

Fall
2011

SET Gazette

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Supporting Employment Transitions
Employment Resource Centre

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SET Hiring Fair

Thursday, October 13, 2011, 1:00 p.m. to 4:00 p.m.
Vancouver Island Conference Centre
Commercial Street – Downtown Nanaimo

Be Prepared:

- Dress for success! Look professional and be ready to impress employers
- Bring multiple copies of your resume
- Bring your confident personality
- Speak with employers who are hiring, colleges, service organizations, and recruiters
- Network! Ask questions about industries, schools and employers. This is a great opportunity to conduct informational interviews

How SET can help:

- SET offers a “Hiring Fair Crash Course” workshop to prepare you for the Hiring Fair
- Our Resource Consultants can help proofread and tweak your resumes and cover letters

Ready, SET, Go!



The SET, “Ready, SET, Go” team will be participating in the CIBC Run for the Cure on Sunday, October 2 at 10:00 a.m. (Beban Park). Come out and support our team!

Follow Us



Search “Supporting Employment Transitions” on Facebook



Follow “SETNanaimo” on Twitter



Search “Supporting Employment Transitions” on LinkedIn

Stepping Into Fall

This time of year can hold a feeling of excitement and energy! Now is the time to ramp up those resumes, polish the cover letters, hone the job search skills and make your job search more effective. Here are some ideas to get you started:

- Take advantage of **FREE workshops** offered at SET. Monthly workshop topics include basic computer and internet introductions, resume and cover letter preparation, and interviewing and networking techniques. We also feature a variety of career assessment and exploration workshops. SET Workshop schedules are available on our website www.set-nanaimo.com and in hard copy at SET.
- Build a strong network of contacts who can help you find work. Remember that many jobs are not posted, so networking is the best way to access the hidden job market in Nanaimo.
- Pick up the SET **job search tracking sheet** to keep your job search organized. Tracking the companies contacted, people spoken to, resumes sent and follow-up dates is an important part of the job search process.
- Conduct informational interviews. Ask about the position, industry or company that interests you. Informational interviews can be the perfect opportunity to learn specifics about the skills and duties required in the job, and the demand within the industry. You may also build relationships that can help you in your job search.



“In the long run, we only hit the target we aim at” ~ Henry David Thoreau

‘Building Futures Together’

Gabriola Island Outreach Services

Meet with an Employment Consultant and view the latest postings on our Job Board.

1st and 3rd Tuesday each month 1:00 p.m. to 4:00 p.m.

People for a Healthy Community (use back door)

675 North Road, Gabriola Island

The Book Nook

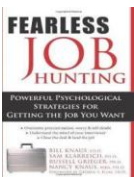
The following books are available at SET. Visit the resource centre to read these and other great books.

Fearless Job Hunting:

Powerful Psychological Strategies for Getting the Job You Want

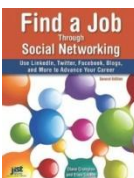
By Bill Knaus

Learn techniques to find the confidence, strength and determination to land the job you want.



Find a Job through Social Networking: Use LinkedIn, Twitter, Facebook, Blogs and More to Advance Your Career

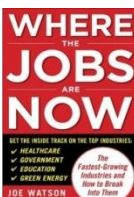
By Diane Crompton & Ellen Sautter
Create and manage your online accounts and use them to your advantage.



Where the Jobs are Now: Get the Inside Track on the top Industries

By Joe Watson

Each chapter covers an overview of an industry, the types of jobs one could find within the industry and tips on breaking into the field.



The Job Search Solution: The Ultimate System for Finding a Great Job Now!

By Tony Beshara

Provides step-by-step instructions to empower your job search success through practical exercises and proven techniques.



Five Tips for Interview Success:

- Research the business and industry
- Make a list of potential questions you will be asked and practice your answers
- Arrive early and familiarize yourself with the space
- Take time to think before answering questions
- Be aware of your body language

For more help with your interview preparation, try our [Power Interviews](#) and [Interview Replay](#) workshops. Space is limited, so call us at 250-714-0085 reserve your seat early.

LMI Update



The British Columbia Labour Market Outlook 2010-2020 was recently released. This report is produced by the Ministry of Jobs, Tourism and Innovation. The Outlook predicts significant Labour Market trends – demand and supply – for 140 occupations in BC. The information is presented on a provincial level and then broken down into seven development regions including Vancouver Island/Coast.

Some highlights include:

- 1,027,400 job openings are expected for BC over the ten-year period (approximately 2/3 due to replacement of employees and 1/3 due to economic growth)
- Approx. 78% of jobs are expected to require some post-secondary education and training or a university degree
- The three occupations with the greatest expected average annual growth in demand are in health-related fields (both provincially and in our region)

Visit www.workbc.ca/docs/BCLMOutlook.pdf to view the complete report.

New Workshops at SET

Employers are starting to use Social Networking sites to find potential employees. Job seekers are also using these sites to establish contacts and to learn about job opportunities.

Starting in September, SET is offering **three new Social Networking workshops:**

- Sign up for Twitter
- Creating a LinkedIn Account
- Using LinkedIn

Food for Thought



What is your greatest accomplishment in life?

Describe a major goal that you have recently set for yourself, and how you plan on achieving that goal.

Identify one attitude or belief you have right now that is holding you back, and what new energizing attitude you are going to replace it with.

“Our life is equal to the sum of the choices we make.” ~ Anonymous

‘Building Futures Together’

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