specialized knowledge, etc. related to your job objective)

\_\_\_\_\_ (Three attributes that describe your personal work style or attitude – ie. Flexible, team-oriented, )

### RELEVANT SKILLS

Skill Heading #1: (Name Skill area you would like to highlight - ie. Management Skills)

- ◆ list 3-5 bulleted accomplishments or activities that are relevant to the Skill Heading

Skill Heading #2: (Name Skill area you would like to highlight - ie. Equipment Operation Skills)

- ◆ list 3-5 bulleted accomplishments or activities that are relevant to the Skill Heading

Skill Heading #3: (Name Skill area you would like to highlight - ie. Administrative Skills)

- ◆ list 3-5 bulleted accomplishments or activities that are relevant to the Skill Heading

### WORK EXPERIENCE

(most recent first)

_____ (Job Title)	_____ (Company)	_____ (Year-Year)
_____ (Job Title)	_____ (Company)	_____ (Year-Year)
_____ (Job Title)	_____ (Company)	_____ (Year-Year)

## INTERNSHIPS

Experience is increasingly becoming a critical factor in employee recruitment. As a new graduate, your related work experience may be minimal. An internship is an excellent way to gain relevant work experience in your field and get your foot in the door with an employer. An internship is an opportunity to work for a specific employer for a fixed period of time. Internships generally last anywhere from a few weeks to a year and can be paid or unpaid. They provide valuable career related work experience on the job, knowledge and skill development opportunities, and networking opportunities to give you a competitive edge in the job market.



### Finding Internship Opportunities

The process of finding an internship is very similar to the process of finding a job. The steps and resources covered in this booklet so far are the same steps you would take to search for an internship.

Internships are often highly competitive, and often companies look for individuals who have at least some related experience. This is best obtained through summer jobs during your time as a student. If you do not have related experience, it would be a good idea to volunteer or take an entry-level position for a period of time to get some experience.



Your school will also have information on internship opportunities and some schools offer internships for graduates themselves. It is a good idea to check in with the Career Services department and/or the Alumni Association for leads and information.

### Online Resources

Internships.com ..... www.internships.com  
 Campus Access ..... www.campusaccess.com/internships  
 Ontario Public Service ..... www.internship.gov.on.ca  
 Federal Student Work Experience Program ..... http://jobs-emploi.gc.ca/  
 FEDNOR Youth Internship Program ..... www.fednor.gc.ca  
 Ontario Public Service ..... www.internship.gov.on.ca  
 Northern Ontario Heritage Fund Internship ..... http://nohfc.ca/en

## BODY LANGUAGE FOR INTERVIEWS AND COMMUNICATION

First impressions can play a tremendously important role in an employer's final decision to hire someone. Non-verbal communication can impact the impression you leave someone with about you.

### ***The Grand Pre-Entrance***

This critical first impression can begin before you even walk in. You may meet a recruiter in the parking lot and not even know it. An employer could ask the receptionist how you presented yourself to determine your professionalism outside the interview room. Be aware of your behaviours from the moment you are on site, until the moment you depart the general area, as they may be a factor in the first impression created.

### ***Introductions and Manners***

Always greet everyone with a genuine smile, from the janitor to the big boss. A genuine smile radiates and can exude a sense of comfort with those around you. It also demonstrates that you can equally disseminate respect for all members of the team. Make polite and brief small talk with people where appropriate, and try to avoid seeming nervous. Minimize what you bring (not more than your resume, references, and portfolio) so you aren't carry too much, which can create an impression of being unorganized. Your greeting handshake should be firm, but not overpowering. This will demonstrate confidence and assertiveness. Mirroring the positive behaviours of your interviewer is a good way to show that you can follow protocol and creates a sense that you would fit in to the work environment. Try to remember names so you can use them throughout the meeting to create connection with the team.



### ***Interview Behaviours***

It is important to understand our own communication style during an interview. This includes understanding how our nerves can affect our communication output. Nail biting, pen clicking, or other little quirks can distract from the words you are saying. Posture is an important demonstration of your alertness. Avoid leaning or slouching and aim to open up your diaphragm to speak clearly and openly. If you are someone who talks with your hands, ensure that your gestures are visible, but try to keep your hands between your navel and your chest so they don't seem frantic.

