

Labour Market Report

Centre for Skilled and Internationally Trained Professionals



Centre Update

- Bredin Institute clients are invited to enhance their English conversation abilities by attending a Conversation Club on a drop-in basis. The Club meets every Tuesday morning from 10:00 to 11:30 and every Thursday evening from 6:00 – 7:30, and is located on the 5th floor, 9707 110 Street. Please call 780 425 3730 to register. Participation is free of charge.
- In addition to core job search workshops, a complimentary one-hour workshop has been added to the Cold Calls workshop held every 2nd Wednesday. The workshop is designed to guide clients through occupation specific job search sites on the Internet. Seating in the computer lab is limited, so register early to avoid disappointment!

A Fantastic Opportunity!

The Canada Career Week Fair is a two day career and job fair featuring over 170 exhibitors and the opportunity to network your way to a job.

WHEN:

- November 14th, 9am to 5pm
- November 15th, 10am to 4pm

WHERE:

- Northlands Agricom
7300 116 Avenue Northwest

Job Search Tip of the Month

The Information Interview

- You may find it helpful to meet with people in your profession or with human resource consultants to determine the best way to position yourself in your job market.
- Information interviews are often done by telephone, but some people may prefer to meet you face to face.
- An information interview should never be used to sell yourself in order to get a job.

Why should I do an information interview?

The information interview allows you to collect information tailor-made to your specific needs.

- You get first-hand information about an occupation/industry.
- You can find out facts about earnings, work conditions and opportunities.
- You build your [network](#), making contacts with people who may be able to help you in the future.
- You get to practice your communications skills and gain confidence for job interviews.

People who do information interviews say that they can often result in unexpected job information and opportunities down the road.

Who should I interview?

If you don't know anyone working in your profession:

- Ask family members and friends if they know someone you can interview.
- Check the [Yellow Pages](#) of your phone book for companies working in your area of interest.

Once you get an interview with one person, ask for names of other people you could call.

Try to get as much background information on the profession/industry before you start interviewing. Check out your local library or conduct a Web search.

What do I say? How do I get started?

Starting a conversation to get an information interview with a stranger is a challenge. You may be concerned that the person may not want to talk to you.

- Write out a "script" that you would be comfortable saying.
- Practice your "script" ahead of time. Think of it as a rehearsal and say the "script" until it feels natural. Try it out on a family member or friend.
- Make sure you identify yourself and why you're calling.
- Let the person know that you need only 10 or 15 minutes of his/her time.
- Make sure it's convenient for your interview. If not, ask if you can schedule another time.

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Start-off suggestions:

(1): "Hello, my name is _____, and I understand that you are a (or work as a) _____. I'm currently investigating my profession and I wonder if I could take about 10 minutes of your time to ask you some questions."

(2): "Hello, my name is _____. A mutual acquaintance, _____, suggested I give you a call. He/she said you would be the right person to talk to regarding my profession. Would you be able to talk to me now? I only need about 15 minutes of your time."

(3) "Hello, my name is _____ and I understand that you are a (or work as a) _____. I'm looking for advice about entering my profession. Could I take a few minutes of your time to ask you some questions?"

If you get a negative response:

Chances are, not everyone will be willing to help you, but that doesn't mean it's time to quit. Try these responses:

Worker: "I'm too busy right now to talk to you."

You: "Thank you for your time. Could you recommend anyone else to speak to?"

Worker: "I'd like to help you, but I have too much work to do right now."

You: "I really appreciate your interest and I understand you're busy. Is there a more convenient time that we could talk?"

Remember--most people enjoy talking about their work to someone who is genuinely interested in what they do.

What questions should I ask?

- Write down your questions before you start.
 - Take notes if you can.
 - Choose any of the following questions that would best suit your purposes.
1. What opportunities for advancement are there in this field?

2. What is the salary range for various levels in this field?
3. What are the basic education/training/experience prerequisites for jobs in this field?
4. What special advice would you give a person entering this field?
5. Which professional journals and organizations would help me learn more about this field?
6. What do you think of the experience I've had so far in terms of entering this field?
7. From your perspective, what are the problems you see working in this field?
8. If you could do things all over again, would you choose the same path for yourself? Why?

N.B. If you have the opportunity to meet in person, ask for feedback regarding your resume

Occupational Specific Group Meetings & Centre Events

Please refer to our on-line calendar for a current list of events and presentations for your profession.

Employer Presentations

Canada Alberta Service Centre Meadowlark

Norwood Foundry Ltd—Nov. 17
Edmonton Public Schools—Nov. 24

Canada Alberta Service Centre South

Edmonton Public Schools—Nov. 4
Canadian Armed Forces—Nov. 6
CEDA International—Nov. 6

Canada Alberta Service Centre Northgate

The Home Depot Canada Inc.—Nov. 13
ICL Industrial Containers—Nov. 20

City Centre Alberta Service Centre

Edmonton Transit—Nov. 13
Shaw Conference Centre—Nov. 6
Instituform Technologies.—Nov. 20

Spruce Grove, Bredin Institute - Centre for Learning

Abalon Construction—Nov. 18

Monthly Reflection

Obstacles are those frightful things you see when you take your eyes off your goals.

- Anonymous