



ENTERING THE WORKFORCE

Finding a Job &
Professional Development
Past High School

Making Sense of Finance
Chapters 6, 8, 9 & 10

PRESENTATION BY:
EDUQUO

WHO ARE WE?



EduQuo aims to redefine the status quo of financial literacy amongst youth in Quebec.

Our goal is to provide students with a real-life introduction to financial literacy through advanced simulations.

EduQuo

WHO ARE WE?



EDUQUO CAN HELP YOU:



Learn about your personal motivations and factors to open your mind to a world full of opportunities.



Analyze financial issues that you are likely to encounter now or in the near future to help you manage your personal finances.



Process information in a systematic way that encourages critical thinking amongst you and your peers.



Increase in number of opportunities



Easy access to credit leading to debt



Rising costs of education



Increasingly complex economy

THE IMPORTANCE OF FINANCIAL LITERACY

SIM 1: ENTERING THE WORKFORCE

LIST OF TOPICS

Educational Paths
Job Search
Resumé Building
Interviewing Skills
Salary & Wages



SIMULATION 1



EXPLORING OPPORTUNITIES

You are now starting to think about your career, or maybe you have been for some time already. It is important to consider your interests, your passions, your hopes and your skills.

Choosing a Path (Post-Graduation)



POST-SECONDARY STUDIES

University undergraduate degree, masters degree.

VOCATIONAL TRAINING

Job-specific technical training, leading directly into the workforce (also known as trades).

INTERNSHIP OR WORK PROGRAM

Temporary job at a company to gain experience, also offered in uni co-op.

FULL-TIME WORK

Taking time to think about future careers - options may be limited with high school degree.

Choosing an Internship/Work Program (Is it worth it?)



PROS

- Gain work experience
- Helps you determine if the field is right for you
- Can help increase your starting salary if hired
- Helps your chances of getting hired by the company and/or other companies in the same field

CONS

- Possibly unpaid
- Slows down academic progress (if taking semester(s) off school is required)
- Menial work/inequality

HOW IS SALARY DETERMINED?

CRITERIA BASED ON JOB

- Responsibilities/tasks
- Qualifications
 - Level of Education Needed
 - Experience
 - Skills
 - Abilities
- Working Conditions
 - Safety
 - Environment
 - # Hours of Work
- Effort Required to Perform Job

CRITERIA BASED ON EMPLOYEE

- Level of Education Completed
- Professional Qualifications/Experience
- Professional Development & Keeping Skills up-to-date
- Seniority Within the Company/Organization
- Performance
- Reliability/Attendance & Other Qualities Related to the Employee

CHOOSING A JOB: THINGS TO BE CONSIDERED

RENUMERATION & PAY SCALE

- Types of compensation (salary, commission, performance-based, etc.)
- Possibility of pay increase over time and by performance

APPLICATION REQUIREMENTS

- Educational background needed (high school, vocational, etc.)
- Professional background needed (previous experience, internship, etc.)

JOB REQUIREMENTS

- What your position will be
- Roles & responsibilities of position
- Organizational structure (saturated with senior vs. young employees)

DEMAND IN FIELD

- Job prospects shift and change based on demand to fill positions!
- Know your industry!

CHOOSING A JOB: THE JOB SEARCH PROCESS

1 Know what type of job you're applying for

2 Prepare your CV & make adjustments based on the job you're applying for

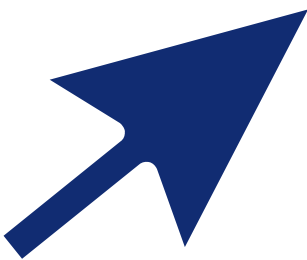
3 Begin job search

4 Contact potential employers (w/ cover letter attached)

5 Prepare for interview

6 Perform well in interview

7 Follow-up phone call or email - emphasizes your interest in position



Search Methods

- Consult job postings online, in newspapers, through agencies, etc
- Target employers and apply for jobs that interest you even if company has not officially said they're hiring
- Use personal network (friends, family, etc)
- Use social network



CREATING A CUSTOMIZED RESUME

The next step is to show that you are the best possible candidate by presenting yourself in the best light.

