



CAREER LENS



A Publication of the

Employment Equity and Strategic Initiatives Division • Treasury Board

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STUDENT SUMMER EMPLOYMENT PROGRAM LAUNCHED



The Employment Equity and Strategic Initiatives Division is currently recruiting students with disabilities for our 2005 Student Summer Employment Program.

To be eligible for this program, students must be currently attending a post-secondary educational institution, returning to school in September and registered with our Division. To register, students must submit a completed application form, an updated resume and proof of education to date. Those students already registered with our program are required to contact us to verify eligibility and submit an up-to-date resume, reflecting all recent education.

Additionally, we continuously accept applications from new graduates who are looking for full-time employment with the Public Service.

There are many summer employment opportunities for students returning to school in the Fall:

- The Student Work and Service Program (SWASP) Paid Employment
- Federal Student Work Experience
- Summer Work Experience (SWE) 2005
- Summer Career Placements

To learn more about these summer employment options and others, as well as useful summer job search tips, please visit the Summer Employment Page of our web site at:

<http://www.exec.gov.nl.ca/openingdoors>

NEW RESOURCES AVAILABLE

We have a number of new books available for you to use in our resource centre. If you live outside the St. John's region, you can still obtain information from our resource centre by contacting one of our counsellors.

ALTERNATIVE RESUMES ... FOR THE YOUNG ... AND CREATIVE!, MICHAEL G. HOWARD

This is a resume book unlike any other. The majority of resumes look almost identical – not only because they often use computer templates, but also because they have similar qualifications. A resume that looks the same as everyone else's will not help you get noticed. The purpose of an alternative resume is to get you noticed, and receive a call for that all important interview! Distinguishing yourself from the average applicant is always important, whether it's entry-level or executive-level!



NO ONE IS UNEMPLOYABLE – CREATIVE SOLUTIONS FOR OVERCOMING BARRIERS TO EMPLOYMENT, ANGEL & HARNEY



This book covers the full range of unemployment problems (many of which are widely overlooked) and provides numerous specific and constructive scenarios and solutions. The book offers great optimism to all job candidates based on sound job search strategies.

To see a complete listing of the books and videos available to you, please visit the Resource Centre page on our web site.

Featured Community Support

CANADIAN PARAPLEGIC ASSOCIATION

Assisting persons with Spinal Cord injuries and other disabilities to achieve independence, self-reliance, and full community participation.



A spinal cord injury can happen in an instant, it can happen anywhere, it can happen to you. Each year, over 1000 Canadians who, through an accident, injury, or illness, find themselves fully or partially paralyzed. Spinal cord injuries and other disabilities result in varying degrees of mobility and functionality issues - but this does not prevent people from regaining independence, pursuing careers, having families, and making valuable contributions to their communities.

In 1945, a group of determined WWII veterans with spinal cord injuries formed the Canadian Paraplegic Association (CPA). CPA has since expanded across Canada to reach out to Canadians who are inflicted with spinal cord injuries, various physical disabilities, and to others who are living with varying degrees of disabilities - and their families.

In addition to providing counselling and information to these Canadians, CPA has also been a tireless advocate, seeking to ensure that supports and accessibility are in place to allow each Canadian to achieve his or her full potential.

CPA Newfoundland and Labrador has had a strong presence for more than four decades. Through ten offices, our staff are available in every corner of the Province to assist every disabled Newfoundlander and Labradorian who are in need of supports and services. With support from public agencies, donors, and fundraising, all our services are available at no cost to clients with spinal cord injuries and other disabilities.

CPA NL services are designed to help clients regain independence and health, overcome problems of personal adjustment, achieve a

high quality of life, resolve family and financial issues, to access necessary specialized equipment, to obtain employment, and gain access to goods and services that are essential for activities of daily living.

Core service areas of the CPA are:

- Peer Support
- Rehabilitation Counselling
- Vocational/Employment Counselling
- Community Advocacy
- Case Management
- Information Services

CPA can be a lifetime support for clients and their families by providing outstanding information services, long after they have moved on to rewarding lives in their communities.

To access the programs and services of the Canadian Paraplegic Association in your area, call 709-753-5901.

Feature Your Programs and Services!

The purpose of this feature is to inform our clients of the many community supports that are available to them for accessing career and employment related information and assisting with their job search. Submit your program to be featured in future newsletters, keeping your submission under 100 words, via email to openingdoors@gov.nl.ca.

Do You need to update us??

In order to maintain an accurate employment profile for referral purposes, you are required to provide us, **on a regular basis**, with any changes to your address, telephone number(s), employment status, educational qualifications and your ability/availability to work.

Outdated employment and/or contact information will result in your file being considered inactive, so don't delay, contact us today!!



CLIENT SUCCESS STORY!!

By: Stephen O'Leary

My initial introduction to the Employment Equity and Strategic Initiatives Division occurred in May 2002, when I submitted an application for their Student Summer Employment Program. Within a week of submitting my application, I received a call from an Employment Counsellor who offered me a position as a Legal Library Technician with the Department of Justice. Prior to commencing employment with this particular department, I held the position of Librarian, Library Technician and Academic Researcher within various areas of the private and public sector. Due to this prior work experience, I developed a keen interest in Library and Information Science.