### ***The Exit Strategy***

At the end of the interview, ensure that you thank the interviewer and if the room layout allows, a departing handshake is always a good habit.

## COMBINATION RESUME TEMPLATE (cont'd.)

### EDUCATION / TRAINING (most recent first)

(Program/Certificate Title)	(Institution)	(Year-Year)
(Program/Certificate Title)	(Institution)	(Year-Year)
(Program/Certificate Title)	(Institution)	(Year-Year)

### AWARDS (optional) (most recent first)

(Award Title)	(Institution)	(Year-Year)
(Award Title)	(Institution)	(Year-Year)
(Award Title)	(Institution)	(Year-Year)

### VOLUNTEER EXPERIENCE (optional) (most recent first)

(Job Title)	(Company)	(Year-Year)
(Job Title)	(Company)	(Year-Year)

### HOBBIES / INTERESTS (optional) (most recent first)

(example: fishing)	(example: wood working)	(example: scrapbooking)
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\*Note: Hobbies / Interests section is usually intended to provide the employer with some insight into you as a person and is not a required field. Listed hobbies should provide an idea of what you enjoy doing that may contribute to your "other skills." For example, when applying to a physically demanding job, it would benefit you to include your physical interests such as weight lifting or jogging (if they are true).

## SELECTING APPROPRIATE REFERENCES

Selecting the appropriate references for your job search is a very important piece to your application. It would not serve you well to put so much effort into your resume and cover letter, just to have an interested employer be dissuaded by an unflattering reference.

The following are some tips on selecting appropriate people to speak to your abilities and ensure that you get the best reference for your application.

**Think Strategically:** You will want to select references who have a good knowledge of your skills and abilities and will be able to articulate that, even if being asked a tough question. Who are the people you feel confident can do this with ease? It is often asked that at least one reference be a former supervisor, so select them strategically for what they can offer about your performance and professional accomplishments. Sometimes, coworkers can better attest to areas like teamwork and interpersonal skills, so you may want to give some thought to that as well.

**Get Permission:** Make sure that if you intend on using someone as a reference that you ask them first. It does not look good if a reference is caught off guard by a reference check call that they didn't know was coming. Asking them first will ensure your professional image is maintained. It also provides a chance to "coach" them into discussing the things you would like highlighted, so they can speak to the skills, knowledge, and strengths you possess, specific to the position you are applying for. While doing that, you gain the opportunity to verify their contact information for accuracy, another important part of listing references. You may want to give them a heads up for each application you submit if some time has passed since getting their permission.

**Give Thanks:** It is always good practice to contact your references to thank them for providing a reference for you. They have taken the time to help you in your job search and this helps keep them willing to provide reference in the future if needed.

## PREPARING FOR YOUR INTERVIEW

There are a number of things you can do to prepare for your interview. Below are a few things you will want to do in preparation for your interview.

### **Research the Company**

A company will want to feel confident that you know what they do and who they are. Researching this is important and in today's age of information, there is no excuse for not knowing about the company. At a minimum, you should research the type of company (for profit, non-profit, charity) and the mandate of the company (purpose, goals, products, services).

### **Research the Position**

A company will need to feel confident that you know what will be expected of you in your position, and that you have given consideration to how you are able to meet the needs of the position. There will likely be interview questions that will target your knowledge, skills, and experience, as they pertain to both the general type of work, and the specific job you are applying for. It is good practice to review job descriptions from various companies for the same position and compare the common duties, as this will help you identify what areas to focus on in your interview answers.

### **Know Yourself**

It is good practice to research some common interview questions, and prepare some potential responses. This is especially helpful if you think you may be nervous. Preparing responses to common questions can help you feel and sound more confident and knowledgeable in the field you are applying for. Use the job posting to identify key skills and knowledge, and prepare yourself to back up your responses with examples.

### **Interview Attire - What to Wear**

*Dress how you want to be addressed*

Appearance is a very important component of a job interview. Dress according to the job you are applying for (ie. Office job = professional attire such as a suit and tie; Construction job = neat and clean attire such as clean slacks and button shirt). A good rule of thumb is to consider what the dress code is for that work environment or position, and dress slightly more professional than that.



