

Summer Jobs Service

2011



YMCA

We build strong kids,
strong families, strong communities.

Information Session...

Today's Agenda:



1. Registration Forms
2. Summary of SJS
3. Tips for a Successful Resume
4. Interview Skills
5. Health & Safety Information
6. Job Maintenance

Registration Forms *(blue form)*

Email	<ul style="list-style-type: none">-Email you check most often-How WE will contact YOU
Age	<ul style="list-style-type: none">-Between 15 and 30
Job Preferences	<ul style="list-style-type: none">-Be specific
Source of Income	<ul style="list-style-type: none">-“other” if you have a part-time job

Returning to school & OYAP	<ul style="list-style-type: none">-Don't miss this section!-Must be PLANNING on returning to school
Additional Qualifications	<ul style="list-style-type: none">-Add to TOP RIGHT corner-Ex. driver's license, first aid, CPR, Smart Serve, WHIMIS, etc.
Photo ID	<ul style="list-style-type: none">-Must have picture and birth date on it
Resume	<ul style="list-style-type: none">-Email to summerjobs@ymca.ca ASAP!- .doc or .pdf please...

Summary of SJS--

- Provincially funded
- **Goal:** to provide students with summer work
- Developed due to the decrease in student hiring and increase in students unable to find summer work
- Offered in Burlington through the YMCA

SJS Summary Continued...

Benefit to Employers-

- Access to students who are eager to work
- Receive a \$2/hour wage subsidy

Benefit to Students-

- Access to over 100 employers and a variety of jobs
- Receive support from SJS staff
- This FREE workshop!



How Does It All Work?

STEP 1: YOU sign up for jobs on the SJS database

STEP 2: YOU email your resume to summerjobs@ymca.ca

STEP 3: SJS staff email your resume to employers

STEP 4: SJS staff follow up with employers to see how hiring is going




STEP 5: Employers choose, based on resumes and interviews, who they will hire

STEP 6: Students are hired!! Employers will contact you directly and sign you up for the subsidy

STEP 7: Keep in touch with your SJS job counsellor

Call or visit if you have any problems!!



Resumes & Cover Letters

Get the **ATTENTION** of the
employers!

Resumes...



A resume is YOU on paper! It's an individual thing. Now here are some suggestions...

Two types of resumes:

1. Chronological— past job experiences in chronological order
2. Functional— a list of transferable skills

Sample of Chronological Format

Sales Person, **THE BAY**, Burlington, ON Summer 2003

- Ensured customer satisfaction with care and patience.
- Negotiated product stock with head office for quick deliveries.
- Proved sales quotes to potential customers.

Cashier, **McDONALDS**, Burlington, ON Summer 2002

- Processed cash and credit card transactions
- Maintained clean working area
- Ensured quick and efficient service



Sample of Functional Format

Sales Skills

- Ensured customer satisfaction with care and patience.
- Negotiated product stock with head office for quick deliveries.
- Instrumental in designing a month end report to ensure efficiency in our store.

Marketing Skills

- Designed and maintained marketing display for various products.
- Educated the customers about new products and sale items.



Two Useful Resume Tips:

Objective

- Must be clear
- Indicate what you want from the job, time period (summer) and why you want to work for that company
- Tailor your resume

Have a “Highlighted Skills” Section

- Use skills that transfer from one job to the next (communication skills)
- Do not lie on a resume



General Information About Resumes

- Name should stand out
- Professional email address
- Resume should be on full pages – length of 1-2 pages – design it for skimming not reading
- Be consistent with style and formatting of resume
- Correct spelling and grammar are a **MUST**
- Interests section should be specific, don't make generalized comments

References – “Available Upon Request”

- At least **3** people, ideally “good” employers, teachers, volunteer coordinators, etc.
- If you’re **ABSOLUTELY** stuck, use family
- Put them on a separate page from your resume
- State the **name, title, address, phone number,** and **your association** with the person
- Make sure references ARE available upon request

Cover Letter



1st Paragraph

- State why you are writing
- Identify the position you are applying for
- Provide a general comment about the company

