Workplace Professionalism-Tips for Students and New Grads

1. Dress for success
   Look the part- maintain a professional image for yourself in the workplace!

2. Be punctual
   Arriving on time is one of the best ways to demonstrate your professionalism and build a strong work ethic.

3. Have a positive attitude
   Every job will have its ups and downs, but it is important to stay positive and behave and communicate in a professional manner.

4. Be tactful
   No matter the situation, it is important to remain tactful to avoid saying something you may regret later.

5. Avoid Gossip
   Participating in office gossip can damage your professional reputation. To remain professional, it is best to avoid participating in workplace gossip.

6. Be respectful
   Always conduct yourself in a respectful manner.

7. Limit use of personal devices
   Some companies have a policy regarding the use of cellphones during work hours- save personal business and texting to breaks or after hours, otherwise you will lose productivity by spending too much time on your personal device.

Source:
Over the past year, RBC conducted a major study of the Canadian workforce. We discovered a quiet crisis—of recent graduates who are overqualified for the jobs they’re in, of unemployed youth who weren’t trained for the jobs that are out there, and young Canadians everywhere who feel they aren’t ready for the future of work.

To read the full report:
https://discover.rbcroyalbank.com/humans-wanted-canadian-youth-can-thrive-age-disruption/

Learn more about RBC Future Launch:

Have you tried the RBC Upskill Tool?

Click the link below to discover new career possibilities:
https://www.rbcupskill.ca/
Did you know the Professional Development Series is available for in-class delivery? 
Ask us HOW!

Have you heard about the “NEW” kid on the block 
“Don’t Cancel that Class”? 
To maintain the energy and motivation of your students, we can deliver a career seminar so you do not have to cancel your class if you need to be away from class due to a professional or personal conflict. Faculty can choose from a variety of career topics or we can tailor a career seminar based on your student’s needs. 
Contact us to learn more!

Have you created your Program Career Profile yet? 
Let us help you build yours today!

Would you like help to plan a program-specific career event? 
The Centre for Career & WIL is available to assist you, contact us today!

Employer: Royal Canadian Mounted Police 
Date: Tuesday November 5, 2019 
Time: 6:30-7:30pm
Location: UCN Thompson Campus Room 409 - Boardroom 
Come learn more about amazing career opportunities that will be the right fit for YOU!
Month at a Glance

OCTOBER 2019 OFFERINGS

COVER LETTERS
Tuesday October 1 12:00-1:00pm The Pas Campus—Rm#174 Thompson Campus—Rm#204
Do you know how to effectively write a targeted cover letter? Learn how to write a cover letter that will work with your resume.

INTERVIEWING
Thursday October 3 12:00-1:00pm The Pas Campus—Rm#174 Thompson Campus—Rm#204
So you got the job interview, but are you ready? Do you know how to communicate your skills, and knowledge to get hired? Learn how to prepare for different types of interviews and communicate your personal brand in a professional way.

NETWORKING
Monday October 7 4:30-5:30pm The Pas Campus—Rm#174 Thompson Campus—Rm#204
Do you know how to network to advance your career? Learn networking strategies and how it will help you access the hidden job market.

SUCCESS IN THE WORKPLACE
Tuesday October 8 12:00-1:00pm The Pas Campus—Rm#174 Thompson Campus—Rm#204
What do you need to be successful in today’s workplace? Do you have the skills and knowledge you need to future-ready and experience success? Learn what skills you need to be successful in the workplace.

EMPLOYMENT LEGISLATION & YOU
Tuesday October 15 12:00-1:00pm The Pas Campus—Rm#174 Thompson Campus—Rm#204
Are you familiar with employment standards that govern both unpaid and paid employer-employee relations in matters of employee health, safety and well-being? Come learn how this pertains to students participating in work experience!

LINKEDIN 101
Thursday October 17 12:00-1:00pm The Pas Campus—Rm#174 Thompson Campus—Rm#204
How effective is your social media profile, will it get you hired or fired?! Learn how to build your career profile on LinkedIn, make connections, join groups, follow companies, and search for jobs as well as strategies to leverage this social networking platform to connect to your professional community!