## COMMON TYPES OF INTERVIEWS

Job Interviews are an opportunity for an employer to meet a candidate face to face. It allows an employer to assess whether the applicant is the right fit for the position / company, and provides an opportunity to dig deeper for additional information about a candidate's skills or knowledge.



There are several common types of job interviews. It is a good idea to inquire about what type of interview the employer will use beforehand so you can best prepare for it. Don't be afraid to ask a recruiter what type of interview will be conducted, as it serves both parties to know this.

### ***The "One – to – One" Interview***

The one to one interview is by far, one of the most common types of job interviews. The applicant is interviewed by one representative of the company, most likely the manager of the position they are applying for. Because the position will be working with this person directly, he/she will want to get a feel for the applicant and determine if their skills match the job requirements. In this type of interview, you may be asked questions about the experience on your resume, and what you can offer to the company or position.

### ***Panel Interview***

The panel interview is similar to the one-to-one interview, but with more interviewers present (anywhere from 3-6 people). The panel may consist of different representatives of the company such as human resources, management, and employees. Some companies conduct panel interviews to save time or to get the collective opinion of the panel regarding the candidate. Each member of the panel may be responsible for asking questions that represent relevancy from their position.



### ***Behavioural Interview***

Behavioural interviews are often considered the hardest. The interviewer will ask you questions based on common situations that occur in the job you are applying for. The interviewer wants to see how you deal with certain problems and what you do to solve them. The logic behind the behavioral interview is that your future performance will be guided by a past performance in a similar situation. The employer will ask questions that inquire about what you did when you were in a specific situation and how you dealt with it.



## COVER LETTER COMPONENTS

To be effective, your cover letter should follow the basic format of a typical business letter and should address three general issues:



1. First Paragraph - **Why you are writing**
2. Middle Paragraphs - **What you have to offer**
3. Concluding Paragraph - **How you will follow-up**

### 1. Why You Are Writing

If you are writing in response to a job posting (**application letter**), indicate that you have enclosed your resume in application for the position (include the position title), and where you learned of the position. More importantly, express your enthusiasm and the likely match between your credentials and the position's qualifications.

In some cases, you may have been referred to a potential employer by a friend or acquaintance. Be sure to mention this mutual contact, by name, up front since it is likely to encourage interest of the reader.

### 2. What You Have To Offer

In responding to an advertisement, refer specifically to the qualifications listed and illustrate how your particular abilities and experiences relate to the position for which you are applying. Emphasize your achievements and problem-solving skills. Show how your education and work skills are transferable, and thus relevant, to the position for which you are applying.

### 3. How You Will Follow Up

Close by reiterating your interest in the job and letting the employer know how they can reach you and include your phone number and/or email address. Or bid directly for the job interview or informational interview and indicate that you will follow-up with a telephone call to set up an appointment at a mutually convenient time. Be sure to make the call within the time frame indicated.



## TIPS FOR WRITING EFFECTIVE COVER LETTERS

- ◆ A cover letter is often your earliest written contact with a potential employer, creating a *critical first impression!*
- ◆ A cover letter typically accompanies each resume you send out.
- ◆ To be effective, cover letters should be tailored to each job you apply to.
- ◆ A cover letter should complement, not duplicate your resume. It's purpose is to interpret the data-oriented, factual resume and add a personal touch.
- ◆ Generally, a cover letter should not be longer than two pages. Remember, you are simply introducing your resume and using a short narrative to highlight key pieces that you want to draw attention to and explain more effectively.
- ◆ Effective cover letters explain the reasons for your interest in the specific organization and identify your most relevant skills or experiences (remember, relevance is determined by the employer's self-interest so use postings, job descriptions, etc. to determine relevance and ensure your resume and cover letter are reflective of the requirements that you meet).
- ◆ Try to avoid generic salutations ("To Whom It May Concern"). A quick phone call can get you the name of the person who will be reviewing your application, so you can personalize your letter for a greater impression.
- ◆ A cover letter should express and convey a high level of interest and skills/knowledge about the position.
- ◆ If you have a portfolio or writing samples to support your qualifications, state their availability in your covering letter.
- ◆ It is always good practice to sign your cover letter, as this will give it a more personalized touch.