

March 2010



Opportunity Place

Career Resource Centre
HELPING YOU ON THE PATH TO EMPLOYMENT

108 Cobequid Road

www.opportunityplace.ca

Lower Sackville, NS B4C 2N2

(902) 864-7520

Opportunity Place Career Resource Centre is funded through the Canada-Nova Scotia Labour Market Development Agreement under the direction of Employment Nova Scotia.



Sponsored by
Opportunity Place
Resource Association

Comprehensive Employment Support Services

We are here to assist you with an employment plan that works for you.

- ◆ **Assessment of Your Employment Needs**
- ◆ **Career Decision Making Assistance**
- ◆ **Job Search Strategy Workshops**
- ◆ **Self-Assisted Job Search Centre & Computer Access**
- ◆ **Assistance with Labour Market Research**
- ◆ **Info on Training & Self-Employment Options**
- ◆ **One-on-One Employment Support**
- ◆ **Referrals to Other Agencies**

All services are free.

For your convenience our hours of operation are

Monday - Friday

9:00 - 4:30

What you will find inside...

“March Workshop Schedule”


“Top 10 Priorities for Job Hunters”

“The opinions and interpretations in this publication are those of the author and do not necessarily reflect those of Employment Nova Scotia.”

TOP 10 PRIORITIES FOR JOB HUNTERS

At times, job hunting can be a frazzling experience. Sometimes it is hard to focus on what is important and urgent and what is busy work. The question for the job hunter is "What do I do first, second, and what can I ignore?" It's an ongoing situation and can be a daily struggle, but there are some priorities that are important to ensure your success. The following are a list of top ten priorities that apply to everyone. Using the list is simple, each day start at the top of the list. If there is something you can do for that item on the list, then do it. If not, go to the next item on the list.



- Maintain your mental health.** While it is typical for a job hunter to feel anxious about finding a job, the anxiety can become self defeating. Some of the danger signs to watch for are if you are constantly angry, critical about people around you, sitting in front of the television, playing video games, randomly cruising the Internet, or unable to concentrate for long periods. Looking for a job requires you to be calm, focused, positive, and pleasant to all around you.
- Exercise daily for 30 minutes.** When you are physically healthy and active it stimulates the brain and gives you energy. An exercise program will release endorphins into your brain that allow you to concentrate. A simple and effective exercise program that will provide immediate results is a brisk walk for 30 minutes each day. This will raise your heartbeat to 60% of your maximum heart rate. Always consult with your family physician before starting a regular exercise program 
- Maintain Your Relationships.** Job hunting can be incredibly stressful and depending on your personal circumstances it can consume you. It's important that during this stressful time that you maintain your important relationships with family and close friends. Don't let the job hunt overwhelm you and be the only topic of conversation.
- Have A Positive Mental Attitude.** Some days it seems like nobody wants to talk to you, there are absolutely no jobs available, and every company you want to work for is going out of business. But, the reality is that everyday new companies are starting up, and people are retiring, quitting, and moving. Each of these creates new job opportunities for you. Your priority is to keep at it. You must become better and better at every one of the skills you need for finding a job. Somebody who believes in a Positive Mental Attitude is choosing to select a positive outcome from any number of possible outcomes. We never know what the world will bring.



We want to hear from you! Send us an email or drop in and see how we can help you.

staff@opportunityplace.ca

Opportunity Place
108 Cobequid Road, Suite 100
Lower Sackville, NS



Want to be added to our mailing list??
Fill in and return the form below



Name: _____

Address: _____

Phone: _____

Opportunity Place

Provides individual, employment services for all unemployed persons.

Available services include the following:

FREE Self-assisted Job Search Centre

- Free Computer use for job seekers
- Specialized equipment for persons with disabilities
- Access to Internet job banks
- Resume writing support
- Current resources—Newspaper, industry periodicals, Educational information
- Career planning books and videos
- Printing, copier and fax services for active job seekers

Determining Your Employment Needs

- Our goal is to help you understand the Career Planning Process, discuss strengths and abilities to resolve your employment needs and consider approaches to assist you in obtaining work.

Referrals to Other Services

- Staff is knowledgeable on a variety of additional resources in the community that may provide specialized programs, assistance and support.

We look forward to assisting you with your career needs

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Lower Sackville, NS

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TOP 10 PRIORITIES FOR JOB HUNTERS CONTINUED...



