

Winter  
2010-2011

# SET Gazette

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Supporting Employment Transitions  
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Nanaimo, BC V9R 5E8  
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## REolutions for a Happy New Year!

- **REfresh** your resume.
- **REnew** your references. Ensure that you have correct contact information and 'reliable' references. Call or email them. They may even know of job openings.
- **REvisit** volunteer opportunities related to your interests. This adds to your resume by possibly securing an additional reference and by broadening your network.
- **REstore** your energy and remain confident.  
*A positive attitude will always be the best ally for a job seeker.*
- **REvisit** applications. If you haven't heard back, **REconnect** with a phone call (after waiting at least a week).
- **REpel** 'isolation.' Network through appointments, phone calls, emails, and brief meetings – even over coffee!
- And don't forget to **REward** yourself along the way....



## Un cadeau après Noël: Un emploi

Le début d'une nouvelle année! 2011 est arrivé et c'est le moment idéal pour commencer (ou recommencer) votre recherche d'emploi. Faites de votre recherche d'emploi une résolution du nouvel an, assurez-vous de faire toutes les étapes nécessaires afin que votre résolution soit un succès.

1. Ayez un but précis : ne cherchez pas simplement un emploi; cherchez un emploi avec une certaine compagnie, dans une certaine industrie, etc.
2. Traitez votre recherche d'emploi comme un travail. Levez-vous tôt le matin. Préparez-vous comme pour aller au travail. Faites-vous un plan d' action pour la journée et suivez-le rigoureusement.
3. Utilisez les ressources disponibles dans la communauté. Il est recommandé de sortir de chez vous pour faire votre recherche d'emploi même si vous avez les outils nécessaires à la maison (journaux, ordinateurs, internet, etc). Vous trouverez davantage de livres et de conseils dans notre salle de ressources, ainsi que des ateliers gratuits et des consultants professionnels, bien informés et amicaux.

Bonne Chance en 2011!



### Chat With Us

**"JOB LEADS"  
CHAT WORKSHOP**  
Friday, January 14  
2:00PM– 3:00PM.

Log in from home or at SET  
to share the latest job leads.  
Pre-registration is required  
before January 13.  
Call 250.714.0085



### Interviews

Employer requesting an  
interview via webcam?  
Let SET know and we  
can arrange the  
interview at SET using  
Skype. We can also set  
up a practice interview  
ahead of time. For more  
details, ask a SET  
Resource Consultant.



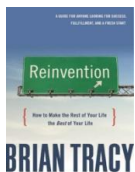
### Tutorials

SET has created  
several video tutorials to  
assist you in your job  
search. View them on  
our website and check  
back for new additions:

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

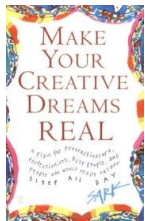
## Good Reads

Visit the SET resource centre to read these and other great books:



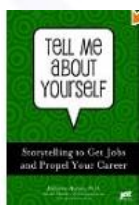
**Reinvention: How to Make the Rest of Your Life the Best of Your Life** (5 CD audio program) by Brian Tracy

This audio book supplies listeners with a system they can use to turn their dreams into reality. It includes interactive exercises to help listeners focus on what they really want for themselves.



**Make Your Creative Dreams Real: A Plan for Procrastinators, Perfectionists, Busy People, and People Who Would Really Rather Sleep All Day** by SARK

This colourful and entertaining book takes the reader through clarifying their dreams, identifying and tackling obstacles, taking action, getting support and much more. It is especially geared toward creative people looking for something outside the box.



**Tell Me About Yourself: Storytelling to Get Jobs and Propel Your Career** by Katherine Hansen, Ph.D.

Another winning title from the associate publisher of Quintessential Careers, "Tell Me About Yourself" gives tips on turning those tough interview questions into an opportunity to tell the employers the story of You. The book is full of guidelines for structuring your story answers, examples of interview responses and how to promote yourself in the best light possible.

### Did you know?

SET has one of the best career resource libraries on Vancouver Island featuring more than **800** books on job search and career planning.

## What's Your Story?

The core of every question that an employer will ask in an interview is a variation of "tell me about yourself." Your resume caught their interest and they want to know more. Some of the questions will be "situational" in order to get a better idea of how you would perform under pressure or handle common problems.

It's important to paint a picture with your words so employers can visualize you in action on the job. Engaging interviewers with a 3-minute story will give you a better chance of being remembered and sets you apart from other candidates.

*Employers don't just want the dry facts of what you have done. They want examples and anecdotes that can illustrate your skills, values, accomplishments, characteristics, qualifications, strengths and expertise.*

The best answers will start with the problem or situation, followed by an explanation of what you did to solve it. Finish by explaining the results of your actions. You don't have to have a dramatic example or to have saved the company from bankruptcy. You can tell a story to explain problem solving, coping strategies or lessons learned. Attend the Power Interviews workshop to learn more techniques.

**Whatever you can do, or dream you can, begin it. Boldness has genius, power and magic in it. Begin it now.**

~ Johann Wolfgang von Goethe

## SET Your Target

Want to know what employers are looking for? Need a boost to jump-start your job search?

Let us lead you through a 2-week job search program that is helping people find work faster than those who go it alone. You will have fun while learning how to market yourself effectively. In this program you will:



- Develop an effective job search plan
- Create a winning resume and cover letter
- Learn successful interview techniques
- Discover easy ways to tap into the hidden job market
- Market your skills successfully
- Master advanced cold-calling techniques
- Build the confidence and strategy required for networking
- Understand current trends in the labour market
- Prepare for job interviews

**Next SET Your Target sessions: January 17-28 & February 14-25**

Call 250.714.0085 for information.

## HOT Jobs for 2011



Robert Half International Salary Guide's predictions for the best 2011 jobs:

1. Performance Analyst
2. Controller
3. Public Accountant
4. IT Auditor
5. Lead Application Developer
6. ERP Business Analyst
7. Lawyer
8. Law Clerk
9. Executive Assistant
10. Medical Data Entry Specialist
11. Senior Administrative Assistant

Source: Vancouver Sun, Nov 25, 2010

**'Building Futures Together'**



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