



# EMPLOYMENT NEWS

A publication of  
employment/career news for  
YMCA Employment  
Centres of  
Halifax/Dartmouth



## July & August 2011

An Employment and Education program of YMCA of Greater Halifax & Dartmouth



## 10 Skills that get you Hired

- **Communication:** broadly refers to one-on-one verbal language skills, writing skills, presentation skills, and the ability to “convey thoughts, opinions, suggestions, questions and answers in an appropriate and professional manner. It also includes good listening skills.
- **Job Related Skills:** Most organizations will take as little as 60-70% of what they are looking for in order to find someone who fits the “personal chemistry” and attributes of the organization.
- **Multiple Skills Sets:** in this age of cutbacks and downsizing, most employers will now go out of their way to hire those who bring multiple skills areas with them.
- **Willingness to Learn:** Are you inspired by continuing learning and development? What have you learn recently and what do you intend to learn in the future?
- **Team Work:** no one wants to hire someone who refuse to fit into a team
- **Customer Service:** Who is it that benefits from the work that you do? Do you know who your customers are? Are you familiar with the needs and expectations of your customers?
- **Initiative:** Be prepared to talk about some of your most important accomplishments, paying special attention to those situations that show you have gone the “extra mile” in order to satisfy the needs of the project and those who are counting on your efforts.
- **Adaptability:** What are your thoughts why organizations have a need for change? Have you sought to maintain or exceed your result in the face of change
- **“Promotability:** Interviewers would like to know: if a candidate demonstrates the overall behaviours, skills and knowledge to grow?
- **Salesmanship:** All employees must have the ability to sell. And it is evident in how your promote yourself during your interview.

### 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) 461-2513  
[www.yechalifax.ca](http://www.yechalifax.ca)

## Our Programs Services

### 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.

### What you can find in our resource centre

- 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 Calendar

## JULY 2011

Mon	Tue	Wed	Thu	Fri
				<sup>1</sup> <b>Canada Day Centre Closed</b>
<sup>4</sup> Interview Skills 9—12	<sup>5</sup> Directions 9 —4	<sup>6</sup> Keyboarding 1—4	<sup>7</sup> Resume 9—12 Orientation 2—3	<sup>8</sup>
<sup>11</sup> Career Cruising & LMI 9—12	<sup>12</sup> CWF 9—12	<sup>13</sup> CWF 9—12 Keyboarding 1—4	<sup>14</sup> E-Mail & Internet 9—12 Orientation 2—3	<sup>15</sup>
<sup>18</sup> Resume 9—12	<sup>19</sup> Directions 9 —4	<sup>20</sup> Keyboarding 1—4	<sup>21</sup> Interview Skills 9-12 Orientation 2—3	<sup>22</sup>
<sup>25</sup> Career Cruising & LMI 9—12	<sup>26</sup> MS Word 9—12	<sup>27</sup> MS Word 9—12 Keyboarding 9-12	<sup>28</sup> E-Mail & Internet 9—12 Orientation 2—3	<sup>29</sup>

## AUGUST 2011

Mon	Tue	Wed	Thu	Fri
<sup>1</sup> Interview Skills 9—12	<sup>2</sup> Directions 9 —4	<sup>3</sup> Keyboarding 1—4	<sup>4</sup> Resume 9—12 Orientation 2—3	<sup>5</sup>
<sup>8</sup> Career Cruising & LMI 9—12	<sup>9</sup> CWF 9—12	<sup>10</sup> CWF 9—12 Keyboarding 1—4	<sup>11</sup> E-Mail & Internet 9—12 Orientation 2—3	<sup>12</sup>
<sup>15</sup>	<sup>16</sup> Directions 9 —4	<sup>17</sup> Keyboarding 1—4	<sup>18</sup> Resume 9—12 Orientation 2—3	<sup>19</sup>
<sup>22</sup> Career Cruising & LMI 9—12	<sup>23</sup> MS Word 9—12	<sup>24</sup> MS Word 9—12 Keyboarding 9-12	<sup>25</sup> E-Mail & Internet 9—12 Orientation 2—3	<sup>26</sup>
<sup>29</sup> Interview Skills 9—12	<sup>30</sup>	<sup>31</sup> Keyboarding 1—4		

# Dartmouth Calendar

## JULY 2011

Mon	Tue	Wed	Thu	Fri
				<sup>1</sup> <b>Canada Day Centre Closed</b>
<sup>4</sup> Keyboarding 1—4	<sup>5</sup> CWF 9—12	<sup>6</sup> CWF 9—12	<sup>7</sup> Interview 9—12 E-Mail/Internet 9-12 Orientation 2—3	<sup>8</sup> Career Cruising & LMI 9—12
<sup>11</sup> Fast Track Resume 9—12	<sup>12</sup> Directions 9—3 Job Search Network 9—12	<sup>13</sup>	<sup>14</sup> Orientation 2—3	<sup>15</sup> Open Lab 1—4
<sup>18</sup> Career Cruising & LMI 9—12 Keyboarding 1—4	<sup>19</sup> MS Word 9—12	<sup>20</sup> MS Word 9—12	<sup>21</sup> Interview 9—12 E-Mail/Internet 9-12 Orientation 2—3	<sup>22</sup>
<sup>25</sup> Fast Track Resume 9—12	<sup>26</sup> Directions 9—3	<sup>27</sup> Job Maintenance 9—12	<sup>28</sup> Orientation 2—3	<sup>29</sup> Open Lab 1—4

## AUGUST 2011

Mon	Tue	Wed	Thu	Fri
<sup>1</sup> Career Cruising & LMI 9—12 Keyboarding 1—4	<sup>2</sup> CWF 9—12	<sup>3</sup> CWF 9—12	<sup>4</sup> Interview 9—12 E-Mail/Internet 9-12 Orientation 2—3	<sup>5</sup>
<sup>8</sup> Fast Track Resume 9—12	<sup>9</sup> Directions 9—3	<sup>10</sup>	<sup>11</sup> Orientation 2—3	<sup>12</sup> Open Lab 1—4
<sup>15</sup> Career Cruising & LMI 9—12 Keyboarding 1—4	<sup>16</sup> Directions 9—3 Job Search 9—12	<sup>17</sup> MS Word 9—12	<sup>18</sup> Interview 9—12 E-Mail/Internet 9-12 Orientation 2—3	<sup>19</sup>
<sup>22</sup> Fast Track Resume 9—12	<sup>23</sup> Directions 9—3 Job Maintenance 9—12	<sup>24</sup>	<sup>25</sup> Orientation 2—3	<sup>26</sup> Open Lab 1—4
<sup>29</sup> Keyboarding 1—4	<sup>30</sup>	<sup>31</sup>		

# 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

### COMPUTERS WITHOUT FEAR (CWF)

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

### FAST TRACK RESUMES

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.

## ORIENTATION

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