

Employment resource centre relocates

by Patricia Roy

Job Search

Providing employment services to increase the quality of life for the residents of West Prince is a part of the mandate of **Rural Community Learning Inc.**

They operate three **Employment Resource Centres** in Alberton, Tignish and St. Edward and provide help with the following:

- resumé
- cover letters
- interview tips
- filling out application forms
- researching labour market information
- researching further training and education
- computer use, photocopy and fax service for clients.

The **Tignish Employment Resource Centre** has recently moved next to the village office in the former Olive's Grocery building.

"The number of people using the service has increased steadily over the last few years and it was felt that a larger location and extra staff were needed," says Executive Director **Sharon Horne**.

"**Emily Gallant** is the new part-time Employment Resource Facilitator, and **Ruby Arsenault** continues in her role of Employment Resource Facilitator. "Because of the increased demand for service, Ruby had very little time to research employment opportunities. Now Emily can do a lot of this research to help find work options for our clients."



Ruby Arsenault is the Rural Community Learning Inc. employment facilitator at the Tignish Employment Resource Centre. The centre recently moved to new quarters at 211 Phillip Street.

Service appreciated by community

"We really appreciate the work done by the Tignish Cooperative, which owns the building," says Sharon. "The members of the board of directors recognized the need and the importance of this service to the community and renovated the space to meet our needs."

Islanders working far and wide

"Clients from the Tignish area work all over the Island as well as across Canada," says Ruby. "Most of them keep in touch with this office. Islanders in Alberta tell me there is a major project ready to start that will need thousands of workers over the next few years. I also have clients who fish shrimp in Newfoundland during the winter months. I keep in contact with employers there in order to let my clients know when there is a need for Island workers. It is a time-consuming task and it's one of the reasons why another person was needed in this office."

With the fishing industry really hurting these days, many young people are in need of retraining. "Many of them have trained to work on windmills. A lot of people from this community work on windmills all over North America. I have clients who are now taking the Power Engineering program at Holland College with the hope of long-term jobs in the wind energy industry."

Staff received further training

Staff of Rural Community Learning received further training over the past two years. "To better serve the clients we work with, the three employment resource facilitators engaged in training programs to become certified coaches in four areas: **resumé writing, interview skills, job searching, and career decision making,**" says Ruby.

For more information, contact **Ruby Arsenault** in Tignish at **882-2498** or **Valerie Gallant** in Alberton at **853-2646**.

For bilingual employment services in St. Edward, call **Priscilla Handrahan** at **882-2352**.



Your Employment Success – Part 2 The Interview

submitted by **Dwayne Trynchuk, Human Resources Consultant**

So your resumé worked. It grabbed the attention of the hiring managers. Your reward? The interview. Each step of the job search process is about selling yourself, and this is true during the interview as well.



Dwayne Trynchuk,

The interview is a time to demonstrate that you are the right person for the job and for the company. How do you know if you are right for the company? You don't, so just be yourself and let them decide.

Remember that you know who you are and what you can do, but they only have a resumé. Time spent in the interview is to determine if you are the one they are looking for. Their perceptions and the impression you make really count.

Show up prepared. Bring extra copies of your resumé and a list of references. Bring proof of education, certifications, etc, that are relevant. Look presentable. Treat the interview as the most important moment of your life.

Keep in mind

The interview unofficially starts as soon as you walk through the door. As you wait in the lobby before the formal interview, some companies may have you wait longer than expected to watch you respond when things are not happening according to schedule and to see how patient you are.

Many companies are starting to do some form of testing either before or after the interview. These tests are used to determine your "fit" for the role or the company. You cannot realistically prepare for these tests. All you can do is relax, answer the questions honestly, and put your best foot forward.

Behavioral questions

During the interview, be prepared to answer questions that dig deep into who you are. These are called behavioral questions, and very few interviews take place without them. These questions ask you to give an example from your past that relates to the scenario described in the question. Interviewers ask these questions because they believe that past behaviors and actions can be good predictors of future reactions to similar events.

These questions are tough to answer on the spot. To prepare for these unexpected questions, do some research. Investigate books and Internet sites that cover interview skills.

Common interview questions

"What are your weaknesses?"
"Where do you see yourself in five years?"

Your answer to these two questions can tell an interviewer vast amounts of information about you.

The first question provides insight about your level of maturity and honesty. There is no crime in admitting a weakness. You can really impress the interviewer if you follow up the weakness with a plan on how you can overcome it.

The second question is less about what you hope to be doing in five years than it is about identifying if you have a plan. Successful people have plans and visions for the future. A company achieves success because of its people. The people who move a company forward and help it achieve its goals are those who have plans.

More tips

Research the company. Walking into the interview with some knowledge of the company and its business makes a positive impression.

One big mistake to avoid doing during the interview is criticizing current or previous employers and supervisors. This is viewed negatively and can take you out of the running.

Close the interview by thanking the interviewers and get their contact information. This will be needed for the next step.

Spend time practicing and think back on past interviews to learn from them.

The better prepared you are, the more success you will have.

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