PERSONAL BRANDING
Thursday October 17 4:30-5:30pm The Pas Campus—Rm#174 Thompson Campus—Rm#204
Why is having a personal brand important to every aspect of the job search? What are your unique selling points? Learn how to communicate and market yourself in your resume, cover letter, interviews and networking.

INFORMATIONAL INTERVIEWS
Tuesday October 22 12:00-1:00pm The Pas Campus—Rm#174 Thompson Campus—Rm#204
Want to prepare for your career but not sure how? Learn how to conduct an informational interview to become informed about your career choices!

PRESENTATION SKILLS
Thursday October 24 12:00-1:00pm The Pas Campus—Rm#174 Thompson Campus—Rm#204
What do your presentation skills say about you?! How will you communicate your ideas clearly and deliver your message effectively? This session will give you tips on organizing your information, using visual aids, and practicing presentation delivery.

JOB SEARCH 101
Thursday October 24 4:30-5:30pm The Pas Campus—Rm#174 Thompson Campus—Rm#204
Where are you in the job search process? Do you know the value of identifying your job target? Learn how to maximize the job search process.

PORTFOLIO DEVELOPMENT PT 1 & 2 (THE PAS CAMPUS ONLY)
October 29 & 12:00-1:00pm The Pas Campus—Rm#174
So you’ve got the skills and knowledge for the job? Prove it! Build your professional portfolio to showcase your competencies—come learn what a portfolio is, the benefits of having one, how to use it in an interview and get started on yours!

TO REGISTER CONTACT:
Krystle Paskarak
University College of the North

Co-operative Education Coordinator
(204) 627.8557
kpaskarak@ucn.ca
Tell us about your company. Describe your workplace culture. What can new hires expect the first few weeks in the workplace?

Our Division is culturally diverse and Language and Culture are important elements of school and community life. As the largest geographical school division in Manitoba, spanning 75% of the province’s land mass, our schools are located in some of the province’s most picturesque settings (a nature lover’s paradise) and provide for an abundance of outdoor recreational activities.

What types of roles have you hired UCN graduates for?

Teachers, Educational Assistants, Secretaries, Area Administrative Officers.

What specific qualities do you look for when hiring new grads?

Hard workers, people who can connect with youth, people willing to share their time on extra curricular activities and get involved in the community they are living and working in.

Since you started hiring UCN graduates, how has Frontier School Division supported new employees in their professional growth and development within the company?

The Division provides numerous professional development opportunities and additional training outside the Division is supported as well as mentoring.

How can individuals learn more about and apply to career opportunities with your company?

All vacant positions are posted on the Careers page of the Division Website.

https://www.fsdnet.ca/Careers/Pages/default.aspx#

What interview tips can you offer prospective hires?

Be real. Be specific. We want to know how you handle situations with children effectively. Be knowledgeable - know rules around confidentiality, be excited - we want staff that are excited to work with our students.

Tell us why your company should be considered as an employer of choice for new UCN grads?

We strive for excellence in our communities. UCN graduates are considered to be valuable assets as they know our communities. You would be working with dedicated professionals committed to working together to benefit student success. There are also great opportunities for advancement within the organization along with a comprehensive benefits program, competitive salary and Division subsidized housing (teacherages) or housing allowance.
Current Job:
Labourer,
AP Carpentry, The Pas Manitoba

What her job entails:
Working alongside Red Seal Carpenters, performing a variety of tasks such as repair and maintenance of flood damaged properties; installation projects such as siding, roofing, windows and doors and drywall.

Future Plans:
Once I have completed my Level 1 Apprenticeship hours, I plan to return to Red River College in Winnipeg Manitoba to complete my Apprenticeship training and become a Red Seal Carpenter.

How did your UCN Program help you achieve and advance your career goals to-date?
The Carpentry/Woodworking Program offers a work practicum. During the two weeks of experience of on the job training under a local company, I was able to show the employer my work ethic and skills from school.

What key competencies did you acquire?
As a result of successfully complete the Carpentry/Woodworking Program, I am able to determine if something is square with only a tape measure (using the 3, 4, 5 method) which is used a great amount on job sites. I can also competently use tools with precisions and maneuver them to do whatever is required. The program also taught me responsibility with arriving early for class and giving notice for days off just like you would while at work.

