

Mississaugas of the Credit Employment and Training

Summer Student 2019

Information Session

Canada 



Overview

- ❖ Resumes
- ❖ Interview Tips
- ❖ Job Postings
- ❖ Basic Requirements (General)

Resumes

What is a Resume?

- ❖ A resume is a brief summary of personal, educational, and professional experiences used for job applications

Writing a Resume

- ❖ Review professional resume examples
- ❖ Choose a resume template
- ❖ Include contact information
- ❖ Match your skills to those listed in the job advertisement
- ❖ Focus on your strengths and achievements
- ❖ Choose correct font- basic and professional (example: Times, Arial, Helvetica, Georgia)
- ❖ Proof read

Resume Must-haves

- ❖ One page in length (Maximum 3)
- ❖ Clear section headings
- ❖ Use of margins
- ❖ Must be typed
- ❖ Easy to read

Resume DOs

- ❖ DO include your name, phone number and email address
- ❖ DO highlight your achievements
- ❖ DO keep it updated
- ❖ DO customize resume for each job you apply for
- ❖ DO give a heads up to your references

Resume DON'Ts

- ❖ DON'T hand write
- ❖ DON'T include confidential information
- ❖ DON'T go overboard- keep it simple and to the point (quality over quantity)

<https://youtu.be/wT40Au0RFa8>

Interviews

Interview Tips

- ❖ **Prepare** and practice responses
- ❖ **Record** a practice interview to see how you can improve
- ❖ **Research** the company
- ❖ Compare your experience to the **job description**
- ❖ **Dress** appropriately. While a 3 piece suit isn't necessary, coming in clean and well-dressed will present a more professional image than if you come in wearing ripped shorts and a muscle shirt.
- ❖ Practice **mindfulness** for nerves

Interview Tips

- ❖ **Be confident.** It helps with how you answer questions and how you come across to the interviewing committee
- ❖ **Listen carefully** to the questions to ensure you answer what is being asked.
- ❖ **Answer in full-** many interviews are point scored.
- ❖ **Take a moment** to gather your thoughts before you answer, sometimes this helps you hit all of the important areas
- ❖ **Think of a question** you can ask the panel once the opportunity presents itself (ask about specific hours of work, any training that could help you in the position, etc.)

Prepare and Practice Responses

- ❖ Examples of typical interview questions:
 - ❖ 1. Tell me about yourself.
 - ❖ 2. What is your biggest strength and weakness?
 - ❖ 3. Why should we hire you?
 - ❖ 4. How would you describe yourself in three words?
 - ❖ 5. What are your salary requirements?

Research the Company

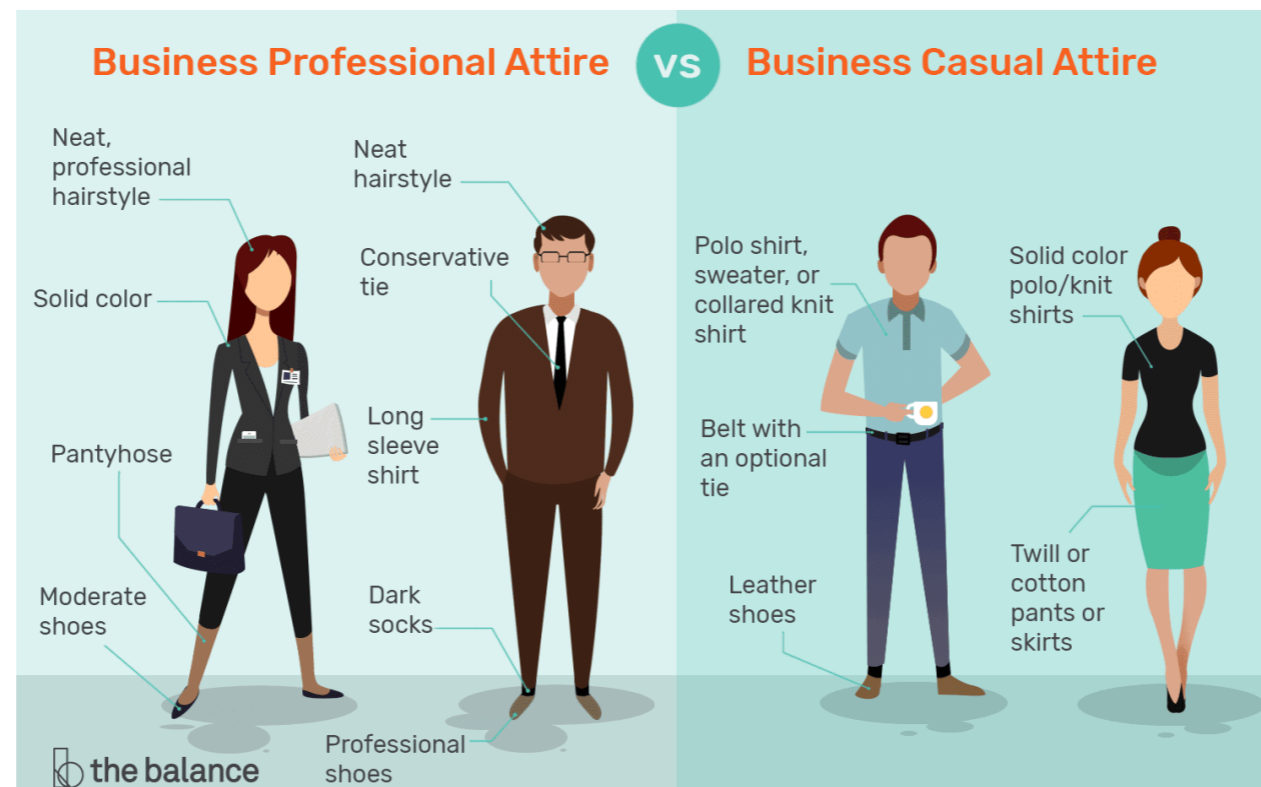
- ❖ Familiarize yourself with the company by reviewing their website, or arrange for a visit/ phone call with department prior to your interview.
- ❖ Learn about products and services offered
- ❖ Have a good understanding about what they do- will most likely be asked in the interview.

