

CAREER SCOPE

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What to do before the **big interview**

Employer's Perspective

Interviewing helps employers learn the three things they need to know before they make a hiring decision...

- Are you capable of doing the job? Do you have the skills and experience or can you be trained?
- Are you motivated to do the job? Will you do the job well, ask for guidance when appropriate, and make the effort to meet tight deadlines? Or will you resort to excuses?
- Will you be a team player and adapt easily to the company culture? Will you be cheerful or a complainer?

Resumes provide few answers to the second or third questions and alone are not sufficient to speak to the first. The interview process is intended to help fill in these blanks.

But interviewing is not merely a matter of satisfying interviewers. You also want to determine whether this is the right company, the right job, and the right team for you. Ideally, you want to find the work satisfying, enjoy your colleagues, learn a lot, and position yourself to achieve your long-term career goals.

Preparing for the Interview

Before an interview, learn about career-related issues in your selected field and prepare a two-minute presentation; think through the key points you want to make in response to typical interview questions; develop a portfolio; create a weighted list of must-haves

and nice-to-haves in a job; and choose and brief your references. The following are three levels of preparation you can do for a job interview. You can choose to do one or all three:

Level One – Just the Basics

Learn about the company from its website, annual report, and your networking sources. Know what the company's products and services are. Learn about the company's financial condition - is it prosperous, pinched, in trouble? Find out where the interview will be, obtain clear directions, and confirm the time. If possible, make a dry run to the location, timing how long it takes and then allowing extra time for possible traffic delays.

Level Two – A Step Further

Get information about your interviewer from your networking resources, the person's assistant, or someone else inside the company. Obtain the job description, if possible, and think about how

it relates to your own experience, education, and accomplishments. Research the company's history with the products or services that are relevant to the position you're interviewing for. Is it an industry leader? What is the company's competitive edge? Learn about the company's culture, if you can, from general business or trade periodicals.

Level Three – Going The Extra Mile

Do some original research on customer needs, what the competition is doing, and how the company is faring in the marketplace. Come up with some original ideas that could be beneficial to the company.

*Adapted from article by
Aparna Kumar,
www.wetfeet.com*

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What Employers Want!

According to an annual survey conducted by the National Association of Colleges and Employers, these are the most important qualities that employers are looking for in a job candidate, in priority order:

- (1) Communication skills
- (2) Honesty/integrity
- (3) Teamwork skills
- (4) Interpersonal skills
- (5) A strong work ethic

**"One important key to success is self-confidence. An important key to self-confidence is preparation."
(Arthur Ashe)**

INTERVIEWING 101

Preparation is key to successful interviewing

True or False, during an interview....

1. Asking an interviewer how many people are being interviewed for the position is a fair question.
2. Your interview begins as soon as you walk in the door.
3. Being a little bit late for an interview is no big deal.
4. How you groom and dress are factors in whether or not you get the job.
5. Board or panel interviews are common.
6. Answering a question about your previous company or boss in a negative manner is okay as long as you are being truthful.

Some aspects of the above statements might seem insignificant but they could have dire results in succeeding in an interview.

How you present yourself, answer questions and communicate, even your body language conveys messages. The question is, are you sending the right message? This is where preparation comes in.

Our Interview Skills Workshop covers the key areas of the pre-interview, the interview and post-interview stages.

- Planning and preparing for an interview
- Stages of the interview
- Typical interview questions and the appropriate answers
- Interview do's and don'ts and follow-up

A mock interview between you and the facilitator will help you practice and get informative feedback. Job Quest will provide you with the tools for interviewing effectively. Come see us today!

Job Quest also has a variety of books and videos on interviewing available in our resource area. Here are some of the titles:

Books:

- Nail the Job Interview
- Fearless Interviewing
- Landing a Job for Canadians for Dummies
- The Interview Kit
- 101 Dynamite Answers to Interview Questions

Videos:

- Strategies for the Interviewee
- Common Mistakes People make in Interviews
- Extraordinary Answers to Common Interview Questions

There are many more, come and see for yourself!

TRUE OR FALSE ANSWERS:
1.F 3.F 5.T
2.T 4.T 6.F

INTERVIEW TIP!

Remember the three "Vs": Visual (appearance), Vocal (voice), Verbal (what you say)

Celebrities' First Jobs

Jack Nicholson: Mail Sorter
Before the mailroom, the Academy-Award winning actor also was a lifeguard and worked in a toy store. He was eventually 'discovered' while making his mail rounds at MGM.



