Accessing the Job Market in NB

An intro guide for newcomers



SUMMARY OF TOPICS MAIN POINTS COVERED

Assessing job readiness Looking for jobs online Looking for jobs offline Applying for jobs Interview Follow up



ASSESSING YOUR JOB READINESSS

THE CRUCIAL FIRST STEP

Immigration status Language **Skills & Experience** Your professional brand Other (transportation, daycare, etc.) If you are not ready, find ways to get ready



LOOKING FOR JOBS ONLINE JOB SITES

Indeed Career Beacon Linkedin Jobs NBJOBS.ca Glassdoor Facebook Groups WeChat Group AngelList



LOOK FOR JOBS ONLINE LINKEDIN

The purpose of Linkedin- interactive resume

The database where recruiters are actively looking for talent

Creating your Linkedin profile using key words of job description of your dream job



LOOK FOR YOUR JOB HUNTING ALLIES

Non profitable employment support (MCAF, YMCA, ONB Connect) Job fairs (Campus job fairs, newcomer job fairs, company job fairs) Placement agency services Job coaches







NETWORKING

80% of job opportunities are hidden and networking is the best way to discover them Best place to find your informational interviewers and approach employers

Dress appropriately for events Find someone to go with you if you are not comfortable going alone





APPROACHING ALLIES AND EMPLOYERS AT JOB FAIRS AND NETWORKING EVENTS

Dress appropriately

Always bring your business card or resume Be ready to introduce yourself and talk about your

experiences

ALWAYS ask for a business card or contact information

Catch and Release - the purpose of networking is to make an impression and pave the way for an one on one information interview





INFORMATIONAL INTERVIEW

It's an informal conversation you have with an ally, mentor or employer. It's not a job interview. It's an opportunity for them to get to know you and an opportunity for you to get some advice. Best place to find interviewers are at networking events

Get potential interviewer's contact info and email them after the event to request an interview Set it up so there's no pressure. They will more likely

to say yes

Take notes at the interview Send a thank you email to your interviewer

afterwards

Header Work experience Education experience Credentials Language Reference



- Summary of qualifications

Adam Luo

193 Jeremy Street, Fredericton, NB | E3G 5V6 * (506) 476-7666 * qingqing_luo@hotmail.com

Professional Experience

Thai Manao Marketing Manager	March 2019-Present	 Assist A adminis the Sale
Sponsorships, cold calling, etc.Establish critical relationships with a	and sales campaigns including Open Houses, appropriate personnel in client businesses	Advance
 through events and LinkedIn networking 20% conversion rate for the last Open House 		Thai Manao Manager/Owr
Passiv		• Oversav
Business Development Specialist	September 2018- February 2019	 Concept sales in
 Lead qualification 		Develop
 Sales content creation 		Feast in
Cold calling		NB), Cu
 Follow up client engagement 		student
 Product demo 		Establis
 8% demo conversation rate with unqual 	lified leads	BIMP.
Opportunities New Brunswick		Education
Business Development Associate	June 2016- February 2018	
		University of N
 Client engagement including lead follow up, project evaluation, export mission 		Bachelor of Art
recruitment and job seeker interview		
 Took ownership of a centralized candidate database for job seekers in NB. My 		<u>Language</u>
-	abase updated and respond to employer	
requests by filtering and sharing potential talent in the database with employers.		Fluent reading
Sharing client job postings on social media.		Desferred lan en
 Preparing and setting up for job fairs in New Brunswick. Engaging and following up 		Preferred langu
with job seekers at the fairs.		Deferences
 Constant engagement with NB exporters for requirement gathering for projects. 		<u>References</u>
 Supported the business development executives in conceptualizing, planning and 		
executing projects.		Available upon

Salesforce CRM - Advanced user.

Skillsoft

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Customer Service Specialist

ner

lew Brunswick ts, Psychology Major

, speaking and writing skills of English and Mandarin.

age for assessment is English.

Available upon request

April 2015-June 2016

 Handle end user cases that face challenges on off-the-shelf and custom training content with respect to launching, progress tracking, certification and access issues. Administrators of different client sites on user management & content stration, site configuration, reporting and publishing custom content utilizing esforce CRM system.

ed user Microsoft Office programs

March 2013-March 2015

w the restaurant's initial renovation project and coordinated all activities tualized and executed seasonal marketing projects which resulted in a 15% crease for the first 2 years.

ped relationships with various groups and participated in events such as the Field (Ability NB), the Food and Wine festival (Arthritis Association of Iltural Expression (Multicultural Association of Fredericton), Corn Boil (UNB t union) and the Cat Show (Chickadee Cat Club).

shed relationships with various catering accounts like Planet Hatch and the

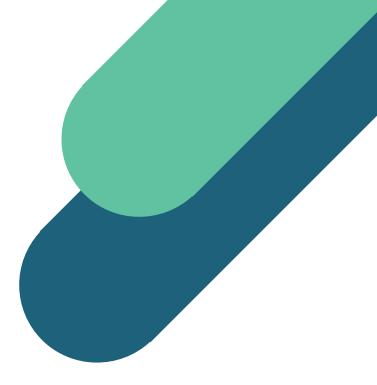
Sept. 2004-May 2009

RESUME

CONTENT

Read the job requirements and responsibilities and customize your resume for that particular position Put key words to use - talk the talk; resume screening software Be honest and transparent Only include relevant information but DO NOT leave any room for speculation Let DATA speak for itself





