

SUCCESSFUL JOB SEARCH

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Introduction

Job search, may seem as an elusive, difficult and seemingly impossible task. Jobs will not come to you, you have to be focused, earnest and committed when applying for jobs. Thousands of people are applying daily- you must be assertive, positive and persistent day after day. Personal readiness accompanied by a good understanding of employer expectations is essential. The following article will help you assess your readiness and provide an opportunity to improve your job search strategy.

Job Search Readiness

Job Market: Have you got basic computer skills to search online, submit Resumes, receive and manage email? Have you explored all the sites where employers advertise on-line? Are you exploring job markets with family, friends, acquaintances and attending job search seminars? Do you know the private facilities in your area? Have you researched how they hire, located their Human Resource area and dropped off your Resume? Not once, but several times, to show keen and persistent interest. Have you kept in contact with classmates – those who have or have not got jobs? What advice and experience do your classmates have for you to consider? Have you searched for job seminar sessions? If you say no to many above factors – have a good look in the mirror and ask yourself: “Why not and what am I going to do about it?” Make a plan and stick with it.

Employer Reality: Employers are searching for the ideal employee that will add to their team in a cooperative, focused, committed, efficient manner. Hiring and orienting staff is a costly endeavor; hence it is really important to hire the right people. Employers are skilled at reviewing Resumes, performing initial assessment scans of your appearance, dress, hand shake, interview behavior and integrity of your answers. The interview is not about your detailed job skills, but about you as a person and as a potential valuable employee. Are you ready to pass the interview successfully and be the best candidate interviewed?

Knowing Yourself: One of the first questions you will be asked: “Tell me about yourself.” Are you prepared to tell the interviewer your major assets, in two to three concise sentences, convincing them about why you specifically fit the requirements? Are you the best among those being interviewed? Have you explored the company on the internet – do you know what they value in employees and what expectations, such as their Mission and Goals? If not, you may appear to “not really care.”

You will be asked what your strengths and weaknesses are – be ready. Ensure that you describe weaknesses that you are working on – not unsuccessful, problematic flaws. Be ready to describe conflict situations you had, how you handled the event, and what the outcome was. Do not say you have not had any conflict!

Ending the Interview: Have three “safe questions” to ask at the end of the interview. Do not say you have no questions! Do not ask about money and time off! Details about money and time off are discussed once you have been offered a job. It is safe to ask about when a decision is to be made, how they will advise you and what orientation would be available. Know what an appropriate hourly salary would be in the event you are asked.

Have three References on a separate page with email and phone number – ensure your name, email and phone numbers are also on the same page, in the event it gets separated from your Resume.

Day After Interview: Send a thank you note or email, expressing your appreciation for their time and that you look forward to a positive outcome. Demonstrating your true interest in the job is very important.

Summary

Much of the above content is asking you questions- where are the answers? Is your Resume ready? Are you dressing and presenting yourself appropriately? Is your handshake appropriate? Are you well prepared for interview questions? View interview videos for tips (google “interview videos”). Attend a job search seminar. Attend Networking sessions such as at libraries. Book an appointment at ABM for Resume review, seminar or a practice interview and assistance to apply for jobs.

Each job and each position, every time it becomes vacant, are advertised and need a new set of applicants. Hence, 50 to 80 applications may be required before you find employment. Do not get discouraged, keep applying!! The Jobs will not come to you – you must assertively go after the jobs! Good Luck in your search!





Newsletter

May 2014 Graduation Ceremony

ABM College of Health and Technology held its graduation on Saturday May 31st. Ninety students attended graduation from a number of excellent academic programs including Accounting and Payroll, Medical Office Assistant & Unit Clerk, Pharmacy Assistant, Health Care Aide and Esthetics.

Dr. Mohammed Baten delivered the opening address, before students were presented their Certificates. Notable guests included Devinder Shory, MP Calgary Northeast, Moe Amery, MLA Calgary East and Manmeet S. Bhullar, Minister of Human Services MLA Calgary. Eleven students received Honor Awards. Three graduates including Parminder Gill, Pharmacy Assistant, Tracey Mantler, Health Care Aide and Valedictorian Cherylynn Berge, Medical Office Assistant & Unit Clerk presented.



The event featured a cultural tribute of singing, dancing and rapping. The graduation was a great success and ABM College looks forward to the next ceremony in November. We would like to thank all of the incredible student and faculty volunteers for helping out, without you it wouldn't have been possible!

