Welcome! While you wait for the workshop to begin, please take note of these instructions:

- **Be mindful** - Keep your mics *muted* and cameras *off by default*. Instead, use the chat box for communication, asking questions & getting tech support.

- **Once the workshop begins**, if you *can’t hear audio*, ask yourself these 3 questions:

  1) **Have I connected to audio?** If not, go to the Audio tab at the top of the screen and connect through your computer. *If that doesn’t work,*

  2) **What type of device am I using?** Laptops or desktops work best, tablets normally don’t connect. *If you aren’t on a tablet, ask yourself:*

  3) **Did I download the temporary WebEx application when prompted upon logging in - or am I using WebEx through an internet browser?** Downloading the app normally solves sound issues experienced when accessing workshops through the browser.
Using your Internship as a Bridge to Getting your First Full Time Job
SERVICING THE ENGLISH-SPEAKING COMMUNITY FOR ALMOST 25 YEARS

Our Mission

• As a not-for-profit organisation, YES enriches the community by providing English language support services to help Quebecers find employment and start and grow businesses.
Partnering with the McGill Arts Internship Office
Introduction

• YES
  – Non-profit
  – In existence for 20+ years
  – 3 department: Entrepreneurship, Artist and Job Search

• Internships
  – Are not common
  – “Extension” of school
What Your Internship Gave You

- Contacts
- Insight into your ‘work’ self
- The skills employers want
- And so much more!
Potential “Bridges”

• Contacts
• Insight into your ‘work’ self
• Skills

How can these be a bridge to your first job?
Contacts
Contacts (Your Network)

People get jobs through people (not job boards)

- Did you add your Internship contacts to 1) social media (Facebook vs. LinkedIn, vs. Twitter, vs. Instagram)? 2) To your Address Book/Contact List?
- Did you go through their LinkedIn contacts for 1) potential **Informational meetings** 2) names of the **organizations** you want to work for?
- Did you create a list of **organizations** that you are interested in based on where their contacts work?
- Former intern
Former Intern
Kaavya
Informational Meetings/Interviews

• A meeting (Zoom, phone or in-person) with a professional in which a job seeker gets information about a career, an industry and/or an organization through asking them questions.

• Different than a job interview
  – the conversation is not about hiring and not about a specific job.
  – You are asking the questions not the other person.
Informational Meetings/Interviews

The P-O-W-E-R MODEL
From, Orndorff, R, author of The unofficial guide to finding the perfect job (2000).

P – Person who you are interviewing;
   ◆ Can you describe a typical day?
O – Organization
   ◆ What is the work atmosphere like?
W – Work of field;
   ◆ What do you see as the biggest challenge in our field today?
E – Exploring opportunities;
   ◆ What advice would you give me entering this field?
R – Referrals to other organizations;
   ◆ Are there any colleagues or associates who you think would be good for me to talk to?
Informational Meetings/Interviews

- What attracted you to this industry, your company, and your job?
- What do you wish you had known when you first started out?
- What do you like most about this company?
- How did you get this job? What jobs and experiences have led you to this position?
- What are the most important personal satisfactions and dissatisfactions connected with your job?
- What part of the job do you find most satisfying? Most challenging?
- From your perspective, what are the problems you see working in this field?
- What are your educational and career backgrounds? What would you do differently if you were starting over?
- What do you see as possible next steps for you? What career expectations do you have in the short and long term?
- What are you most excited or concerned about for this industry/company/career path in the future?
2nd Degree Contacts’ Organizations
• Research organizations instead of job titles
  – The organizations’ web site
  – Google
  – LinkedIn
  – Glassdoor
2\textsuperscript{nd} Degree Contacts’ Industries

• Research industries instead of job titles (free online directories)
  – ICRIQ
  – Emploi Quebec

All levels of government of any country could offer a free business directory somewhere on their website
Free Business Directories

Research industries instead of job titles (free online directories)

- Volunteer Bureau of Montreal (Recruiting Organizations page)  [www.cabm.net/en/o](http://www.cabm.net/en/o)
Search for businesses

Region:
Choose a region

Indicate the municipality(ies) (Optional)

Find only businesses whose

and with the number of employees between
5 and more

Search

Looking for a specific business with 5 or more employees but it isn’t appearing in the Business Directory? Ask to have the business added!
Recruiting organizations in alphabetical order

A B C D E F G H I J K L M N O P R S T U V W Y

- **ABQSJ Associés bénévoles qualifiés au service des jeunes**
  Training, support and resource centre for volunteers working with youth or preparing to do so.

- **Academos Cybermentorat**
  E-mentoring for students aged 14 to 30 to help them choose a career and to persevere with their studies.

