



CAREER LENS



A Publication of the

Employment Equity and Strategic Initiatives Division • Public Service Secretariat

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UPDATE !!

ARMS

As an employment service provider that receives funding from the Government of Canada, through the Canada-Newfoundland and Labrador Labour Market Development Agreement, we are required to record data relating to the employment services we provide into the Accountability and Resource Management System (ARMS), a client case management and financial management database. This database requires a client's Social Insurance Number and Date of Birth. As we do not collect this information on our application form, you may be contacted by an employment counsellor and asked to provide that information to us. Please note that ARMS does not replace the Division's Client Registry System and we will still continue to use our registry for employment referral purposes.



TARGETED WAGE SUBSIDY INITIATIVE

Our Targeted Wage Subsidy Initiative continues to provide eligible clients contractual work experience opportunities in provincial government departments throughout the province. To be considered for these and other opportunities that may become available through our Division, please ensure your client file contains an up-to-date resume and that we are aware of your current employment status and income source to determine your eligibility.

STUDENT SUMMER EMPLOYMENT PROGRAM

This year, our Summer Employment Program provided 29 students career related work experience throughout provincial government offices in the province. We wish all the students the best of luck as they return to school to continue their studies.



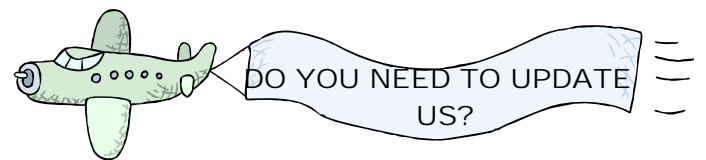
DIFFICULT INTERVIEW QUESTIONS



When getting ready for an interview, give some thought to the following two areas where you could potentially encounter a difficult interview question:

Weaknesses - One of the most common but difficult questions you might be asked is to identify your **key weakness**. You should never actually admit a weakness. Instead, present it in the form of a strength. For example, instead of saying you have a tendency to worry a lot; you can say that "I am sometimes over conscientious." You can also state a weakness that you have already corrected or an unrelated skill that you would like to learn/strengthen. Lastly, if you feel confident enough, you can say that "I have no weaknesses that would interfere with my capability to do this job."

Preparation - You might also be asked **how you prepared** for the interview. This is a good chance to show off. Talk about how you researched the company, anticipated interview questions, made sure all your materials were organized, etc.



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!!



FEATURED COMMUNITY SUPPORT

EASTER SEALS HORIZONS PROGRAM



Newfoundland and Labrador

Creating Opportunities for Youth with Physical Disabilities

Children and youth with physical disabilities face many challenges in life. Their conditions vary widely and every child has their own goals, dreams and ambitions, yet they each face the same physical barriers that make it a little more difficult to reach their full potential.

Easter Seals works to remove these barriers through its more than 20 programs and services designed to enrich lives. Easter Seals kids experience summer camps and a wide range of therapeutic recreational activities that not only help them build confidence, physical strength and self-esteem, but allow them to just have fun. Easter Seals also helps families deal with the financial challenges they face through the Equipment Exchange, Ramps For Kids and Direct Assistance Programs.

The Easter Seals Horizons Program, funded by Service Canada, is also there to help these children as they get older and make their transition from school to the workforce. Unfortunately, persons with disabilities have higher rates of unemployment, largely due to a lack of skill development or experience. Horizons is designed to address these issues by providing lifestyle, generic skills, vocational training, and paid work placements. The program provides a nurturing environment where career goals can be articulated and developed and where skill enhancement and hands-on experience provide the necessary confidence, knowledge and know-how to move careers forward in a positive manner.

Horizons is entering its sixth successful year in St. John's and will be offered for the first time this year in Corner Brook. To date, more than 50% of participants have gone on to secure work or returned to school to pursue higher education in order to enhance their future prospects. The 38-week program will enroll up to ten participants between the ages of 18 and 30 who are facing significant barriers to employment and who are not currently working or are EI eligible.

For more information about Horizons or other Easter Seals programs, visit the Easter Seals website at www.easterseals.nf.ca or call (709) 754-1399.



2005-2006 Easter Seals Horizons Program participants at their program completion ceremony on March 16, 2006

Feature your Programs and Services!

Submit your programs and services to be featured in future newsletters, keeping your submission under 100 words, via email to openingdoors@gov.nf.ca.



5 Innocent Ways To Say: "I'M UNPROFESSIONAL"

When you're looking for a job or work term, particularly in a tough market like this one, there's nothing worse than leaving a prospective employer some sort of bad impression. In most job-filling situations, the employer has the luxury of choosing from several well-qualified applicants, all of whom could probably do the job. It is then that "the little things," like the common but often unrecognized mistakes described here, almost always come into play. Make sure you avoid the following, so they don't cost you a shot at the job:

- ❶ Using a cutesy e-mail address for correspondence
- ❷ Putting a silly message on your answering machine
- ❸ Sending your resume and cover letter without proofreading
- ❹ Winging your interviews instead of preparing thoroughly
- ❺ Failing to send thank you notes after interviews.

CLIENT SUCCESS STORY!!



By: LisaRae Girvan

The Opening Doors Program has helped me a great deal in getting where I am today. After struggling through high school and working hard to finish a diploma in Early Childhood Education, I was diagnosed in 1998 with Dyslexia. This diagnosis finally helped me understand what I had been going through in a different light.

