

Mississaugas of the Credit Employment and Training

Summer Student 2023

Information Session



Overview

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

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 best to have simple format
- ❖ Include contact information – it is best to leave your personal home address off of your resume, for personal safety reasons.
- ❖ 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 if you have extensive educational background**)
- ❖ 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 – do not add your home address
- ❖ DON'T go overboard- keep it simple and to the point (quality over quantity)

<https://youtu.be/wT40Au0RFa8>

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

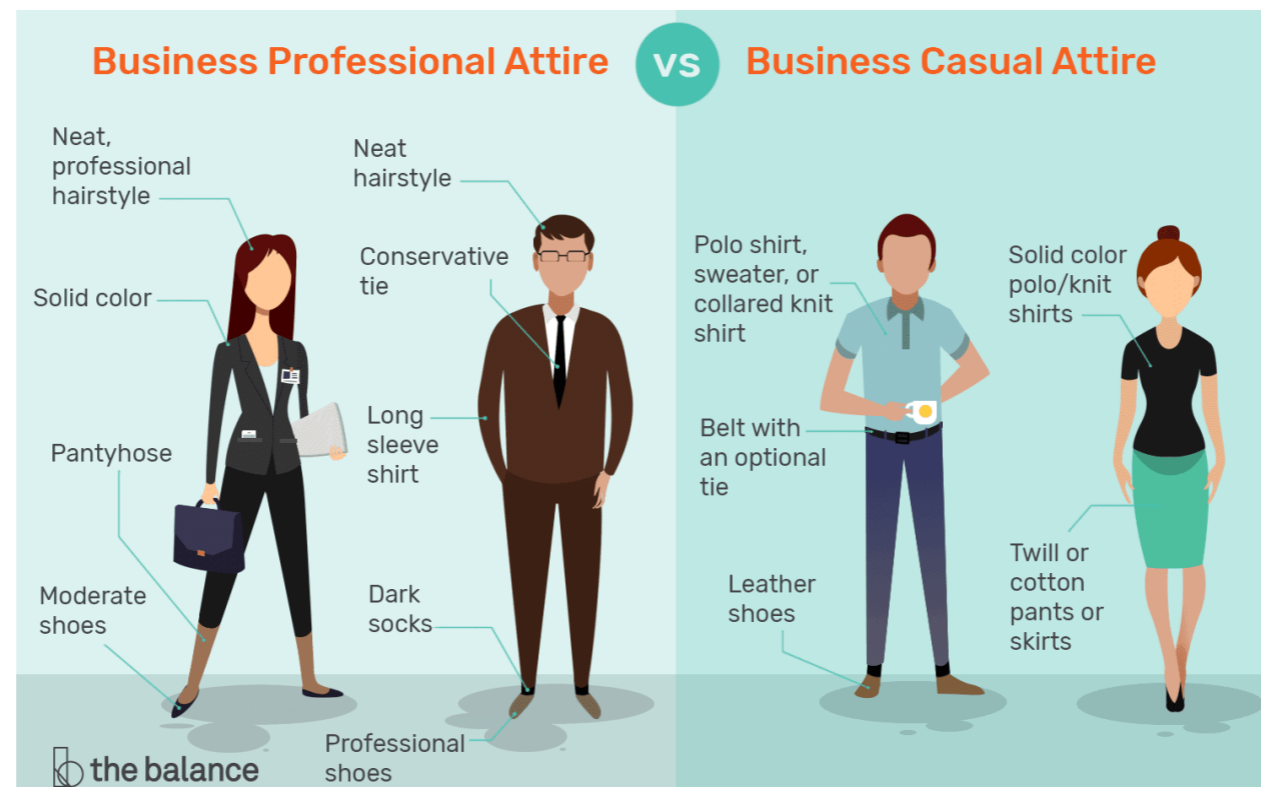
- ❖ Familiarize yourself with the company by reviewing their website, or arrange for a visit/phone call with department prior to your interview.
- ❖ Learn about products and services offered
- ❖ Have a good understanding about what they do- will most likely be asked in the interview.

Job Description

- ❖ Read job description before interview carefully
- ❖ Look at skills required/preferred and how your skills match
- ❖ Prepare to showcase 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
- ❖ Ripped Jeans
- ❖ Short Shorts
- ❖ Skirts that are too short
- ❖ Low-cut blouses
- ❖ Pants that are distressed/ripped 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.

Job Postings for SUMMER 2023

- ❖ **Completed Employment and Training Intake Package, due to Employment and Training office by May 12, 2023.**
- ❖ **Follow details on the job postings for applying to desired position Additional job postings may appear on the MCFN website job board and on job bulletin boards. Please keep informed.**
- ❖ **Environment/Gardener:** To maintain the mandates of the Bio-Diversity, Life of Grove and Cultural Committee Oversee and help maintain all gardens and associated duties. Work in collaboration with the Public Works Office and the Cultural Committee. Attend and assist with local and off reserve events
- ❖ **Senior Childcare Assistant:** Assisting in the supervision of children, the delivery of curriculum as well as administrative and classroom support. 18+
- ❖ **EarlyON/ECE Assistant (2):** 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 Postings

- ❖ **Day Camp Counsellor (3)**: Aiding in the development and facilitation of summer camp programming for youth 6-12 (crafts, games, field trips, snack/mealtimes).
- ❖ **Library Assistant**: Providing clerical/office support to Library office staff, become familiar with policies of First Nation and Department, provide reception duties, assist department with internal and external events. Have ideas to implement Library activities
- ❖ **OPP P.E.A.C.E (Police Ethnic and Cultural Exchange)**: Overseen by an assigned mentor Ontario Provincial Police (OPP) Officer. Must be 18+ and have reliable transportation to designated OPP detachment.

Basic Requirements

- ❖ Ages 15-30.
- ❖ In school full-time during 2022-2023 with intent to return in September 2023.
- ❖ Specific positions will require additional requirements. See individual job descriptions.
- ❖ MCFN band members preferred (funding requirement).

Wage Rates

- ❖ Start dates to be determined pending funding. Wages set at \$16/hour for all positions.

Thank you

MCFN Employment and Training

Complete intake by clicking on this link

<https://form.jotform.com/212524916433049>