FUNCTIONAL RESUMÉ

- Focuses on candidate's skills rather than on past employment
- Groups skills and accomplishments in special categories
- Works for people who frequently change jobs or new graduates with no related employment experience

CHRONOLOGICAL RESUMÉ

- Focuses on job history, with most recent positions listed first
- Works well for those who have experience in field of employment and who show steady career growth
- Less appropriate for people who change jobs frequently or who have employment gaps

MAIN HEADING & CAREER OBJECTIVE

- List your name, address, phone number, and your personal e-mail address.
- Include a well-written career objective customized for the job opening.
- Can includes strategic keywords for tracking systems.

OPTIONAL SUMMARY OF QUALIFICATIONS

- Provide three to eight bulleted statements.
- List your most impressive qualifications: experience, skills, education, and awards.
- Customize the statements to fit requirements of the targeted job.
- Examples: Fluently bilingual (French/English), Microsoft Office (Outlook/Excel/Word/Powerpoint), Customer service, Solid communication skills, Proficient at problem-solving, etc.

EDUCATION

- Include:
 - The name and location of school
 - Dates of attendance
 - Major fields of study
 - Degrees received.

EMPLOYMENT HISTORY

- List your jobs. Start with the most recent. Include the following:
 - Employer's name, city, and province or territory
 - Dates of employment (month and year)
 - Most important job title
 - Significant duties, activities, and accomplishments

CAPABILITIES AND SKILLS

- Highlight your special skills. Include the ability to use software programs, social media, office equipment, communication technology, etc.
- Highlight exceptional skills, such as working well under stress, learning computer programs quickly, and interacting with customers.
- Give evidence of communication, management, and interpersonal skills.

AWARDS, HONOURS, ACTIVITIES

- Show that you are well-rounded.
- List awards and extracurricular activities, especially if they demonstrate leadership, teamwork, reliability, loyalty, initiative, efficiency, and self-sufficiency.
- Student council, volunteer opportunities, school certifications

PERSONAL DATA & REFERENCES

- Do not include personal data such as birth date, marital status, height, weight, national origin, health, disabilities, and religious affiliations.
- Include hobbies and interests that may serve as conversation starters.
- Don't list references on a résumé; bring them to the interview.

FINAL TIPS

- Look for ways to condense your data.
- Omit references unless specifically required.
- Be accurate in listing your education, grades, job titles, employment dates, and job experience.
- Proofread! Proofread! Proofread!



INTERVIEWING SKILLS & TECHNIQUES

Interviewing can be an intimidating process. It is important to develop good practices to showcase your best possible self.

ONCE YOU'VE LANDED AN INTERVIEW...



From the employer's perspective, the interview is
an opportunity to:

ASSESS

Your abilities in
relation to the
requirements for
the position.

DISCUSS

Your training,
experience,
knowledge, abilities
in more detail.

ESTABLISH

What drives and
motivates you, both
personally and
professionally.

DECIDE

Whether you would
be a good fit into the
organization/
company.

BEFORE THE INTERVIEW

ENSURING PROFESSIONAL PHONE TECHNIQUES

- Make sure your outgoing answering machine message is concise and professional; no distracting background noise.
- Tell those who might answer your phone about your job search.
- Prevent children from answering the phone.
- Don't answer your cell phone unless in a good location to carry on a conversation with an employer.
- Use voice mail to screen calls.

MAKING THE FIRST CONVERSATION IMPRESSIVE

- Keep a list on your cell phone of positions to which you have applied.
- Treat any call from an employer like an interview.
- Ask whether you can call back, if caught off guard.
- Have a copy of your résumé available to answer questions.
- Take good notes during the phone conversation.
- Ask for an interview if given the chance. Try to specify date and time.
- Reconfirm the date and time of interview before hanging up.

