

Winter  
2011-2012

# SET Gazette

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Follow SET...

*Employment Resource Centre*  
101-155 Skinner Street  
Nanaimo, BC V9R 5E8  
Ph: 250.714.0085



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## Gabriola Island Outreach Service

**1<sup>st</sup> and 3<sup>rd</sup> Tuesdays** each month from **12:30PM-3:30PM**  
People for a Healthy Community (use back door)  
675 North Rd, Gabriola Island  
Contact us at 250.714.0085 for an appointment.

## Meaningful Work in Mid-Life and Beyond

As Baby Boomers approach and enter retirement age, many do not want the “retired life” of golf and gardening. Some mid-lifers long to be engaged, excited and satisfied by new challenges such as careers or jobs they have not tried before. If this sounds like you, try these suggestions to help you find meaningful work in mid-life and beyond.

1. Establish your core work values and then rank the top three or four.
2. From those top three or four values, write a mission statement based on: what you want to be doing, to whom, and to what end. For example, “To bring joy into my life and the lives of others by using my strengths – compassion, creativity, ingenuity and coaching skills – to help people find their passion and achieve their life goals.”
3. Put your mission statement and your top values on a card that you look at every day. To bring it to life, add photos or pictures that can help you make your daily decisions.
4. Finally, create an action plan. There is little chance of achieving your mission without creating SMART (specific, measurable, achievable, realistic and time-lined) goals. This written plan will be the road map you will need to lead you to your new job or career.

## Behavioural Interviewing: What’s Your Story?

Many interview questions have traditionally dealt with ‘what if’ questions, such as “What would you do if a client became upset with you?” These questions may inspire you to imagine how you would handle a given situation, but they don’t address what you have actually done in the past. Behavioural questions ask you to relay your experiences from the past, which are often solid indicators of future behaviour. For instance, an interviewer may say: “Tell me about a time when you successfully dealt with an unhappy client” or “Describe a situation when you didn’t handle a client problem properly.”

To answer these behavioural questions effectively, use the **STAR** technique: **S**ituation, **T**ask, **A**ction, and **R**esult.

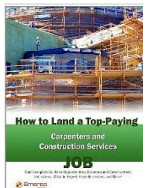
- First, describe the situation in a clear, concise, and yet complete manner. This provides the foundational information on which you will build the story.
- Next, explain the task you were given (or decided to perform) in one or two sentences.
- Then, describe the actions you took to solve the problem. Be sure to present these in a logical/sequential order.
- Finally, finish your story with the result. Remember that leaving out the result is like forgetting to tell us ‘who did it’ at the end of a murder mystery.

The results provide you with an opportunity to ‘brag’ about the difference you made. Or, conversely, the results may have been disappointing. In this case, you can talk about what you learned, what you have done differently since then, or what you would do differently given another chance. Always try to end on a positive note and remember that practice is the key to a great interview!

- In what areas do you need improvement?
- How can you find ways to improve these skills?

## Good Reads

SET has one of the best career resource libraries on Vancouver Island. We feature more than 800 books to help you with successful job search and career planning.



### How to Land a Top-Paying Carpenter and Construction Services Job: The Ultimate Guide to Job Seekers and Recruiters

Author: Emereo Publishing

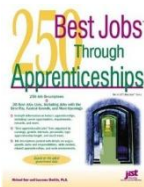
Looking for a job in the Construction Industry? Covering topics such as resumes, cover letters interviews, what to expect when dealing with recruiters and more... this book is your complete guide to finding a great carpenter or construction job. With this simple, straightforward approach this book is a must read for anyone in the industry.



### Career Opportunities in the Automotive Industry: A guide to more than 70 careers in the Automotive Industry.

Author: G. Michael Kennedy

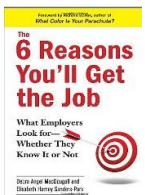
This book contains detailed Career Profiles on a number of different types of jobs within the Automotive Industry. Each profile contains information on topics such as: duties, salary range, employment prospects, opportunities for advancement, and prerequisites.



### 250 Best Jobs through Apprenticeships

Author: Michael Farr and Laurence Shatkin

If the you have ever thought about an apprenticeship career this may be the book for you! On top of having a good general overview of getting started in an apprenticeship, **250 Best Jobs through Apprenticeships** gives in depth job descriptions filled with details on everything from wage expectation to work environments, and everything in between.



### The 6 Reasons You'll Get the Job: what employers look for – whether they know it or not

Author: Debra Angel MacDougall and Elisabeth Harney Sanders-Park

Tired of sending out dozens of resumes with no responses? This book will explain why this approach to job search doesn't work and will tell you what employers are looking for. It breaks down the key elements of what will make you stand out from the pile of resumes into six categories: Presentation, Motivation, Ability, Attitude, Dependability and Network.

*There are no secrets to success.  
It is the result of preparation, hard work,  
and learning from failure.*

*-Colin Powell*

## Labour Market Information

Here are three reports that may help with career decision-making in BC:

Skills for Growth: British Columbia's Labour Market Strategy to 2020 (Ministry of Regional Economic Skills & Development) focuses on the increasing need for skilled workers in BC.

<http://www.workbc.ca/docs/Skills for Growth Strategy.pdf>

Ten-Year Employment Outlook for British Columbia (COPS BC Unique Scenario, 2007-2017) provides LMI divided by industry.

[http://www.aved.gov.bc.ca/labourmarketinfo/reports/COPS\\_B C Unique Scenario 2007-2017%20.pdf](http://www.aved.gov.bc.ca/labourmarketinfo/reports/COPS_B C Unique Scenario 2007-2017%20.pdf)

A Guide to the BC Economy & Labour Market (BC Stats) explores our economy and labour market by sector and region.

[http://www.guidetobceconomy.org/Library/GTBCE\\_2010.pdf](http://www.guidetobceconomy.org/Library/GTBCE_2010.pdf)

## New Workshops in 2012

Watch for new workshops in the upcoming months. Attend our recently-introduced workshops such as 'Digging for Camp Jobs', 'Meaningful Work in Midlife & Beyond' and 'Networking Works'

Call us at 250.714.0085 to book a seat

*'Start your job search here'*

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[www.set-nanaimo.com](http://www.set-nanaimo.com)



*'Building Futures Together'*

Funded in whole or part through the  
Canada-British Columbia Labour Market Development Agreement.

Financé complètement ou en partie par  
l'Entente Canada-Columbia-Britannique sur le développement du marché du travail.