



# CAREER LENS



A Publication of

Employment Equity and Strategic Initiatives Division • Treasury Board

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## What's New at Opening Doors



### Summer Program Targets Post Secondary Students with Disabilities

This summer, the Employment Equity and Strategic Initiatives Division of Treasury Board will be introducing a summer employment program for post secondary students with disabilities. This initiative is designed to provide relevant work experience for students who are planning to return to school in the next academic semester. To be eligible for this initiative, candidates must:

- be registered with the Employment Equity and Strategic Initiatives Division;
- have full-time student status from a recognized institution;
- be returning to full-time studies, in their next academic term, at the post secondary level.

Please note students in their final year of academic study who are not intending to return to full time studies are not eligible for participation in this initiative.

Positions will vary and may be located throughout the province. Interested persons who meet the eligibility criteria are encouraged to contact the Employment Equity and Strategic Initiatives Division for an application form which must be completed and returned by April 30, 2001. Additional information may be obtained by contacting the Division.



## Check Out Our New Look!

The Employment Equity and Strategic Initiatives Division website now has a new look that conforms to the government website design standards. We have also added a number of new interactive features to serve you better.

On our **Clients and Practitioners** section of the site, you will find information on our employment programs - **Opening Doors**, **JEEPS** and the **Wage Subsidy Initiative**, our online application form, and an endless list of interesting **links**. In addition, you will find an extensive description of our **Enabling Resource Centre**, a listing of **funding sources** available to clients and back issues of our newsletter, **Career Lens**.

But wait, the best is yet to come! There is a **More Information** page where you will find employment related **articles and news releases**, an **FYI** page, upcoming **event listings** and a new interactive **E-Counsellor** that should be of particular interest to our clients outside the St. John's Metro area. We also encourage users of our website to take advantage of the **Submissions page** to submit relevant content and announcements for posting.

Make our site your one-stop source of employment information!

## Workink Transition to be Announced

In 1999, the Employment Equity and Strategic Initiatives Division partnered with the Canadian Council on Rehabilitation and Work to establish WORKink Newfoundland and Labrador - a virtual employment resource centre for persons with disabilities. Since that time WORKink has formed partnerships with numerous community agencies in order to provide employment related services to persons with disabilities in Newfoundland and Labrador.

Through discussions with the Canadian Council on Rehabilitation and Work, it was decided that WORKink Newfoundland and Labrador would be better suited being hosted by a local, community-based agency. In this way, WORKink can focus on employment related issues in the private sector. Discussions are proceeding and an announcement of the new WORKink Newfoundland and Labrador host should be made in the not-too-distant future.

## Answers to Common Interview Questions - Part II

This column was introduced in our last newsletter by focusing on the question “How is your education and previous work experience going to benefit you in this job?” Rather than concentrating on one particular question, this article takes a look at one type of interview question - the dreaded situational question.

Becoming more and more popular among interviewers, situational questions ask you, the interviewee, about your performance or behaviour in past work situations. This is of major interest to the employer since past behaviour is a relatively good indicator of future, on-the-job performance (i.e. success!). As well, situational questions require you to “think on your feet” and formulate a good response.

Interviewers are usually impressed by candidates who remain calm and collected when faced with a difficult situational question. Yes, these questions can be difficult and stressful! However, there are ways to prepare yourself for them. Here are a few helpful hints:

- While reviewing the job description, try to identify as many specific skills needed to be successful in the job. Then, think about past situations in which you have demonstrated those skills.
- Formulate stories or situations around as many different skills as possible. Stories should be short and concise and end on a positive note.
- Be prepared to answer questions about situations in which you performed well, as well as those experiences that did not go so well. Interviewers will attempt to gain as much knowledge about you, good and bad. Besides, you can use this as an opportunity to tell them what you learned from your mistakes.
- If faced with a situational question for which you are unprepared, remain calm, take a few moments to think about the question, formulate an answer and then answer the question in a confident and concise manner.

To prepare for situational questions, interview candidates should use the job description to anticipate and formulate their own set of questions and answers. By doing this exercise, candidates should be better prepared to handle those “nasty” situational questions.

## Quotable Quotes:

“Failure is success if we can learn from it.”

- Malcolm S. Forbes



“People forget how fast you did a job, but they remember how well you did it.”

- Howard W. Newton

## FSWEP - Federal Student Work Experience Program

The Federal Student Work Experience Program (FSWEP) is the primary vehicle through which Federal government departments and agencies recruit for temporary student jobs. In addition to the general inventory, FSWEP recruits for 16 specific departmental programs. To be eligible you must have full-time student status from a recognized institution and be returning to full-time studies your next academic term, at the secondary or post secondary levels. For further information contact your campus career centre/guidance counsellor, the Public Service Commission of Canada (PSC) or visit the PSC recruitment website at <http://jobs.gc.ca> to apply to FSWEP online.

