



YNX

Aboriginal Student Career and Employment Program

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LYNX

Post-Secondary Partners

- First Nations University
- Lakehead University
- Mount Royal University
- SAIT
- SIAST
- University of Alberta
- University of British Columbia
- University of Calgary
- University of Manitoba
- University of Northern BC
- University of Regina
- University of Saskatchewan

Is Job Shadowing for you?

Not sure if your studies are taking you in the right direction? Worried that your years in post-secondary are preparing you for work that you may not enjoy? Consider job shadowing.



Benefits of job shadowing:

- Allows you to sample a job to see if it's really for you
- Gives you a taste for the culture of the company and the industry
- Allows you to learn some effective ways to get the job done
- Enhances your professional network
- May increase your chances of being hired

Job shadowing is the process of following "in the shadow" of an experienced professional, in-person and the course of one day. Job shadowing is an efficient career exploration tool and an effective way to see what it's really like to work in a certain profession. This in-the-flesh experience allows you to ask questions as they arise, acquire tricks of the trade, and learn about the day-to-day activities of a job.

Sounds great but don't know where to start? Most companies are familiar with the process of job shadowing, even if they have never received a request before.

1. First, check your post-secondary institution's Career Services office. They may already have a job shadowing program! If not, they have the expertise and contacts to help you.
2. Make a list of local companies that employ people in your field. Create your list from the suggestions and leads from family and friends and your internet searches.
3. If all else fails and you don't have direct connections, make some cold calls to human resources and talent management departments.
4. When calling company contacts, assure them that you are hoping to job shadow and are not looking for employment. Tell them about yourself and why you have a particular interest in their company.
5. Remember, you are asking a favour, so be polite and professional.
6. Have your résumé available, just in case. However, it is unlikely you will receive a job offer at the end of the day, so do not expect one.
7. Always send a thank-you note to your job shadow and everyone that helped you in the company.

Job shadowing is a terrific opportunity to get some hands-on experience before you commit to a career. Here are some resources to help you learn the ropes of job shadowing:

<http://www.mmu.ac.uk/humanresources/policy/pdf/job-shadowing-guidelines.pdf>

<http://work.chron.com/ask-job-shadow-2803.html>

<http://career-advice.monster.com/career-development/changing-careers/the-job-shadow-knows-try-on-a-career-before-you-commit-hot-jobs/article.aspx>

Bring the WOW Factor at Career Fairs

In your first couple of career fairs visits you:

- Found out what goes on at a career fair
- Collected unique pens and other swag
- Learned who is hiring in your province
- Practiced introducing yourself to employers without risk

Now you want/need a co-op, summer internship or new graduate position and you need to impress. Here are some up-to-date tips to help you bring the “wow” factor at career fairs:

- Most career fairs have websites, so scroll the list of employers and prepare a tailored approach for your top employers of interest.
- Even when you’re not seeking employment, attending career fairs will give insight into who is hiring, reveal the experience employers are looking for, and help you practice your job-search skills.
- Before you walk in, pose as Superman for a psychological boost (seriously!). Check out Amy Cuddy’s TED Talk: http://www.ted.com/talks/amy_cuddy_your_body_language_shapes_who_you_are.html
- Arrive early: at the end of the day, recruiters may be tired and you might risk becoming just another face in the crowd.
- Look the part, have résumés on-hand, and carry a notepad and pen. Employers may offer to interview you on the spot, and even if they don’t, you want to come prepared.
- Give a concise self-introduction that summarizes who you are, your strengths and your relevant experience. This is your “elevator speech” and it makes all the difference.
- Make your swoop for swag as you leave the career fair. Don’t stuff your pockets.
- Get each contact’s business card and send them a thank-you note. Very few people follow up with a thank-you message, so this is the perfect chance for you to leave a memorable and professional impression.

Your Fall 2013 Campus Career Fairs



Fall 2013

Post-Secondary

October 22 and 23	Queen’s University
October 23	University of Northern BC
November 13	Lakehead University
November 13	SAIT Polytechnic

Employers Are Looking For You NOW!

Employers start looking for summer student employees as early as Fall! It can take 6—9 months for large employers to process your application for a summer position, so apply now. Career Fairs are a great place to land that summer job, Co-op or internship.

OPTIMAL RESUME Cover Letter :: Resume :: Interview Prep

Did you know? Optimal Resume offers a comprehensive suite of online career tools. Develop your resume, video yourself doing an interview, practice answering 1,000 common interview questions, and build an online portfolio at www.optimalresume.com.

Free Money

Indspire scholarships, open to all Indigenous full-time students, application deadline November 1st. Visit www.indspire.com. Cenovus Energy Aboriginal Scholarship, deadline October 31st. See www.cenovus.com.