TOPICS TO RESEARCH:

- Competition
- Financial conditions
- Strengths and weaknesses
- Future plans.
- Customers
- Culture
- Management structure
- Reputation in the community

RESEARCHING THE TARGET COMPANY

LEARN ALL YOU CAN
ABOUT THE COMPANY TO
STAND OUT AGAINST
OTHER APPLICANTS.

IT SHOWS ENGAGEMENT,
PASSION AND
MOTIVATION.

PREPARING & PRACTICING

- Study the job description. How do your skills and accomplishments fit the position
- Practise answers to typical interview questions. Make your best responses automatic.
- Always be prepared to discuss success stories/behavioural questions:
 - Learning from a mistake
 - Working on a team
 - Going above and beyond
 - Dealing with a crisis
 - Handling a tough interpersonal situation
 - Successfully juggling many priorities

CLEANING UP DIGITAL DIRT



REMOVE
QUESTIONABLE
CONTENT

BE SELECTIVE ABOUT
LIST OF FRIENDS



SET UP A
PROFESSIONAL
NETWORKING PAGE
(LINKEDIN)

DON'T DISCUSS JOB
SEARCH IF STILL
EMPLOYED



STAY POSITIVE
ONLINE!

FIGHTING FEAR

Practise interviewing as much as you can, particularly with real companies.

Prepare thoroughly.

Understand the process.

Dress professionally.

Breathe deeply.

Know you are not alone.

Remember that an interview is a two-way street.

DURING THE INTERVIEW

SENDING POSITIVE NONVERBAL MESSAGES & ACTING PROFESSIONALLY

- Control your body movements.
- Exhibit good posture.
- Practise appropriate eye contact.
- Use gestures effectively.
- Smile enough to convey a positive attitude.
- Listen attentively.
- Turn off your cell phone or other electronics.
- Sound enthusiastic and interested but sincere.
- Avoid empty words (e.g., um, uh, like).
- Be confident but not over-confident.

ASKING YOUR OWN QUESTIONS

ASKING QUESTIONS SHOWS ENGAGEMENT AND CONFIDENCE. IT IS ALSO A GOOD WAY TO LEARN MORE ABOUT THE ORGANIZATION.

- What will my duties be?
- What is it like working here in terms of the people, management practices, workloads, expected performance, etc.?
- What training programs does this organization offer?
- What is the organizational structure and where does this position fit in?
- What do you like best about working for this organization?
- May I have a tour of the facilities?

CLOSING THE INTERVIEW

ENDING POSITIVELY

- Summarize your strongest qualifications.
- Show enthusiasm for obtaining this position.
- When the interviewer signals the end of the interview, stand up and shake hands.
- Ask for a business card and ask to stay in touch through LinkedIn.
- Be sure to thank the receptionist.

AFTER THE INTERVIEW

- Alert your references that they might be called.
- Write a thank-you letter to the interviewer. Remind the interviewer of your visit.
Show that you really want the job and that you are qualified for it.
- If you don't hear from the interviewer within the specified time, call.

AFTER THE INTERVIEW

CONTACTING REFERENCES

- Ensure you have asked permission to use references' names.
- Supply them with a copy of your résumé and information about the types of positions you are seeking.
- To get letters of recommendation, recommenders need evidence to support generalizations, so give them ammunition.

FOLLOWING UP

- Consider following up if you don't hear from the interviewer within five days.
- Using an e-mail to follow up is best and less intrusive.
- Sound professional and courteous, not desperate or frustrated.
- Don't harass the interviewer and don't force a decision.



THANK YOU FOR LISTENING

&

GOOD LUCK!

HAVE ANY QUESTIONS OR WANT TO FOLLOW-UP?

CONTACT US:
ssitaras@enactusconcordia.ca

PRESENTATION BY:
EDUQUO