## What is your Employment Status - a Reminder!

In the May edition of the Career Lens, we asked clients to complete an "Employment Status" form. From the point of view of timely referral and client marketing, it is very important for the staff of the Employment Equity and Strategic Initiatives Division to know the clients who are available for work and their current source of income. Having this information on file will assist staff members in continuing to provide efficient service to both you and your potential public sector employers. Please contact the Division whenever there is a change in your employment status, your availability to work and/or your source of income. For those of you with access to the Internet, you can advise us of these changes by clicking on the new **Employment Status** button of our website.

Also, be sure to advise the office of any changes in your contact information, i.e., phone number, address, etc.



## Announcement



### ***Disability-Related Supports Conference***

When: March 8-11, 2001

Where: Holiday Inn, St. John's, NF

✓Are you 16 years of age or older? ✓Do you have a disability? ✓Would you like to meet other people with disabilities from across the province? ✓Would you like to talk about disability supports, such as assistive devices, home support, interpretation services and information in alternate formats?

If you have answered Yes to these questions, you're invited to attend this conference! For more information, contact Dorothy Janes at the Coalition of Persons with Disabilities (COD), 722-7011 (voice), 722-7998 (TTY), Fax 722-4424 or by E-mail: [codmain@nf.aibn.com](mailto:codmain@nf.aibn.com)

Space is limited to 100 participants from around the province. Limited subsidies are available for travel, meals and accommodation costs.

Conference guest speaker is Mr. Laurie Beachell, National Coordinator, Council of Canadians with Disabilities (CCD).

**Supported by** ♦ Department of Health and Community Services ♦ Coalition of Persons with Disabilities ♦ Independent Living Resource Centre ♦ Senior's Resource Centre ♦ People First ♦ Consumer Health Awareness Network ♦ Canadian Mental Health Association ♦ NF and LB Association for Community Living

**Funded by** ♦ Human Resources Development Canada



GOVERNMENT OF  
NEWFOUNDLAND AND LABRADOR  
Treasury Board

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**INVITATION TO SUBMIT APPLICATIONS FOR  
INCLUSION ON THE OPENING DOORS CLIENT REGISTRY**

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The Employment Equity and Strategic Initiatives Division is inviting persons with disabilities who are interested in public sector employment opportunities to submit their resumes for inclusion on the Opening Doors Client Registry.

The Opening Doors Client Registry is used by the Division to identify suitable and qualified persons with disabilities for referral on Provincial Opening Doors positions (positions that may be filled only by persons with disabilities), Federal public competitions and both provincial and federal positions involving wage subsidies for employers hiring persons with disabilities.

**Who should apply**

For the purposes of the client registry, "persons with disabilities" are defined as:

*"Persons who consider themselves, or who would believe that an employer would likely consider them to be significantly disabled or handicapped by reason of any one or more persistent physical, mental or psychiatric conditions or by any persistent learning or sensory disability."*

**Types of Positions Available**

With few exceptions, positions are clerical, technical or professional in nature and require a minimum education level of high school completion and, in many cases, at least one year post-secondary education. Persons with less education may apply, but opportunities will be minimal.

**How to Apply**

Interested persons with disabilities may request an application form by contacting:

Employment Equity and Strategic Initiatives Division  
5<sup>th</sup> Floor, West Block  
Confederation Building  
St. John's, NF A1B 4J6

Tel: (709) 729-5881, or toll free in Newfoundland and Labrador at 1-800-950-4414  
Fax: (709) 729-5446  
TTY: (709) 729-5441  
E-mail: [openingdoors@mail.gov.nf.ca](mailto:openingdoors@mail.gov.nf.ca)

**Completed application forms must include a detailed resume including references and copies of educational certificates providing proof of education.**

**Please Note:** Persons who have submitted/updated their applications within the last six months need not respond to this request.

## **Job Marketing Tips:**

- ☞ Learn about a company's services, history and philosophy before you speak with its representatives. Knowing who they are and what they do will give you an edge over the competition.
- ☞ 80% of available jobs are part of the "hidden job market" and are never advertised. Tell everyone you know what type of work you are looking for and the skills you have developed.
- ☞ Network with employers to see what opportunities may be available within their organization. Advertised jobs account for only 20% of those available in the Canadian Labour Market.

## **Did You Know?**

- ✓ We have a Resource Centre complete with computers and Internet access where you can surf the Net for job postings, type a cover letter, receive help with fine tuning your resume, and much, much more!
- ✓ To our clients, province-wide, we offer computer software training called *LearnItOnline*. If you need to develop basic computer skills or beef up the ones you already have, *LearnItOnline* may be just the thing for you! And its free!!
- ✓ As a registered client with our Centre, you will be considered for all employment opportunities that are referred to this office for recruitment through our Client Registry. Referrals occur on an ongoing basis, so if you haven't updated your resume with us for a while, do so now so you don't miss out on any potential opportunities.



Look For Our Next  
Issue in  
Spring 2001



**ALTERNATE FORMAT  
AVAILABLE UPON REQUEST**