- ✓ **Read Your Goals Every Single Day.** Having clear goals in life gives you a significant advantage. Goals are measurable, tangible, and have a date. Saying "In August 2011, I am taking the family to Disneyland" is a clear goal. You should have goals in five different areas, Health, Relationships, Financial Stability, Giving Back and Personal Growth. The goals you read must be Personal, Positive, and in the Present. Once you get hooked on goals, you see them everywhere.
- ✓ **Finish 3 Tasks In Your Job Hunt Plan.** By having three tasks that must be completed each day, you will slowly move towards your goals. Tasks are individual work items that are part of your plan that move you closer to a goal or a milestone. If you don't have a detailed plan, consider using GOSPA (Goals, Objectives, Strategy, Priorities, and Actions) to create your plan.
- ✓ **Do Something That Will Market Yourself.** It takes 7 times for somebody to see a message and for it to register. If every time you send a different message, then you are defeating yourself
- ✓ **Make Some Choices.** It's important that you have a variety of different job hunt methods. As a job hunter you should have many different tactics in play. Choose the correct tactic for each and every job opportunity or target company. Select a tactic for meeting the hiring authority, select one for getting your cover letter read, select one for getting your resume in front of the person. Don't limit yourself.
- ✓ **Track The Effectiveness Of Everything You Do.** You need to measure what you have done and how well it helped you reach your goals. For example, lets say one of your tactics is to get face to face meetings with key executives in your city. Therefore, you would need to track, the total number of executives, how many you go into contact with, how many spoke with you on the phone, and how many you were able to setup a face to face meeting. At the beginning of anything new, it takes times to practice and get good at it. Don't expect a 100% success rate. The first 100 calls might get you nowhere. The second 100 calls might get you 5 meetings. When you track each step in the process to the goal, you can see if you are improving in the step, and if you are not, you can do some research on what are the best practices are for that step.
- ✓ **Spend 8 Hours Each Day On The Job Hunt.** Unfortunately, many people don't spend the time necessary for their job hunt. And many times they fool themselves into thinking they are working on the job hunt. Working on a job hunt is about working towards your goals. Having coffee with buddies does not count, cruising job boards doesn't count, and doing your daily exercise does not count. Only the hours working on the specifics of the job hunt count. There is no teacher watching you, you need to be honest with yourself.

www.ZaleTabakman.ca

March 2010 Workshop Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
1 Resume #1 9:30-12:30	2 Resume #2 1:00-4:00	3	4 Resume #3 9:30-12:30	5 Resume #4 9:30 - 12:30
8 Career Planning 9:30-12:30	9 LMI General 9:30-12:30 LMI Specific 1:00-4:00	10 Interviews #1 9:30-12:30 Interviews #2 1:00-4:00	11	12 Creative Ways 9:30-12:30
15 Computers for Job Search 1 9:30-12:30	16 Resume #1 9:30-12:30	17 Resume #2 1:00-4:00 	18 Resume #3 9:30-12:30 Resume #4 1:00-4:00	19 Computers for Job Search 2 9:30-12:30
22 LMI General 9:30-12:30 LMI Specific 1:00-4:00	23	24	25 Interviews #1 9:30-12:30 Interviews #2 1:00-4:00	26 Creative Ways 9:30-12:30
29	30 Resume #1 9:30-12:30	31 Resume #2 9:30-12:30		

<p><u>Resumes for Results</u></p> <p>Part 1: Discover Your Skills Part 2: Put it All Together Part 3: Make Your Mark Part 4: Computer Resume</p>	<p><u>Labour Market Information (General & Specific)</u></p> <p>Information on the condition and operation of the labour market and how it influences job choices/employment. New trends, self-management techniques, where jobs are, identification of high and low opportunity occupations and related training.</p>
<p><u>Interviewing</u></p> <p>“So You Have an Interview - Now What?” (Part 1) “Interviews With Impact” (Part 2)</p> <p>How to open, manage & close an interview – learn appropriate responses to difficult interview questions. Learn how to respond with confidence to behavioral & situational interview questions.</p>	<p><u>Computers For Job Search</u></p> <p>“Finding Your Way Around Windows” (Part 1) “Internet Job Searching” (Part 2)</p> <p>Introduction to the basic functions of Windows and the computer. Basic use of Internet Explorer to search for information on the web. Create an email account for job search purposes.</p>
<p><u>Creative Ways to Find Work</u></p> <p>Tips on how to prepare for and maintain your job search; where and how to find jobs; networking/making contacts; practicing telephone calls & follow-up</p>	<p><u>Career Planning</u></p> <p>Choosing a satisfying career will depend on how well you develop a self-inventory by evaluating your skills, abilities, interests & work values. Your personal inventory will then become an important resource as you continue in your career planning activities.</p>
<p>For individuals requiring WHMIS certification under provincial Occupational Health and Safety Regulations. Information on common workplace hazardous chemicals and the safe use of potentially hazardous materials.</p>	<p><u>Managing Change</u></p> <p>Learn positive strategies to cope with employment change. Information related to unemployment – change issues, change and stress sources, responses to stressors, stress-management tools and preparing for change.</p>