RESUME

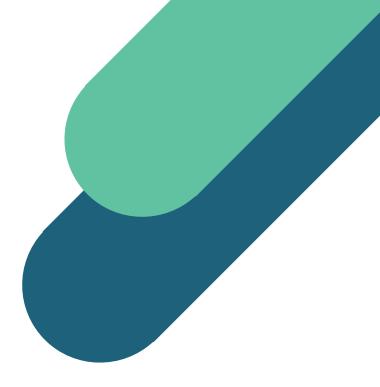
A FEW THINGS TO STRESS

Take the chance to customize your resume for every position you apply

Go over the resumes with someone who's working or worked in a similar position



Seek professional help





ATTENTION TO DETAILS

requirement Application deadline Application channel

APPLYING FOR THE JOB

- Language requirements i.e. Bilingual
- Don't forget to say "Thank You"

Company name Application date Status Purpose of tracking

TRACKING YOUR APPLICATIONS EXCEL TRACKING

- Application documents
- Point of contact and contact info



HOW TO RESPOND TO AN INTERVIEW OFFER

Yes Please! (Confirm time and location)

No Thank you... (Respectfully decline the offer and provide an explanation)

Can we reschedule? :) (Explain the circumstance of why you NEED to reschedule and give the hiring person a lot of choices for an alternative interview time)

In any case, be respectful and respond promptly.





Technical questions

INTERVIEW

YOUR QUESTIONS

Do your research about the company and the position and come up with relevant questions to ask hiring managers about them

INTERVIEW

INTERVIEW QUESTIONS

- Experience questions
- Behavioural questions
- Career planning questions
- Think about why they are asking you these questions

INTERVIEW

PREPARING FOR THE INTERVIEW

Prepare a list of 10–15 questions for the particular position you are interviewing for

Find a couple people to act like the hiring managers and role play EXACTLY like the real interview

Video tape the mock interview and review it afterwards

Compile the Q&As and practice with it

INTERVIEW PREPARING FOR THE INTERVIEW

Dress professionally - wear business attire, light make up, a tie if you are going with suit.

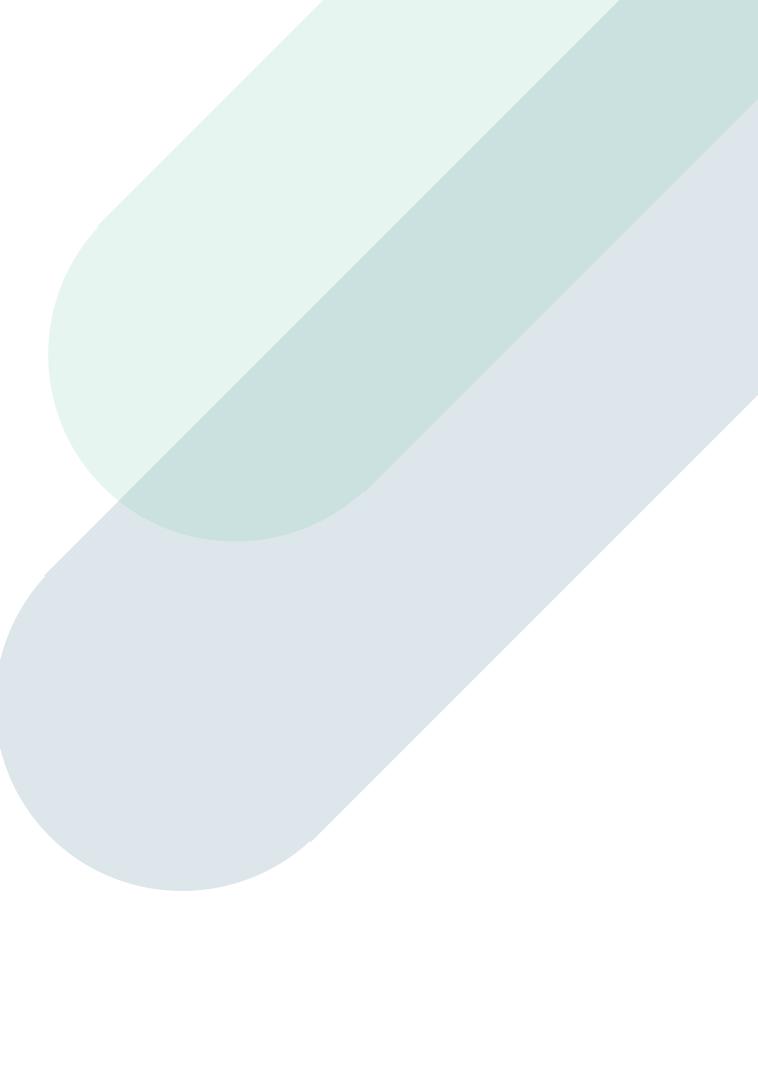
Arrive 15 mins before the scheduled interview time. DON NOT BE LATE.

Expect to see other candidates. Bring your interview Q&A notes to keep you focused on the interview

FOLLOW UP ON THE INTERVIEW

Email the hiring manager to say thank you. If you don't hear back from the hiring manager about the result in the time they promised to deliver it, follow up with that person





BETTER LUCK NEXT TIME

YOU GOT AN OFFER!

Thank the hiring manager Ask for feedback on their decision, especially if you went through 2 or 3 rounds of interviews with them

Go over the offer and get back to the hiring manager YES: let's do this No: sorry I decided to not move forward with this offer and provide an explanation Counter offer: let's talk



THANK YOU! QUESTIONS?