

# MIZIWE BIIK

## Newsletter

### South Edition

#### 2013



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*Employment Ontario Service Provider*

### Client success stories

#### **Ngindaasmin Success Stories**

In this edition, we high light the success of Matthew Poulin. Matthew is entering his year of study in George Brown College's Computer Systems Technology program. Learn more of his story on page two.

### Tips and tricks

#### **Aboriginal Employment and Training**

The Employment Resource Centre provides tips and tricks on your first day on the job.



### Introduction

Welcome to MIZIWE BIIK's Newsletter for 2<sup>nd</sup> Quarter. Our purpose is to serve as a resource to the Aboriginal community by providing information and updates pertaining to our programs and services.

Our collection of employment, business development and program co-ordinators related insights and developments cuts through information clutter to bring you illuminating news. Each quarter we will feature client success stories and provide details on the programs and services offered through Miziwe Biik. From Miziwe Biik Aboriginal Employment and Training, Miziwe Biik Development Corporation and Thunderbird, we will provide the community answers to frequently asked questions through tips and tricks.

Thank you for reading on!  
*Nancy Martin, Executive Director*

### Four directions

The Four Directions of East, South, West and North carry many teachings. These teachings reflect the four seasons and the four stages of life: childhood, adolescence, adulthood and Elder. The Four Directions also give teachings about the four parts of human personality – the physical, mental, emotional and spiritual – and they show us how all peoples are connected.

Our newsletter will honour these teachings by referencing each edition with a direction and provide the associated teaching. In this edition, as with the medicine wheel, we provide teachings based on the South direction.

### South Edition

Growth in the South means it is the time of summer. From the bloom we transform into the fruit of the labours. It is the time of mid-day, the hottest part of the day, the part when the sun is overhead and no shadows are cast. Maturing and growing into an adult to be that who was are. It is the time to accept the change, learn, and to understand.

*Jimmy Dick, Traditional Teacher of James Bay Cree Nation*

# Featured program

## Employment Resource Centre Services (ERCS)

The Employment Resource Centre at Miziwe Biik provides assisted services under the Employment Ontario umbrella of services. Miziwe Biik clients have access to current resource materials and professional assistance from a team of dedicated Employment Counselors and Job Developers. Our clients are Aboriginal people who need a variety of employment services. We service Aboriginal people living in the GTA and all of our services and programs are free of charge.

Miziwe Biik offers a wide range of programs that assist Aboriginal people in achieving their employment and training goals. Clients are encouraged to utilize the Resource Centre which houses computers with high-speed Internet and the latest computer technology, job banks, fax machines and a variety of employment-related resources.

Our intake process is the first step to assessing your employment needs. This first meeting will indicate what type(s) of service you will require:

- Self directed job search providing simple guidance and logistical support.
- Detailed and supported job search planning and activity.
- Workshop participation on relevant topics.
- Career Decision Making.
- Skills training or other funded supports to help expand your options.

These are a sampling of what our Employment Counsellors can do for you. The key to a successful job search is developing a relationship with an Employment Counsellor and being proactive and taking ownership of your job search.

For more information on Miziwe Biik programs and services please contact Denise Davad, at Miziwe Biik Aboriginal Employment and Training. Telephone (416) 591-0353 Email: [denise@miziwebiik.com](mailto:denise@miziwebiik.com).

## Client Success Stories

Matthew Poulin, a member of Michikan Lake First Nation (formerly known as Bearskin Lake) and is the youngest of five siblings. When Matthew enrolled in the Ngindaasmin Academic Upgrading program, he was one compulsory course shy of gaining his Ontario Secondary School Diploma.

While enrolled in the program he met with Carol White, program co-ordinator, to discuss his future goals. This led to future conversations with his guidance counsellor at the Independent Learning Centre, and soon after he enrolled in the Mathematics for College Technology. Four months later, Matthew successfully completed the course with a final mark of 93%.