Anything else you would like to share to encourage prospective students?
My advice is cliché—you get what you put in it!! So, really pay attention in class and take notes because the things that you will learn really are used every day on the job whether it be reading fractions, doing math without a calculator, or tilting a mitre saw to a 45 degree angle.

Also, take advantage of everything UCN has to offer; the private study rooms in the library, the workout rooms, and the activities in the gym—they are all a great way to meet new people and just have fun!
DISTRICT SERVICE WORKER
The Pas

Manitoba Hydro has been consistently recognized as one of Manitoba’s Top Employers!

Why? Great Benefits
- Three weeks of earned paid vacation after the first year, working toward a maximum of seven weeks paid vacation
- Competitive salary and benefits package
- Portage and Roads onsite opportunities that provide for a balanced approach to work, family life and community engagement
- Daily work shifts which regularly provide every other Monday off

Manitoba Hydro is a leader among energy companies in North America, recognized for providing highly reliable service and exceptional customer service. Join our team of Manitoba’s best as we continue to build a company that supports innovation, commitment and customer service.

We are seeking a District Service Worker for permanent positions in The Pas, Manitoba. You will be required to perform a variety of duties associated with Customer Accounts and Collections.

Responsibilities:
- Will be required to perform electrical inspections on residential classes installations in accordance with the Manitoba Electrical Code
- Provide underground isolations on electrical and gas pipelines and issue disconnections in accordance with Corporate Policy
- Perform safety watch while excavations are being performed. Determine distribution
- Monitor and record meter readings and perform billing calculations
- Perform small electrical repairs and installations
- Perform collection activities associated to delinquent accounts
- Receive customer complaints related to voltage requirements and address high fall issues
- Perform accurate readings of gas and electrical meters (including 3 phase demand meters)
- Perform surveys
- Assist with construction and maintenance of distribution facilities

Qualifications:
- Grade 12 education and 2 years of directly related experience
- Electrical Inspector certification and achieve a satisfactory level of competence
- Line Locating certification and achieve a satisfactory level of competence
- Safety Watch certifications and achieve a satisfactory level of competence
- Must have working knowledge of Siemens CM/SM/AM, ESO, Lufkin Notes and Microsoft Outlook and other computer systems that are required to operate within the Customer Service Centre
- Competent with drafting and interpreting plant construction drawings and Manitoba Hydro standards manuals
- Effectively communicate in the written and oral form
- Correctly communicates in a situation where a minimum of 30 percent of the communication is done verbally
- Must be subject to limited supervision, demonstrate initiative, good sense of judgment, and willingness to assume responsibility
- Have a mechanical aptitude to perform all duties of the position
- Physically capable to perform all duties of the position
- Familiar with Corporate policies, procedures and standards, Safety & Occupational Health Rules, traffic control VANOS and handling and storage of dangerous goods
- Possess a Manitoba Electrician approved list of personal hand tools
- May be required to obtain vehicle operator certification for various classes of equipment
- Possess a valid Province of Manitoba Driver’s Licence with appropriate classification
- May be required to work at other Customer Service Centres

Apply Now!

Opaskwayk Health Authority
Beatrice Wilson Health Centre

Opaskwayk Health Authority is seeking qualified individuals to fill the following positions:

Home Care Nurse
Midwife
Van Driver – Opioid Replacement Therapy (Part-Time)
Dispatcher – Jordan’s Principle (Term)
Quality & Safety Coordinator – HR (Term)
RN Case Coordinator – Home Care (Term)

All positions are open until filled.

Please contact us to obtain a complete job posting prior to applying.

Carol A. Buchberger, Human Resource Manager
Opaskwayk Health Authority
Box 10280, 245 Waller Road, Opaskwayk, MB R0B 2J0
Email: carol.buchberger@oahc.ca

Please mark all correspondence “CONFIDENTIAL”.

Check-out these links for more information:
https://www.thepascdc.com/careers
https://www.jobbank.gc.ca/home
https://www.glassdoor.ca/index.htm
https://www.indeed.ca/
Another Community Project, UCN Carpentry Class in Swan River
The UCN Carpentry program completed another warm up shelter for the Spruce Products – Duck Mountain Forest Interpretive Centre. This warm up shelter has now been placed along the cross country ski trails for all to enjoy!!