2nd Paragraph

- States academic qualifications if required
- Match your skills with those required for the position
- Highlight experience that is relevant to the job

3rd Paragraph

- Request an interview and provide the best time you can be contacted

Closing

- Sincerely, or Yours Truly,

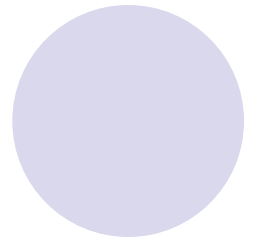
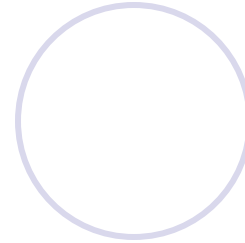
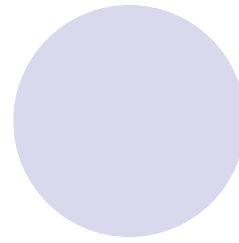
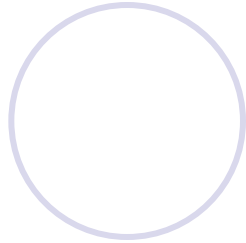
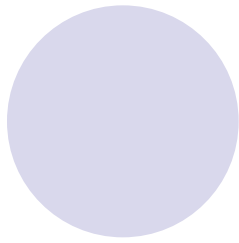
The slide features a decorative arrangement of six circles. Three circles are positioned in the top row, and three are in the bottom row. The top row consists of a white circle with a light purple outline on the left, a solid light purple circle in the middle, and another solid light purple circle on the right. The bottom row consists of a solid light purple circle on the left, a solid light purple circle in the middle, and a white circle with a light purple outline on the right. The text 'Interview Skills' is centered over the top row of circles, and 'Learn to sell yourself!' is centered over the bottom row of circles.

Interview Skills

Learn to sell yourself!

Before you go to the interview...

1. Do you look professional?
 - Check yourself in the mirror
 - Dress one level higher than what you would be asked to wear to work
 - Don't go heavy on the make up, perfumes, try not to fidget
2. Carry these items to the interview
 - Several copies of your resume
 - Copy of your references
 - Pad of paper so that you can take notes
 - Directions to the interview site
3. Prepare answers to the most common interview questions
 - Tell me about yourself?
 - What do you know about this company?
 - What is your biggest strength? Weakness?
 - Why do you want to work for us?



4. Upon Arrival

- Arrive early – enter the building 10 minutes before your appointment
- Review your prepared stories and answers
- Go to the restroom and check your appearance Shake the interviewers hand – not bone crushing
- Smile

5. During the Interview

- Ask questions and listen; read between the lines
- Relax and enjoy the conversation, learn what you can about the company

6. After the Interview

- Write a follow-up letter or email, reminding the interviewer of your qualifications

The background features six circles of varying shades of light purple. Three are solid and three are hollow with a thin outline. They are arranged in two rows of three. The top row circles are partially behind the main title text. The bottom row circles are positioned below the main title and above the secondary text.

Health & Safety

Know your rights!!

Health and Safety



3 Basic Rights:

- You have the right to **KNOW**
- You have the right to **REFUSE**
- You have the right to **PARTICIPATE**

- People under 25 are least likely to know their own rights when it comes to Health and Safety
- Common causes of injury are: falls, sprains, strains, etc.



1. Right to **KNOW**

- Emergency procedures
- First Aid
- Basic info about the site
- What equipment is provided

2. Right to **REFUSE** unsafe work

3. Right to **PARTICIPATE**

- If you see things at work that are unsafe you have an obligation to yourself and your coworkers to fix the problem



Job Maintenance

Now you've got a job... **KEEP IT!**

Job Maintenance



- **Maintain communication** – know what they expect of you
- Do what you are paid to do
- Ask for extra training
- Be reliable, dependable and hard-working; follow up with what you stated on your resume
- Remember your objective and keep moving along that path



Need Help?!

- If you have any questions or concerns about any of the issues covered today or while on the job, call the Summer Jobs Service Staff at
- **905-681-1140**
- Or email **summerjobs@ymca.ca**

what are your **QUESTIONS ?**