The Winner of our Pendleton Carry-On Suitcase Contest!

A big thank-you goes out to everyone who submitted their names into our Pendleton Carry-On Suitcase Contest! Participants were able to put their name in our draw by registering with the LYNX Program at www.aboriginallynx.ca, or if they were already registered, by Liking the LYNX Program Page on Facebook (www.facebook.com/lynx.aboriginal) or Tweeting LYNX on Twitter (@aboriginallynx).

Congratulations to Justin Fry, a SAIT (Southern Alberta Institute of Technology Polytechnic) student for winning the September LYNX Program New Student draw! We hope you love the carry-on suitcase (we know we do!)



A Student's Guide to Developing Your Professional Profile

Prospective employers are looking for experience and skills that set you apart from the hundreds of students and recent graduates at your post-secondary institution. These skills and experiences make up your Professional Profile. For example, if you speak an Aboriginal language and/or if you have been exposed



to an Aboriginal culture in your home, school or community, you may have the sought-after skill set of Aboriginal cultural understanding and competency and possibly, Aboriginal language competency. Be sure to include this unique skill set in your Professional Profile.

Gaining professional experience as a student enhances your resume, gives you valuable transferable skills, and strengthens your job prospects after graduation. What non-curricular experience do employers look for? Here is a list of opportunities that will set you apart:

Part-time work

Although working in a position related to your field of interest offers clear advantages, working part-time in any field can help you develop a range of transferable skills that all employers value, such as communication, creative thinking and leadership. Working part-time as a student indicates good time-management, adaptability, and well-roundedness.

Volunteering

Volunteering in your desired field may be more viable than finding directly-related part-time work. Volunteer opportunities may be less competitive (though not always), and you may be able to commit fewer hours, or perhaps more flexible hours, than in a part-time position. Volunteering is also a great way to test-drive a career before you graduate.

Mentorships and job shadowing

Some post-secondary programs offer mentorship opportunities for students to be paired with established professionals. Engaging in a mentorship helps you build networks, receive guidance as you transition from school to the workforce, and gives insight into your career of choice. Job shadowing, as you'll see on page 1, offers a variety of benefits, and usually takes place over the course of a day.

Internships

Aside from giving you directly-related work experience before you graduate, internships increase networking opportunities by allowing you to work alongside professionals in your field, and may even lead to a full-time permanent position.

Co-Curricular Record

Co-curricular records are becoming more widely used in Canadian universities. "The Co-Curricular (CCR) was created to recognize students' volunteer activities," said Caitlin Kane, Leadership Ambassador at the University of Calgary. "It is an official extracurricular document of activities (that students) have done. They can send it along with grad school applications and bring it along to job interviews." Examples of activities that are recognized on a CCR include leadership roles in student clubs, athletics, and volunteering for school events. "It's a really good tool to have in an interview," said Kane. Check to see if your school offers a Co-Curricular Record.



LYNX Manager, Cyndy, at TAWOW on August 30th, an annual orientation for new aboriginal students at the University of Alberta.

Meaningful Work

Apply now to opportunities with these LYNX Sponsors:

BMO - Internships

Encana - Student positions

Shell - Internships

Suncor - Co-op opportunities

Aboriginal LYNX website

www.aboriginallynx.ca

The LYNX Program
 The Native Centre, University of Calgary
 MSC390z, 2500 University Drive NW
 Calgary AB T2N 1N4



LYNX PROGRAM OBJECTIVES:

1. To offer a high quality employment program that will provide 'links' between the employment sector and Aboriginal post-secondary students early on and throughout their academic careers
2. To ensure a smooth transition of the ever increasing population of Aboriginal people from post-secondary to employment
3. To offer an interactive web-based service that can easily connect Aboriginal students to employment opportunities and vice versa.



LYNX Sponsors are partners with the Aboriginal Community

LYNX PROGRAM SPONSORS

ATCO Group

BMO Financial Group

Cenovus Energy

Encana

HSBC Bank Canada

Shell Canada

Suncor Energy

TransCanada Corporation

Sponsors are featured in LYNX publications and on the LYNX website.

LYNX Sponsors recognize the dynamic and growing Aboriginal workforce. By sponsoring the LYNX Aboriginal Career and Employment Program they:

- Target job postings for Aboriginal students and graduates from a variety of programs in post-secondary institutions across Canada.
- Recruit Aboriginal employees, increase their corporate profiles in

- Have a company representative sit on the LYNX Sponsor Advisory Committee to provide guidance and feedback to the LYNX Program.
 - Receive relevant Aboriginal and Post-secondary information and LYNX Progress Reports.
- For LYNX sponsorship information, Contact: LYNX Program Manager lynx@ucalgary.ca