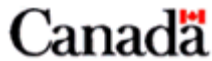




# EMPLOYMENT NEWS

The Newsletter of  
YMCA Employment  
Centres of  
Halifax/Dartmouth



**January & February 2012**  
An Employment and Education program of YMCA of Greater Halifax & Dartmouth



## Merry Xmas & Happy New Job

**I**s the holiday season, Thanksgiving through New Year's Day, a bad time to do a job search? A common misconception holds that the holiday season is a time for the job search candidate to take it easy. Feeling that no hiring will occur during this period, too many unemployed or underemployed stop the momentum of their job search, and vacation until January.

But, do companies close their doors during the holiday season? Do people work during the holiday season? Do companies continue to function? Are companies compiling their budgeting and writing their projections for the coming year? As budgeting numbers are compiled, do companies project their payroll for the coming year. Could new positions, and new hires, be included in these projections?  
Yes.

Although it varies by the type-of-work you are seeking, the best months for job finding are often October, November, December (yes, December), January (one of the best months for job search), February, March, April and into mid-May. Generally, hiring is at its lowest level during June, July, August and the first half of September.

However there are many exceptions to these general guidelines. Hiring for teachers and educators happens mostly between the end of one school year and the beginning of the next. Farm work depends on the seasons. So the timing often depends on the type of work you do, or wish to do, and the associated industry.

So when is the best month to start your job search? When you are unemployed, or underemployed, and need a job. Really? Yup...

Do not take a vacation during your job search. To do so decreases your momentum. In these economic times, one must be doubly dedicated, motivated, and focused to maintain momentum ...

If anything, make a gift to yourself! Pick up the pace of your job search, ramp up your job search activities. The resulting gift may be a new job.

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### HOURS OF OPERATION

**Monday to Friday**  
**9:00 am — 4:00 pm**

### LOCATIONS

118 Wyse Road Unit 14  
Dartmouth NS, B3A 1N7  
Phone: (902) 461-2513  
[www.yecdartmouth.ca](http://www.yecdartmouth.ca)

2269 Gottingen Street  
Halifax NS, B3K 3B7  
Phone: (902) 425-3464  
[www.yechalifax.ca](http://www.yechalifax.ca)

## What can we do for you?

### IN THIS ISSUE

#### Our Commitment to Job Seekers

We are committed to providing the best possible service in the area of employment and career development. Clients have the opportunity to meet with employment specialists and discuss issues affecting their career prospects. Our goal is to be a guide as you successfully work your way towards a rewarding career.

#### Available Resources

- Faxing and Photocopying
- Employment Counselling
- Access to Daily Job Board
- Daily Newspaper
- Resume Appointments
- Internet Job Searching Assistance and more

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# Halifax Employment Centre

## JANUARY 2012

Mon	Tue	Wed	Thu	Fri
2	3	4	5 <b>Orientation 2-3</b> Job Search & Networking 9-12	6
9 Career Cruising & LMI 9—12 Interview Skills 1-4	10 Introduction to Computers 9—12 Resume 1-4	11 Introduction to Computers 9—12 Keyboarding 1-4	12 E-Mail & Internet 9-12 <b>Orientation 2-3</b>	13
16 <b>Job Maintenance</b> 9-12	17 <b>Directions 9-4</b>	18 Keyboarding 1—4	19 <b>Orientation 2-3</b> Job Search & Networking 9-12	20
23 Career Cruising & LMI 9—12	24 MS Word 1 9-12 Resume 1-4	25 MS Word 2 9-12 Keyboarding 1-4	26 E-Mail & Internet 9-12 <b>Orientation 2—3</b>	27
30 Interview Skills 1-4 <b>Confident Job Searching 9-12</b>	31 <b>Directions 9-4</b>			

## FEBRUARY 2012

Mon	Tue	Wed	Thu	Fri
		1 Resume 1-4	2 <b>Orientation 2—3</b> Job Search & Network 9-12	3
6 Interview Skills 1-4	7 <b>Directions 9-4</b>	8 Keyboarding 1—4	9 <b>Orientation 2—3</b> Job Search & Network 9-12	10
13 Career Cruising & LMI 9-12 Interview Skills 1-4	14 Introduction to Computers 9—12 <b>Directions 9-4</b>	15 Introduction to Computers 9—12 Keyboarding 1-4	16 E-Mail & Internet 9-12 <b>Orientation 2—3</b>	17
20 Career Cruising & LMI 1-4	21 MS Word 1 1-4	22 MS Word 2 1-4	23 <b>Orientation 2—3</b> E-Mail & Internet 1-4	24
27 Resume 1—4	28 <b>Confident Job Searching 9-12</b>	29		