When the summer program concluded in September 2002, I was successful in obtaining a contractual six-month Library Technician position with the Department of Justice under the Opening Doors Wage Subsidy Program. This opportunity allowed me to explore further aspects of Library Science and gain additional career experience. In March 2003, I won an employment competition for an Opening Doors Position as a Library Technician II with the Department of Natural Resources. This placement which initially had temporary status, became permanent in January 2004. My experience working with the Government of Newfoundland and Labrador has been overly fulfilling. As an individual with a visual impairment, I found the public service to be a supportive and accommodating employer. Also, my fellow co-workers were quite personable and always willing to provide assistance if needed. Throughout my progression in government, the staff members at the Employment Equity and Strategic Initiatives Division were always ready to assist with any inquiries.

I firmly believe Opening Doors is a rewarding and worthy initiative. It allows individuals with disabilities to gain much needed professional and practical career experience. Additionally, it enables the public sector to develop into a more diverse and tolerant

workplace. It works to eliminate many of the barriers individuals with disabilities face when seeking viable employment. The experience I have obtained during my tenure in this program has allowed me to realize long-term career and educational goals. In my personal opinion, the programs and services offered by the Employment Equity and Strategic Initiatives Division are invaluable. With their assistance, I have found that a personal disability is not an obstacle to achieving success within the ranks of the public service.

If you are interested in telling us your success story or know someone with a story to tell, we would love to hear it. Contact us!

EFFECTIVE NETWORKING



Networking is a vital part of your job search and making the most of your contacts will increase your success. Try the following:

- Think creatively about where to find your contacts. You can find people to add to your network almost anywhere.
- Don't be afraid to ask for help. Most people are flattered to be asked for assistance and advice with your job search.
- Statistics show that joining professional organizations related to your field are the top venue for networking.
- Volunteer. Volunteer work is an excellent way to make network contacts.
- Find a mentor. That one person who can guide you, help you, take you under his or her wing and nurture your career quest, can be very valuable.
- Keep your contacts organized.
- Conduct informational interviews - the ultimate networking technique.
- Don't forget to thank everyone in your network that has been helpful to you, preferably with a nice thank-you note.
- Keep networking even after you've found a job. You never know when you might need your contacts again.

For more networking ideas, visit:
<http://www.rileysguide.com/network.html>



Oh – What An Attitude!!!

By: Jane Walsh

I have experienced that discouraging feeling after what seems to be an endless job hunt. All the many hours, days, and weeks or sometimes years, seem to be a waste after you have prepared your resume to perfection, brushed up on new techniques and skills, and you think **you** are the only one for the job – only to be told politely that someone else has been offered the position. It's not the news that you wanted to hear.

It's normal that job-hunters sometimes feel as though they are into that "rut". You know the period when: you feel sorry for yourself; you are convinced you will never get a break; you feel that nothing goes right for you; and you ask yourself, "What is wrong with me?". The time comes when you have to give yourself a little kick and get out of that rut!! **You** are the only one that can do this – take charge!! Take control!!

- Change the negatives into positives. Think of your job-hunt as a personal learning experience.
- Get active – exercise, eat and sleep well.
- Don't take rejections personally.
- Join a job-finding club where you can improve your job search techniques.
- Reward yourself. After a day of your search, why not treat yourself to dinner or just relax with a good book.
- Ask yourself: "Would I hire me?" If the answer is no, work on improving your reasons. If yes, work on how to incorporate your qualities and skills into your resume and interview.

Remember: Good things seem to happen to people with positive attitudes! Happy job-hunting!



For more tips on changing your attitude visit:
<http://www.nextsteps.org/jobsearch/attitude.html>

"The person who gets hired is not necessarily the one who can do the job best, but the one who knows the most about how to get hired!"

-- Richard N. Bolles



Have you visited our
Client Features Page
on our website?

You will find two **NEW** links entitled:
Useful Information for Job Seekers
and
Job Search Information by Community
along with our regular features. Check it out!!

Use what talents you possess: the woods would be very silent if no birds sang there except those that sang best.

-- Henry Van Dyke, *Writer*



Stress Management

Stress management can be compared to a glass of water. The weight of the glass does not matter, it depends on how long you try to hold it. If you hold it for a minute – no problem, for an hour – an ache in your arm, for a day – you are unable to continue on.



In each case, it's the same weight, but the longer you hold it, the heavier it becomes. That's the way it is with stress management. If we carry all our burdens all the time, sooner or later, as the burdens become increasingly heavy, we won't be able to carry on. As with the glass of water, you have to put it down and rest for a while before holding it again.

Whatever burdens you are carrying now, let them down for a moment if you can. Relax, pick them up after you are rested. Life is short. Enjoy it!

If there is anything you would like to see in future issues of the *Career Lens* or on our website, please let us know.

Your feedback is always welcome!

Next Issue Fall 2005

ALTERNATE FORMATS AVAILABLE UPON REQUEST