

CAREER & PLACEMENT NEWS

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Centre staff are (L. to R.): D'Arcy Cameron—Program Coordinator, Muriel Dodgson—Administrative Assistant, Johanne Besner—Receptionist, Patricia Tam—Information Services Coordinator, Alan Engelstad—Career Advisor, Doug Shanks—Career Consultant, Janet Gaffney—Employment Services Coordinator, John Harries—Director.

Changes to continue for 1988 at C&PC

by John T. Harries

During the past three years, our goal as a Centre has been to develop one of the most innovative models of campus career services in Canada. Client evaluations indicate that we are well on the way to achieving this objective. With strong support from the Division of Student Affairs, improvements will continue throughout 1988.

Our present facilities in the north-east corner of the Ross Building will be increased and renovated. This expansion will enable us to serve increasing numbers of clients more effectively. For example: in 1986, the Centre provided direct service for 10,166 people. That figure jumped to 12,969 in 1987—an increase of 2,803. We anticipate that this trend will continue as additional services are introduced. During this period of renovation, there will be some "dust and disruption" from time to time. I know that we can count on your fullest cooperation.

We also plan to strengthen our counselling programs during the year.

- The Graduate Students Career Services program will operate year-round.
- A Dossier Service will be developed for part-time Faculty and Graduate Assistants.
- Programming with Colleges and Faculties will be expanded to include a series of Alumni Networking Nights.
- Research and development of an Employer Internship Program for undergraduate students will begin.

• All current career and placement opportunities at the Centre will continue.

These changes will be assisted by the installation of a multi-user computer lab which, in turn, will be supported by a VAX II code-named "CAREER." Initially, the new system will offer two programs—CHOICES (which is described in detail elsewhere in this issue) and UCPS (University College Placement System) which has been pioneered by MIU Automation in Toronto. York will be the first university to install the program with VAX capacity.

This system will carry all information related to the Centre's popular On-Campus Recruiting and Interview Training Program which interfaces potential employers with students during their graduating year. UCPS will also assist the posting of part-time and full-time job opportunities for students and alumni.

In the near future, "CAREER" will enable the Centre to provide on-campus computerized scoring for career development testing instruments, automated work stations, library cataloguing, as well as instant communication of employment information to Colleges, Faculties, other Administrative Units and off-campus recruiters.

1988 will be a year of continuing change and development at the Career & Placement Centre. These improvements in service will enable students and all members of the York community to achieve a greater degree of vocational excellence.

"Personal Skills" most valued by interviewers

by D'Arcy Cameron

Job candidates often assume that recruiters are looking mostly for technical or professional qualifications in those that they interview. The reality is quite different.

Employers have repeatedly indicated personally and through surveys that they are most concerned with what be termed the "personal skills" of job applicants. Most serious job searchers have at least the basic qualifications required of the position available. For employers, the issue during a job interview thus becomes how to choose from among the large pool of qualified applicants.

Inevitably, the solution is found by interviewing the best applicants carefully to see which ones possess the personal skills most valued by the organization. Truly, the adage that "It is not the best qualified applicant who gets the job; it is the applicant who most effectively competes for the job" is again proven correct.

So what are the "personal skills" employers want? Survey results and experienced graduate workforce professionals have developed the following list of 17 most sought after "personal skills":

• Ability to communicate

This quality is probably the easiest one to evaluate since the interview is a face-to-face encounter in verbal and non-verbal communication. Many recruiters will try to help the communication process by asking questions such as, "Would you tell me a little about the jobs you have held, how they were obtained and why you left?" Others will test your "ability to communicate" with more challenging questions such as, "What is your major weakness?"

• Willingness to take initiative

This trait is an important one for any person who wishes to prove themselves on the job. In an interview it can be demonstrated if you answer "How do you spend your spare time" or "What have you done in your life which demonstrates initiative?" in a satisfactory manner.

• Willingness to accept responsibility

Good managers must be responsible not only for their own work projects but for the functioning of a whole department which may involve a number of employees. Questions such as the following are asked during an interview to determine

whether the individual has managerial potential. "How old were you when you became self-supporting? Describe the work environment which best suits your work style. What kind of boss would you ideally like to work for? What is your attitude to overtime work?"

• Leadership potential

Many employers believe that leaders are born not made. Regardless of whether or not you agree with this opinion, there is evidence to prove that people who generally get top management positions demonstrated their leadership potential quite early in life. If, during the interview, you were able to prove by examples that you had served on the executive of student clubs or outside organizations, the recruiter would most likely assume that you possess this trait.