In January 2002, I enrolled in the Business Administration Program at the College of the North Atlantic in Grand Falls-Windsor. With much help, intervention, and support by employment counsellors at the Canadian Paraplegic Association and the Department of Human Resources, Labour and Employment, we developed a plan to work with, and around, my disability. My counsellors informed me about the Opening Doors Student Summer Employment Program so I applied in the Spring of 2004. That Summer, I worked at the Government Services Centre and returned to college in the Fall.



I graduated in June 2005 and sent Opening Doors a copy of my diploma and an updated resume. Just a week after graduation, I was referred on a Word Processing Equipment Operator competition with the Department of Transportation and Works through the Opening Doors Targeted Wage Subsidy Initiative. I was successful in winning that competition.

Since that time I have applied internally on other provincial government opportunities and won a competition as a Clerk Typist III with the Department of Human Resources, Labour and Employment. I really enjoy what I do and I am thankful to the Opening Doors Program and the other support systems that have helped me get my career into full swing.



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!

**Seize opportunity
by the beard,
for it is bald behind.**

-- Bulgarian Proverb



BEING ASSERTIVE IN A JOB SEARCH WITHOUT BEING PUSHY



Your approach to job searching often defines success. Employers will assume that your conduct during the process will be the same conduct you exhibit on the job. Employers are always looking for self-assured employees (though they will want to avoid arrogant ones)! These tips can help give the right impression while still standing out from the crowd:

Assertive vs. Arrogant: Assertive people succeed without stepping on the rights of others. Arrogant people fail to see that other people exist (easy to spot at an interview).

Let your actions speak: Let your accomplishments talk! It's one thing telling people that you're great but it's another thing to show them through your past successes.

Let others do the talking for you: Make sure you have references that will be positive and upbeat. Make sure they are aware that you are listing them as a reference.

Work to get the work: Estimates show that job hunters spend five hours or less per week searching for a job. Making the process a full time job creates energy, momentum, and a sense of professionalism, while increasing self-confidence.

Drop the baggage: Been made redundant? Feeling over-qualified and under-valued? Get over it - quick! 'Hidden' anger will hinder your efforts.

Pick up the phone: The best way to separate yourself from the pack is to speak to someone live. A resume can be easily filed away but a phone call represents a person - you.

Phone-sell yourself: Treat any phone call as a professional sales call. State the purpose of contact, ask if it is a convenient time for the other party, and if not, phone back at a specific time. Also ... smile! It does come across on the phone.

Believe in yourself (or at least act like you do!): If you aren't confident that you can do the job, then why apply? If you can do it, act like you can! People will treat you accordingly.

Source:

http://content.monster.ca/906_en-CA_p1.asp



FIVE KEYS TO JOB HUNTING SUCCESS

So you need a job - a good job. Maybe you're graduating soon and have already gotten tired of hearing your parents and friends ask, "Do you have a job yet?" Maybe you're temping or being underutilized in a McJob and you long for new challenges. Or, perhaps you've been working for a while in a career oriented job, but are ready for a change to something that pays more -- or just suits you better.

Regardless of the situation, the way to get a quality job is basically the same for everyone. You need to:

- **Focus**
- **Have the right attitude**
- **Prepare thoroughly**
- **Devise a smart strategy**
- **Follow through.**

These five key areas are being presented to you as a three-part series; Volume 20 opened the topic and discussed the first key – Focus. Next, you will learn the importance of **Having the Right Attitude and Preparation.**

Be sure to review each of these keys to success to determine what you're doing right and what you may need to work on.



#2: Have the Right Attitude

Looking for a job can be frustrating. You have to deal with rejection and uncertainty, and you have to expend a considerable amount of energy and effort. The right mindset can make or break your search. Make sure you are:

- realistic about your qualifications
- confident in yourself and your experience
- willing to take a proactive approach to your search instead of passively expecting a job to land in your lap and not internalizing rejection (keep it all in perspective and don't take rejection personally).



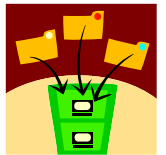
#3: Prepare Thoroughly

When you get into the thick of a job search, it's too late to be tweaking your resume and discovering typos in your cover letters. You also don't want to find yourself the night before an interview madly searching for information about the prospective employer or learning how to interview. Most people dive into a search with little preparation and find themselves playing catch-up from that point on.

Before you begin a heavy networking or direct mail campaign, and before you start sending out resumes in response to job listings, make sure your cover letters are top notch and your resume is in good shape. Also, do what you need to do to learn effective interviewing techniques, whether it's reading books like *The Unofficial Guide to Acing the Interview*, getting coaching from a career counsellor, or practicing in mock interviews.

You need to be highly organized. One way to do this is by setting up a "Job Search Command Centre" both on your computer and in some physical space in your home or office. You need to have a place for:

- office supplies
- a log of job-hunting activities
- a to-do list that keeps you on track for things like following up with employers
- files for research you conduct on prospective employers
- files for correspondence with prospective employers and network contacts and any other materials related to your search.



Create a place for those things and keep everything in order. A job search is trying enough without having to sort through piles of paper or disorganized computer files when you're in a hurry to write a cover letter or rush off to an interview.

Source: http://content.monster.ca/6580_en-CA_p1.asp

Be sure to look for Part III of this article in the next issue of the Career Lens.

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

Next Issue Winter 2007

ALTERNATE FORMAT
AVAILABLE UPON REQUEST