

# JOB TALK

## Be Resourceful!!

Confused about where to start your job search? Come and talk to us on the 4th Floor S.U.B. The CaPS Resource Centre is designed to help you, the job seeker, implement your job search campaign. An extensive collection of resource materials including Employer/Industry Information, Job Search/Career Planning Reference and International/Exchange Opportunities to name a few, have been gathered to get you on the right track. Just ask the Information Officer to point you in the right direction.

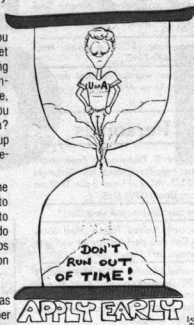
You'll probably want to look through the Green and Red Binders first. They contain full-time, part-time, summer and international job opportunities for students and alumni in all faculties. To date, 103 employers have come on campus to recruit University of Alberta students from a wide variety of disciplines. Besides those that came on campus, another 600 sent in job

descriptions to be displayed and they're still pouring in from business, industry and government.

In today's competitive job market you need an inside edge. This you can get in the Job Search/Career Planning section of the Resource Centre. Chronological resume, functional resume, qualifications brief... how do you determine which one is best for you? Ask the Information Officer to set up an appointment with a Student Placement Consultant.

...Great!!! You've made it past the pre-screen. The employer wants to interview you. Now it is up to you to do your homework. Make sure you do some preparation. It's all your fingertips in the Employer/Industry Information section at CaPS.

So come visit us soon. ACT NOW as the application deadlines for a number of good positions is in early March.



## Students Helping Students

You've paid your Students' Union fees, so why not take advantage of them and attend one of the free Career and Placement Services (CaPS) workshops offered on resume writing and interviewing skills. Taught by students (Student Placement Consultants) who have gone through an intensive training program, the faculty specific workshops are tailored to meet the particular needs of students in each faculty. The workshops cover information such as skills assessment, resume types and styles, how to write an effective covering letter and application form, how to conduct occupational research, types of interviews, typical interview questions and much, much more! Workshops are offered in eleven different faculties and can also be specially arranged for interested clubs and interest groups. Look for our bright yellow posters, check with your faculty office or visit the 4th floor of S.U.B. for more information.

If it is simply impossible to fit a workshop into your busy schedule, yet you really need that resume critiqued or some practice answering typical interview questions, come on up to the fourth floor for a one to one consultation. Experienced staff are here to

assist you in that all important job search.

If you are interested in helping your fellow students, improving your chances of gaining meaningful, career related employment, working in a creative and dynamic environment and making a good part-time salary, why not apply to be a Student Placement Consultant for the 1988-89 winter session. Drop off your resume and covering letter to the 4th floor of S.U.B. by March 11, 1988.

## The Inside Edge

If you would like to be the first to see the new job opportunities coming in daily for University students, why don't you consider becoming a volunteer at CaPS? Positions available are Receptionist/Information Officers and Administrative Assistants. Basic responsibilities include the following: advising patrons regarding services and facilities, assisting students to identify and locate career information, directing visitors to appropriate resources and personnel, assisting Career and Placement Consultants with programs and projects in an administrative capacity.

Beside the benefit of working in a very positive environment, CaPS volunteers will be given an excellent opportunity to learn more about the job search process and the employment recruitment program on campus and will also gain experience in public relations. Opportunities will be provided to enhance organizational, administrative, research and interpersonal skills.

If you are interested please contact Lorena or Wendy at 432-4291 or drop up to the 4th floor of S.U.B.

### HAPPENINGS THIS TERM:

- \* ESA FORUM
- \* UOD Booth
- \* On-line Job Bank
- \* Resume/Interview Workshops
- \* CaPS Focus on Pharmacy and Engineering
- \* JOBS, JOBS, JOBS
- \* Job Referral Service

## Who do employers hire?

By Derek Brenneis, Student Placement Consultant

Are there good jobs out there for students? The answer is yes, but they don't come easily. If you're like me, you want work that pays well and is interesting. You can find that dream job, but it's important to remember that employers have expectations too. They want applicants to be informed, articulate and able to work well with others. So, how do you convince them that you're qualified? It takes some advance research, a good resume and a positive interview.