- **Accueil Bonneau**
  Center for homeless persons or those at risk of homelessness, helping them with their essential needs and the search for well-being and a better quality of life.
Gain access to an enriched version of the directory by becoming a member of the Chamber, or by logging in if you already are a member.
Insight into Your ‘Work’ Self
Insight Into Your ‘Work’ Self

- Do you like being in front of a computer all day? (Analyzing, writing etc.)
- Do you need lots of human interaction during the day? (team meetings, one-on-one meetings with colleagues or stakeholders etc.)
- Do you need your work days to be quite different?
- What are your “strong” skills?
Insight Into Your ‘Work’ Self

• Add your answers to your resume and LinkedIn profile
• Look for full time jobs that have your answers listed in the job posting/job description
• Ask these questions during your informational meetings/interviews
Skills
Examples of Technical Skills You Developed during Your Internship

- Word processing (MS Word, Mac Pages, Google Docs)
- Spreadsheets (MS Excel, Mac Numbers, Google Sheets)
- Presentations (MS PowerPoint, Mac Keynote, Google Slides, Prezi)
- Email (MS Outlook, Gmail)
- Specialized Databases, Customer Relationship Management systems (CRMs), Enterprise Resource Planning software (ERPs)
- Coding (Python, HTML)
Examples of Soft and Other Skills You Developed at Your Internshipship

- Analytical writing
- Editing
- Ability to assess the writing of others
- Research (qualitative, quantitative methods)
Examples of Soft and Other Skills You Developed at Your Internship

- Managing multiple research projects simultaneously
- Ability to synthesize information and knowledge
- Ability to analyze and communicate complex information to a wide range of audiences
Examples of Soft and Other Skills You Developed at Your Internshipship

- Ability to work with a variety of institutional stakeholders
- 2\textsuperscript{nd} or 3\textsuperscript{rd} language
- Event planning
- Coordination
Individual Activity

- What hard skills (technical, language) do you think you developed at your internship?
- What soft skills (all other skills) do you think you developed at your internship?

(Hard Skills are skills that can be measured, evaluated, tested
(Soft Skills are skills that are subjective, can’t be measured)
Incorporating Skills Into Your Resume

• Profile section
• Technical or Computer Skills section
Do You Want to Improve or Learn New Skills?

- WordPress Blogging University
- Udemy
- Coursera
- edx
- Alison
- Lynda
- Skillshare
You Don’t Know What Kind of Job you Want to Get
You Don’t Know What Kind of Job you Want to Get

Learning more about your ‘work’ self

• Examples of Insight into your ‘work’ self
• Free online career tests
• Career Exploration through
  – Government websites
  – neuvooPedia
Free Online Career Tests

www.16personalities.com

www.mynextmove.org/explore/ip
<table>
<thead>
<tr>
<th>Rank</th>
<th>Occupation Description</th>
<th>NOC Code</th>
<th>Job Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Inspectors in public and environmental health and occupational health and safety (NOC 2283)</td>
<td>2283</td>
<td>enforcement officer - environmental health, environmental health and safety technician, environmental health and safety technologist</td>
</tr>
<tr>
<td>2</td>
<td>Architecture and science managers (NOC 0212)</td>
<td>0212</td>
<td>environmental science manager</td>
</tr>
<tr>
<td>3</td>
<td>Assemblers and inspectors, electrical appliance, apparatus and equipment manufacturing (NOC 8524)</td>
<td>8524</td>
<td>environmental chamber fitter-Assembler</td>
</tr>
<tr>
<td>4</td>
<td>Biologists and related scientists (NOC 2121)</td>
<td>2121</td>
<td>environmental and occupational toxicologist, environmental biologist, environmental toxicologist</td>
</tr>
<tr>
<td>5</td>
<td>Chemical engineers (NOC 2134)</td>
<td>2134</td>
<td>chemical engineer, environmental engineer, environmental chemical engineer</td>
</tr>
</tbody>
</table>
Skills Linked to Careers

Explore careers by skills and knowledge

Explore jobs or career options that match your skills and knowledge.

Use this checklist to explore jobs or career options that match your skills and knowledge. For optimal results, select 15 to a maximum of 25 items.

Skills
- Handling Goods and Materials

Knowledge
- Manufacturing and Production
Interesting Free Resources
Interesting Free Resources

Employees' Email Addresses
Hunter.io  www.hunter.io

Editing/Proofreading
Grammarly  www.grammarly.com
One-on-One Guidance

• McGill Career Planning Services (CaPS)
  Alumni have access to all the CaPS services **free for up to one year** after the end of the last semester in which they paid their Student Service fees.

• YES (Government funded)
  Free short/long term Career/Job Search Counselling (for university graduates or part time students)
Next 2 Workshops
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Title</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEP 23</td>
<td>Creating your Personal Career Story - Workshop</td>
<td>Wed 9 AM · 53 people are going or interested</td>
</tr>
<tr>
<td>OCT 1</td>
<td>Marketing Your Internship to Find a Job - Workshop</td>
<td>Thu 9 AM · 72 people are going or interested</td>
</tr>
</tbody>
</table>
Q&A Period
Reference Page

www.mynextmove.org/explore/ip
www.16personalities.com/
www.jobbank.gc.ca/skillsandknowledge
www.grammarly.com
www.hunter.io
www.ccmm.ca/en/member-directory
www.cabm.net/en/o
Reference Page cont.

www.icriq.com/en/
www.emploiquebec.gouv.qc.ca/en/
The Unofficial Guide to finding a job (2000) by R. Orndorff