Job Description

- ❖ Read job description before interview carefully
- ❖ Look at skills required/ preferred and how your skills match
- ❖ Prepare to show case these skills during interview

Dressing for Interview

- ❖ For a formal/ professional interview dress business professional
- ❖ For a less formal interview dress business casual



Dress Guidelines

What NOT to wear

- ❖ Flip-flops or sneakers
- ❖ Bright, fluorescent colours
- ❖ Jeans
- ❖ Shorts
- ❖ Skirts that are too short
- ❖ Low-cut blouses
- ❖ Pants that are too distressed or too tight

<https://youtu.be/ffwBpK47GU8>

Interview Tips

- ❖ At the end of the interview, **thank** the panel and if you so choose, shake their hands.

Summer Jobs 2019

Job Postings

- ❖ Completed Employment and Training Intake Package, with Resume and cover letter(s) due to Employment and Training office by **April 5, 2019**
- ❖ **Cultural/Environmental/Bio-Diversity Assistant:** To provide assistance to the Cultural Coordinator and the Bio-Diversity team and Life of Grove.
- ❖ **Senior Childcare Assistant:** Assisting in the supervision of children, the delivery of curriculum as well as administrative support.
- ❖ **Library Assistant:** To compile a documentary style document of water stories within our treaty lands and on the First Nation. Also library support.

Job Postings

- ❖ Completed Employment and Training Intake Package, with Resume and cover letter(s) due to Employment and Training office by **April 5, 2019**
- ❖ **Life of Grove Lead Gardener:** Oversee and help maintain all gardens and associated duties. Work in collaboration with the Biodiversity Coordinator and Cultural Committee. Attend and assist with local and off reserve events.
- ❖ **Life of Grove Assistant Gardener:** Assist Lead Gardener with all duties and events.
- ❖ **EarlyON/ECE Office Assistant:** Assisting in the supervision of children by ensuring the safety and well-being of children and assisting with the delivery of curriculum on a daily basis. (Under the direction of the supervisor of the ECC).

Job Posting

- ❖ Completed Employment and Training Intake Package, with Resume and cover letter(s) due to Employment and Training office by **April 5, 2019**
- ❖ **Research Land Membership Assistant:** Providing clerical/ office support to RLM office staff, become familiar with policies of First Nation and Department, provide reception duties, assist department with internal and external events.
- ❖ **Graphic Design Communications:** Designing ads, flyers, newsletters and all other graphics materials for the organization as well as updating the website and social media.

Job Postings

- ❖ Completed Employment and Training Intake Package, with Resume and cover letter(s) due to Employment and Training office **May 3, 2019**
- ❖ **Business Support/Special Projects Coordinator:** To provide assistance to the office of Two Rivers Community Development Centre.
- ❖ **Sports and Recreation Assistant:** To provide assistance to the Social and Health Services' Community Sports and Recreation Coordinator.
- ❖ **OPP P.E.A.C.E (Police Ethnic and Cultural Exchange):** Overseen by an assigned mentor Ontario Provincial Police Officer.

Job Postings

- ❖ Completed Employment and Training Intake Package, with Resume and cover letter(s) due to Employment and Training office **June 7, 2019**
- ❖ **Grounds Maintenance Worker (2)**: To provide assistance to the Public Works department. Example of tasks: weed trimming, painting, pulling weeds, etc. Must be able to work for extended periods of time in various weather conditions.
- ❖ **Day Camp Counsellor (2)**: Aiding in the development and facilitation of summer camp programming for youth 6-12 (crafts, games, field trips, snack/ mealtimes).

Basic Requirements

- ❖ Ages 15-30.
- ❖ In school full-time with intent to return in September 2019.
- ❖ Specific positions will require additional requirements. See individual job descriptions.
- ❖ Accepting all applications but MCFN band members preferred (funding requirement).

Wage Rates

- ❖ Wage rates to be determined pending funding.
Minimum wage for positions is \$14/ hour.

Thank you

MCFN Employment and Training