Since this time, Matthew has continued with his education by enrolling in George Brown College's Computer Systems Technology program. His long term goals are to work as an Information Technology professional and develop networks for First Nation organizations.

Matthew is excited about returning to George Brown in the fall of 2013 to complete the third year of the program.

Keep up the great work Matthew.

## Acing the Interview

You've passed the first phase of the job application process with a cover letter and resume that work. Now you have to get through the dreaded job interview. This is not only the most stressful part of the process, but it is also the most important.

Like every step in the application process, getting through a job interview successfully requires technique. It sounds easy but the job interview can be challenging and stressful for most people.

### BE PREPARED

- Remember to get these details when the interview is booked: Confirm the location and time. Who do you ask for when you arrive? Is there is a special entrance you should use? Is there parking available?
- Know what to expect. The first thing you want to know is how many people will be interviewing you and if possible the format.
- Know your stories. For every point on your resume, you should be able to tell a story that will verify what you say is true. This is behavioral interviewing and is commonly used by hiring managers.

## Dress for Success

1. Do your research and dress appropriately for the industry or company. There is a big difference between working for a financial institution and the entertainment industry.
2. The standard acceptable rule is clean, wrinkle free and conservative based on the industry. You should never be dressed for the dance club or the beach. Make sure your shoes are appropriate and not worn looking
3. Consider the personal details:
  - Do you need a haircut?
  - Are your nails clean?
  - Do you smell fresh?

*First Impressions Leave Lasting Impressions*

## Tips and Tricks

### Aboriginal Employment and Training

## Common Interview Questions and Answers

### 1. Tell me about yourself?

*Answer with comments concerning your educational background and work experience that fits into the job your are applying for. Do not share personal information unless specifically asked*

### 2. Why do you want to work for us?

*Your answer must project sincerity. A combination of the opportunity to practice your skills combined with a valuing the company or industry can add to your chance of securing employment. You should have done your research and know as much about the company as possible.*

### 3. What are your strengths?

*Discuss what you do well as it relates to the job. Emphasize your special hard skills (financial, accounting etc) but also mention your soft or transferable self management skills (reliable, honest punctual)*

### 4. Why did you leave your last job?

*Be honest. Many jobs are contract or temporary so do not fear this question. It's very acceptable to say "My contract ended". If you chose to leave you can say you were seeking more challenge or career advancement.*

### 5. Do you have any questions?

#### **Winning Questions:**

- Can I have a tour?
- How many people will I be working with?
- What is the career path for this position?

#### **Losing Questions**

- How many sick days can we take a year?
- When do my benefits kick in?
- What is the pay?

**For the best chance of success, attend an Interview Skills Workshop or ask your Employment Counselor to conduct a Mock Interview at Miziwe Biik.**

**Second Career  
Info Session  
June 14<sup>th</sup> & 25<sup>th</sup>  
@ 2:00  
Please RSVP**

*Resume Writing Workshop  
June 5<sup>th</sup> @ 2:00*

*Interview Skills Workshop  
June 6<sup>th</sup> @ 2:00*

*Networking Skills Workshop  
June 7<sup>th</sup> @ 2:00*

**RSVP: 416-591-2310**

## Online Employment Job Boards

- [Workopolis](#)
- [Monster](#)
- [Job Bank](#)
- [Aboriginal Job Centre](#)
- [Inclusion Network](#)
- [First Nations Jobs](#)
- [Amik](#)
- [Indeed](#)
- [Wowjobs](#)
- [Eluta](#)
- [Nonprofit Jobs](#)
- [City of Toronto](#)
- [Ontario Public Service](#)
- [Federal Public Service](#)

## **MIZIWE BIIK ABORIGINAL EMPLOYMENT AND TRAINING**

***JOB  
FAIR***

Come on out to 167  
Gerrard Street East on  
Wednesday, June 19,  
2013 from 10 am to 2  
pm.