# Dartmouth Employment Centre

## JANUARY 2011

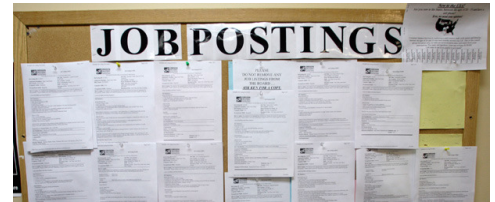
Mon	Tue	Wed	Thu	Fri
2	3 Computers Without Fear 9—12	4 Computers Without Fear 9—12	5 <b>Orientation 2—3</b>	6 Keyboarding 1-4
9 <b>Resume 9-12</b>	10 <b>Job Search</b> 9-12 Directions 9:30-3:30	11	12 Interview Skills 9—12 <b>Orientation 2—3</b>	13
16 Career Cruising & LMI 9—12	17 MS Word 9—12	18 MS Word 9—12	19 E-Mail/Internet 9-12 <b>Orientation 2—3</b>	20 Keyboarding 1-4
23 <b>Resume 9-12</b>	24 <b>Job Search</b> 9-12 Directions 9:30-3:30	25	26 Confident Job Search 9:30-11:30 <b>Orientation 2—3</b>	27
30 Career Cruising & LMI 9—12	31			

## FEBRUARY 2011

Mon	Tue	Wed	Thu	Fri
		1	2 <b>Orientation 2—3</b>	3 Keyboarding 1-4
6 Career Cruising & LMI 9—12 <b>Resume 9-12</b>	7 Computers Without Fear 9—12 <b>Job Search 9-12</b> Directions 9:30-3:30	8 Computers Without Fear 9—12	9 Interview Skills 9-12 <b>Orientation 2—3</b> E-Mail/Internet 9-12	10 Open Lab 1—4
13 Keyboarding 1- 4	14	15 <b>Confident Job Searching 1-4</b>	16 <b>Orientation 2—3</b>	17
20 Career Cruising/ LMI 9-12 <b>Resume 9-12</b>	21 MS Word 9-12 <b>Job Search 9-12</b> Directions 9:30-3:30	22 MS Word 9-12 <b>Job Maintenance</b> 9—12	23 <b>Orientation 2—3</b> Confident Job Searching 9:30-3:30	24
27	28	29		

# NEWS & EVENTS

- Our Job Boards are updated on a regular basis, please visit the centre and see all the new posting



- Check our websites at [www.yecdartmouth.ca](http://www.yecdartmouth.ca) and [www.yechalifax.ca](http://www.yechalifax.ca) for upcoming events

# WORKSHOPS

## COMPUTER WORKSHOPS

### INTRODUCTION TO COMPUTERS

A 3-day series to explore the computer! This is a perfect class for individuals that are new to the computer. \*\*Dartmouth

### INTRODUCTION TO MS WORD

Participants will learn how to open, close, save and print documents. Perform some formatting; insert dates, page numbers and tables into a document.

### KEYBOARDING or TYPING

Learn how to touch type, improve your accuracy, and increase your typing speed.

### EMAILING

In this workshop you will set up a free web-based email account and learn how to send messages while using different kinds of features.

## INTERNET JOB SEARCHING

Find out the basics for job searching on the Internet using different job search web sites and techniques.

## JOB SEARCH WORKSHOPS

### RESUME DEVELOPMENT

Make sure you have the most current and most effective resume and cover letters for today's jobs.

### INTERVIEW SKILL

Learn how to give a great interview by learning the dos and don'ts of interviews and also learn how to provide answers to difficult questions.

## DIRECTIONS

Unemployed and looking for a Career? Don't know where to turn? This 1 day workshop is designed to help you develop a Clear career Action Plan.

### CAREER CRUISING

Want to find out what skills you have and how well they will apply to the career you want? If so, this is the workshop for you!

### EXCEL-Job Search Tracking

Tracking your job search with excel will help you separate what IS working from what is NOT working, so that you can improve your job search.

## LABOUR MARKET INFORMATION

Who is Hiring? What is the trend? What is the wage? These and many questions are answered.

### CONFIDENT JOB SEARCHING

Learn how to boost your self confidence while job searching

### JOB MAINTENANCE

Now that your job search effort has paid off, what do you need to do to keep that job?

### ORIENTATION

Attend a short orientation to learn more about recourses and services offered. *Everyone who desires to meet with a Employment Specialist must attend.*