Student of the Month Recognition and Potluck

Every month ABM College awards outstanding students with a Recognition Certificate and potluck. This Student Recognition has been a great for students and staff alike. All students and staff can socialize with other students in different programs while enjoying food, refreshments and entertainment. The event for morning students occurs at 12 pm and 7 pm for the evening students. The party is also open to alumni students as well. Students are encouraged to bring food to share in a potluck with ABM providing food as well. Lately there has been a refreshing trend of entertainment. A number of talented students have been performing at these events. Thus far the entertainment has included dancing, singing, poetry, instrument playing and speeches. We at ABM College hope this trend continues and would like to thank everyone who has participated!



Gefferson

ABM College recently sat down with Gefferson Rodriguez, a Massage Therapy student at ABM. Originally from Columbia Gefferson has lived in Canada for two years and just recently started continuing his education at ABM College.

What is your background before ABM?

A: I was looking for a way to get into a Canadian university and was visiting many schools.

Why did you choose ABM College? What motivated you to enroll?

A: I was at Immigration Services and attended a presentation put on by ABM representatives. Three days later, I had an interview at ABM College and found Massage Therapy appealed to me. I've always been interested in human anatomy, I find it fascinating. ABM came at the right time I suppose.

What do you hope to achieve after your time at ABM College?

A: I hope to be working at a clinic possibly owning my own business but I also want to continue taking other courses to gain more skills.

The future looks great for Gefferson who was recently awarded Student of the Month at ABM College (pictured below right).



Donald



Donald Warner (pictured above) is an outstanding Health Care Aide Student at ABM College, currently completing his Practicum following a highly successful academic period. After receiving Student of the Month, Donald gave a speech at the Student Recognition Potluck on SUCCESS:

Personal SUCCESS can be measured by setting and reaching attainable goals. SUCCESS is viewed differently by each person, walking through the stages of ones' life. Honesty, integrity, genuine love, family and the freedom to make choices of a life without fear and oppression provides a base for SUCCESS. "SUCCESS for me exists in the heart." Others may see a gold plate on an office door, financial wealth, power, and professional achievements as measures of SUCCESS. "How many people did I make smile today?" "What can you give out of your heart to others", will surely satisfy the internal craving for SUCCESS. "Besting others", a title, power and thick wallet will not achieve that internal quest. Hold your head high, be a good person, look after the ones you love and display human compassion. Be willing to extend a hand to others, regardless of perceived notions, stereotypes, and racial, cultural, spiritual or religious beliefs. SUCCESS is open to interpretation, but the final measure - "was I a good person," who demonstrated honesty, integrity and genuine love of everyone as if they were family too. SUCCESS in life can be getting others to see the astonishing beauty in the differences we offer to each other, as humans. Remember as humans, one common denominator is that we cannot take anything, but good will and love, as we physically leave this planet. My hope is that my SUCCESS will be evident, long after I have passed, stirred in in the memories, thoughts, and behaviors of my children and grandchildren, that I truly had honesty, integrity, love and was a "good person!" That will be my SUCCESS!





In the Classroom:

- **We Respect Each Other**
- **We Try Our Best**
- **We Are A Team**
- **We Learn From Mistakes**
- **We Create**
- **We Celebrate Each Other's Success!**

New program to begin: Oil and Gas Administrative Assistant

ABM College has a new program starting up! The Oil and Gas Administrative Assistant program is 25 weeks of in class training supplemented with a 4-week practicum. Upon completion of the Oil and Gas Administration program you will have a strong understanding of oil and gas industry terminology, practices and ready to seek employment in Alberta's vast industry.

The standard admission requirements for the course are a minimum age of 18 and Alberta High School Grade 10 level verified by transcript or non-Alberta equivalent. Prospective Oil and Gas Administrative students also have to pass the screening interview with the College Admission Department. All students must pass the criminal background check as well. Students who are interested in working in the Oil and Gas industry should apply. Some courses include Geology, Land & Legal, Drilling, Business Writing & Communication and more. If you have a passion for this industry then the Oil and Gas Administrative Assistant program at ABM College is for you! For more information visit our website at abmcollege.com.

IMPORTANT DATES TO REMEMBER...

Upcoming Holidays, Events and Classes at ABM College:

June:

13 - Student Recognition Potluck
28, 29 – CPR & First Aid
30 – Basic CPR

July:

1 - Canada Day – No Classes
5, 6 – CPR & First Aid
19, 20 - Advanced Medication Certificate



Need Assistance: Resume Writing, Job Searching, Mock Interviews?

Call ABM Reception for an Appointment at 403-719-4300

Want to Get Involved with the Monthly Newsletter?

Contact us to join the team and contribute to the development and writing of the newsletter.

Contact the team at ABM College by phone at 403-719-4300 or by email at

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