Stephen King: Janitor
Cleaning a girls locker room inspired Stephen King's novel *Carrie*, about a young girl with telekinetic abilities.

Bill Murray: Chestnut Salesperson
Hanging outside of a grocery store selling nuts was an early career move that fortunately didn't pan out, as Bill Murray went on to make some of the funniest films in history.

Jerry Seinfeld: Light Bulb Salesperson
Early in his stand-up comedy career, Jerry Seinfeld worked for free. To pay the bills he sold light bulbs over the phone.



Demi Moore: Debt Collector
At age 16, Demi Moore dropped out of high school to pursue her dreams of modeling, acting, and working for a debt collection company.

Walt Disney: Ambulance Driver
During World War I, 18-year old Walt Disney drove an ambulance for the Red Cross in France.

Danny DeVito: Hairdresser
A young Danny DeVito took a job as a hairdresser in his sister's beauty salon for one reason -- to meet girls.

Mariah Carey: Hat Checker
Hat checking was not meant to be for a young Mariah Carey. She was fired from this and many waitress jobs due to a poor attitude.

Coolio: Fire Fighter
Seeking rehabilitation from a drug habit, rapper Coolio took a job as a firefighter, a job he held for a little over a year.

What are the benefits of volunteering?

Volunteers give freely of their time and expertise in order to make a difference. Whether it is important to you to solve a community problem, advance a worthy cause, to develop as a person, or to enhance your job search, volunteering offers many benefits for the gift of your time and expertise. It can help you:

- make important networking contacts
- learn or develop skills
- gain work experience
- build self-esteem and self-confidence
- help you meet new people
- make a difference in someone's life
- express gratitude for help you may have received in the past from an organization



Volunteering can provide skills development in six general areas:

- Interpersonal skills
- Communication skills
- Organizational and managerial skills
- Fundraising skills
- Technical skills
- Enhanced knowledge of health, women's issues, politics, criminal justice, and the environment

Source

**Adapted from the 2000 National Survey of Giving, Volunteering and Participating, August 2001.*

Tips for getting started as a volunteer

If you are interested in volunteering, but aren't sure where to begin, try asking yourself the following questions to determine what kind of volunteer opportunities will be best suited to you:

- What are your personal goals? Would you like to re-enter the workforce? Meet new people?
- Would you like to develop a specific skill?
- Do you have specific skills or talents you would like to share with an organization?
- If you had all the human and financial resources in the world, what problem would you solve, what would you change, or what would you create? Your answer will tell you what matters the most to you.
- Would you like to volunteer with other people or by yourself?
- Would you like to volunteer from your own home or would you prefer to volunteer at an organization?
- If you would like to volunteer away from home, where is the best location for you? Near your home, your work, your child's day care?
- What kind of time commitment are you willing to make? Are you looking for a regular / weekly volunteer commitment or a short-term / one-time opportunity?

The answers to these questions will provide a good start in determining your volunteer expectations. If an organization or cause does not come immediately to mind, contact your local volunteer centre. For more information about volunteerism, call Volunteer Centre of Winnipeg at 1-888-922-4545 (in Canada) or check out their website at www.volunteerwinnipeg.mb.ca.

Adapted from an article by the Volunteer Centre of Ottawa

JOB QUEST - CAREER SERVICES

#120 - 511 Robinson Avenue
Selkirk, Manitoba R1A 1E5

Phone: (204) 482-2100
Toll free: (866) 482-2100

Hours of operation:
8:30 - 4:30
Monday to Friday

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PHONE FOR CALLING EMPLOYERS

FAX MACHINE FOR SENDING OUT RESUMES

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NEEDS

JOB BOARD WITH CURRENT JOB POSTINGS FOR
SELKIRK AND INTERLAKE AREA

FREE WORKSHOPS

SIGN UP BY CALLING OR DROPPING IN

RESUME WRITING

LEARN HOW TO WRITE YOUR OWN RESUME – A SKILL
YOU WILL HAVE FOR A LIFETIME!

INTERVIEWING SKILLS

LEARN HOW TO PLAN AND PREPARE FOR AN
INTERVIEW – PRACTICE MAKES PERFECT!

JOB SEARCH TECHNIQUES

USE EFFECTIVE METHODS FOR LOOKING FOR WORK &
LEARN HOW TO NETWORK TO YOUR ADVANTAGE!

CAREER PLANNING

UNSURE OF WHAT YOU WANT TO DO FOR A CAREER
OR WANT A CAREER CHANGE? LEARN ABOUT YOUR-
SELF AND EXPLORE NEW DIRECTIONS!