

Please take one

# The Employment Journey

PEI's Top Source for Career Planning and Job Seeking

## Best ways to approach employers about work

Whether you are looking for your first job or looking for a new job, knowing how to approach an employer is important.

The majority of job openings are not advertised. You need to dig in and decide where you would like to work, figure out a game plan to approach employers, and inquire about a possible job.

To help you with this process, The Employment Journey staff contacted six employers across PEI and asked them the following questions:

**What are the best ways for job seekers to approach your business?**

**How often do you hire and how do you recruit?**

**What are some of the key areas you consider when hiring?**

**John Rowe,**  
Owner,  
Island Abbey  
Foods Ltd.  
and Timeless  
Technologies Inc.



**Island Abbey Foods Ltd.** is a specialty food producer based in Charlottetown. The company produces **Honey Drop™**, individual servings of pure dried honey.

Staff numbers vary from 15 to 25, and the company will soon be expanding. "We will be hiring more staff and purchasing more equipment that will allow us to produce five times the amount of product we do now," says **John**. "We will be looking to hire a **Senior Food Scientist** and a **Lab Technician**."

"We are always looking for staff, and we welcome applicants even when we are not advertising a job opening."

**John says he is impressed by job seekers who:**

- Show a real interest and knowledge of the company.
- Seek out the person who does the hiring.
- Craft their resumé to reflect the job description and highlight any job experience that relates to the company's products or goals.
- Proofread their resumé. An error-free resumé shows attention to detail. Ask a professional such as a career counsellor or teacher to look at it.
- Keep the resumé to no more than two pages.
- Include a cover letter describing your interest in the company.
- Are relaxed, honest, and genuine during the interview.
- Follow up by mailing a hand-written thank-you note and again with a phone call or e-mail. It's a great sales technique that will help you stand out from the crowd.

Visit [www.honibe.com](http://www.honibe.com) to find out more about the company and to apply.

**Lorianne Keough,**  
Administor,  
Tignish Seniors  
Home Care  
Cooperative  
Ltd.



Lorianne prefers meeting potential employees in person.

"First impressions are important. You can tell by people's reaction to the elderly whether they have an understanding of the needs of seniors."

### Approaching the employer

"I accept work applications by e-mail but I prefer meeting people in person. They should call first because although I am here most days, there are obligations which occasionally take me out of the office."

"When coming in for an interview, they should bring their resumé and a positive attitude," **Lorianne** adds.

Lorianne says she welcomes those interested in working with seniors such as students and those planning to study nursing to spend time at the facility to learn more about the type of work involved.

### Potential for employment

"We have been really fortunate because the same people have been working here since the building opened in 2002."

"When positions come up, we advertise on the job bank, local papers and the church bulletin."

For more information, call **882-4663** or e-mail [tsh@pei.aibn.com](mailto:tsh@pei.aibn.com)

**Erin Ostridge,**  
Human  
Resources  
Consultant,  
Grant  
Thornton



**Grant Thornton** is a public accounting firm with Island locations in Summerside, Charlottetown, and Montague.

"The best way to apply is to e-mail a resumé and cover letter or mail us," says **Erin**. "I try to respond to all inquiries that I receive. Job seekers are also welcome to call and set up a time to meet with me to discuss possible opportunities with the firm."

"We hire accounting and office administration graduates and university students who major in accounting. Applicants for student positions are required to submit a transcript of marks."

Each year, Grant Thornton accepts on-the-job training placements for students enrolled in accounting programs. Accounting summer co-op students are hired in January and February for the upcoming season. Chartered accounting students are hired in their last year of study for positions that begin the following spring. Erin says they are always open to talking with suitable candidates about possible job openings.

"When hiring we consider academic excellence, the ability to multi-task, being a self starter, willingness to work hard, and the ability to work well with all staff in a team environment."

For more information, contact **Erin Ostridge** at **892-6547** or e-mail [eostridge@grantthornton.ca](mailto:eostridge@grantthornton.ca)  
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Visit [www.grantthornton.ca](http://www.grantthornton.ca) and click **careers**.

**Danny Webster,**  
Manager,  
Hynes &  
Smith,  
plumbing  
and heating  
contractor,  
Charlottetown



"When we look to hire, we usually put ads in the newspaper, the Job Bank, and on our website. At this time of year, a lot of apprentices come in asking about work. I prefer if people don't just drop in but call first to set up an appointment so that I will have time to have a chat with them. I would rather not receive an e-mailed resumé."

"We are limited as to how many apprentices we can hire, based on the amount of work and on the number of licensed journeypeople we have."

"They need to look presentable, be able to handle hard physical labour, and be willing to get dirty. As they learn, they will be given more responsibility as they show their ability."

"Experience gained working out west is not necessarily useful on PEI. Someone who has become a Journeyman Plumber and Pipefitter by working on an oil rig is not going to have the experience needed to plumb a house. Be ready to talk about what transferrable skills you have."

### Experience needed

When hiring Apprentices, Danny looks for a background in the construction industry. "Working in a hardware store will get you familiar with plumbing and carpentry. Working as a labourer on a construction site will help you understand the industry."

For more information, visit [www.hynesandsmith.ca](http://www.hynesandsmith.ca)

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