• Ambitious/motivated

One way of determining motivation is to test whether or not candidates have plans for their future. "What do you hope to be doing five years from now? If employed by this company, which department would interest you most in the long term" and "what salary do you expect?" will help the recruiter assess your ambition.

Listed below are other factors in order of importance along with questions an interviewer might pose to determine their presence in a potential candidate.

• Intelligent

What have you learned from some of the jobs you have held? What were your grades in high school, at college?

• High Energy Level

What do you do when you're not working or studying?

• Self-Confident

Why should I hire you for the job? What qualifications do you have that makes you feel you will be successful in your field?

• Sociable/gets along well with others

Define cooperation. What type of people rub you the wrong way? How do you feel about team work?

• Imagination

What do you have to contribute to our company? What in particular interests you about our products, or service?

Making Choices—How to choose a career

by Doug Shanks

CHOICES is the world's leading career exploration system. It contains 885 occupations in its memory in full detail, which represent 90% of the Canadian workforce.

Two features of the CHOICES program combine to make it the most valuable career development program available.

First, there is the process we call **bargaining**. In completing the Guidebook, the client is assisted to go over the 189 factors used to describe each occupation in the CHOICES program and to make decisions as to the priority of each. For example, are you willing to work for \$15K or do you require \$50K+? Will you work long hours and week-ends, or is 9-5 essential? Will you travel? Do you want to team up with other people, or do you prefer to work on your own in an office or laboratory? You make decisions about such questions and set your own priorities.

When you get on the computer terminal, you begin with a total complement of 885 occupational possibilities. Each time you insert a factor, the number of occupations available decreases. When you get down to 30, you can call for a list and have it printed in hard copy to take home with you.

Now comes the opportunity to "bargain" with the computer. In order to "get back" some occupations, you must "give up" some of the factors. Relax your requirements in some areas so that you can add others or tighten other requirements. You may change your mind as often as you like. You may try any number of combinations of career requirements. Each time your bargaining reduces the list of occupations to 30 or less, you can print another list. If you find one or more

occupations turning up on several lists, you should look seriously at such an occupation and consider **why** it keeps coming up.

The second feature of CHOICES that makes it so valuable is the **information** part of the program. You may request that one or more of the occupations that interest you be printed in a 2-page summary. Each occupation is described in terms of Education required, details of Work Site, Physical Demands, Earnings, Interests, Aptitudes, Temperaments, etc.

If it seems appropriate you can ask the computer to print the details for any 2 occupations side by side on the page for easy comparison.

Your experience with CHOICES begins with a period of Orientation. The program is explained in detail with a keyboard demonstration of everything you will want to do with it. An informal atmosphere allows for plenty of questions and discussion.

Computer expertise is not necessary. The most difficult word you will have to type is your name! In any case, a qualified CHOICES Trainer is always available to assist you.

In our new Computer Laboratory in Ross N108, there are 6 terminals available, each with its own monitor and printer. You may register for 3 hours of personal computer terminal time. If additional time is needed, it can be arranged with the trainer.

CHOICES may confirm the thoughts and ideas that you already have considered. It may present you with some new ideas that had never occurred to you before.

Come in to the Career and Placement Centre and find out what your CHOICES are!



Fred Flintstone invites one and all to attend the Summer Job Fair '88 on Wednesday, January 20.

SUMMER JOB FAIR PLANNED FOR 1988

by Janet Gaffney

Despite cold winds, blowing snow, exams, and term papers, summer is just around the corner and now is the time to begin your summer job search. A great place to begin this search is the Summer Job Fair sponsored by the Career and Placement Centre. This year's Fair takes place on January 20.

This is the third year that the fair has been bringing employers and job seekers together. So far, the results have been excellent. Last year, for example, fifty-four employers were in attendance. These employers represented a wide variety of areas including Social Service Agencies, C.A. Firms, Municipalities, Temporary Agencies, Summer Camps, Student Franchise Organizations, Federal and Provincial Government, Landscaping Companies, and the Militia. The jobs these organizations have to offer are varied.

For you as a student, there are several benefits to be gained by attending Summer Job Fair. It's a great way to research a variety of jobs and organizations without a large time and travel investment. Contacts can be established by discussing opportunities with the employer representatives. Questions can be answered and applications can be submitted. Remember that many employers expect to see a resume when you apply.

Summer Job Fair '88 is scheduled for January 20 in the Vanier Dining Hall from 10:00 a.m. to 2:00 p.m. Don't miss it!

15% OFF

This coupon entitles the bearer to a 15% discount on the cost of a battery of 4 **Computerized Vocational Tests**, taken at the Career & Placement Centre between January 15 and March 15, 1988. One coupon per client.



N108 Ross
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VOCATIONAL EXCELLENCE FOR YORK!