The staff, students and volunteers at CaPS can help. We offer a wide variety of programs and services, and our main objective is in making sure

## Summer Employment Opportunities

Don't wait for spring DO IT NOW!! Many employers have already started advertising summer vacancies and many students have already taken advantage of these opportunities. Summer jobs are displayed by faculty in the Red Binders in the CaPS Resource Room. Make sure you visit CaPS often as new jobs are received and filed daily.

Should you have trouble finding summer work and feel like all the 'good' jobs are already taken don't forget that there is still hope with the STEP (Summer Temporary Employment Program) and SEED (Summer Employment Experience Development) programs. Although no information has yet been released for summer 1988, it is anticipated that both programs will remain essentially the same as in past years.

STEP is a provincial government program administered by Alberta Career Development and Employment. Its purpose is to create career development opportunities through various elements for unemployed Albertans during the summer months.

that you get hired. Remember, employers and job opportunities are out there, but the first move is up to you.

1. **Provincial Government Departments** — 29 participating departments will offer employment opportunities which usually run from May 1 - August 31 at a wage rate of \$5.50 per hour.

2. **Community Element** — Funding is available to eligible employers to hire unemployed Albertans on approved project activities. Eligible employers include municipalities, incorporated non-profit organizations, Indian Bands and Metis Settlements and publicly funded agencies.

3. **Career Opportunities Element** — Employment opportunities are created in a variety of industrial sectors in an attempt to provide degree related work experience for students. In the past areas such as Law Enforcement, Resource Management, Recreation and Veterinary Medicine have been included.

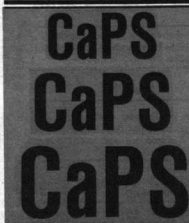
4. **Summer Farm Element** — Wage subsidies are made available to farmers to hire help for their operations during the summer months.

Application forms and further information about the STEP Program will be available from CaPS in late February.

The SEED program is designed to provide career related or practical work experience for students. The Canada Employment and Immigration Commission provides incentive in the form of wage subsidies to employers in the public, private and non-profit sectors in an attempt to create summer job opportunities.

**Student Eligibility** — Students must be currently attending school full time during the 1987-88 academic year and intend to return to school on a full-time basis in the fall. Students must be legally entitled to work in Canada and cannot be members of the employer's immediate family.

Application forms and further information about SEED is available from CaPS. Deadline for submission is March 18.



## There is an easier way ... Go Computer!

Have you ever tried to reach RATT on a Friday afternoon... or the 4th Floor of S.U.B. to check out the latest job postings? CaPS' new job bank will solve some of those congestion problems. All you need to do is go to your nearest MTS terminal, sign on, and type: RUN CAPS.JOBS. What you will get is a specific listing of jobs for students in your faculty. Also included will be general jobs open to students in all disciplines. Jobs are also categorized by summer and permanent. Students from first year and upwards are encouraged to use the job bank as employers often are seeking students in their first or second year for summer career-related positions. Presently, the bank contains jobs for employers who

are using our on-campus recruiting system, but soon other summer and current permanent positions will also be included. The current permanent positions would be of particular interest to University of Alberta alumni. Students who do not currently have their own MTS account, can apply for one at 302 General Services Building or join the University Computing Society (the campus computer club). There is no charge to open an account, but each student is responsible for their own user fees for the actual time they use the account. Terminals are located in various buildings throughout the campus including Tory, General Services, C.A.B., Assiniboia Hall, and others.

Future phases of computerization include posting interview lists of selected candidates, self-bookings of interviews by selected candidates, and a job registry for graduating students who have not yet found permanent positions by the time they are leaving university. As a pilot project Education students can now register on the 4th Floor of CaPS. Other students are asked to register one month prior to graduation if they have not yet found employment. CaPS appreciates any feedback students or faculty can give to us regarding our new job bank. Feel free to send messages on the MTS message system or contact our office at 432-4291.

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