

Terrace Bay Insurance

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Northern Developments



By Maurice Fenelon
 Northern Development Officer
 This is the second article of a two-part series on job hunting skills.

After preparing and sending a resume and application to a prospective employer you will no doubt anxiously await a reply.

Should you be lucky enough to be granted an interview another major task will face you - the actual interview. If you get organized and are well prepared before hand you will have accomplished half the task.

Before the interview, in preparing yourself, research the vacancy by finding out as much about the job as possible - ask the employer question. Learn about the company or ministry if it's a government job. What does the organization chart look like and who are the key people in it.

A question often asked in many interviews is "Who is the president of minister of the organization?" Know the answer to this question. The more you know about the job and the organization before hand - the better you are likely to do in the interview.

It is also wise to write down questions you may have relating to the job, however, make the questions intelligent ones and not trivial questions which may make you look poor - such as "How soon can I get a raise?"

Know your own background and resume and how it is relevant to the job you are seeking. Be prepared to give a verbal explanation of your resume. The interviewers may wish to ask more in-depth questions or clarify some facts.

Your manner of dress is important - it can make an impression upon the interview team, therefore, use common sense. Don't over or underdress, don't wear anything which might distract the interviewers and finally get a good nights sleep so you will be well rested and ON TIME.

During the interview introduce yourself and shake hands with the interviewers. Several don'ts include - don't smoke, chew gum, chomp candy, drink coffee. Playing with pencils, paper-clips etc... may annoy the interviewers or indicate your nervousness. If your hand are shaking keep them in your lap and try to keep calm.

When answering questions try and listen to yourself - be precise and don't ramble. If you don't hear the question or understand it ask for a repeat - guessing the question is a mistake.

Above all do not fake the answer - this will be fatal. When answering a question look directly at the questioner first - then take in the whole panel. A final point - don't ask about vacation, salary, etc...

After the interview is over shake hands with each panel member and thank them for seeing you. Don't chat with a panel member if you know them - leave promptly. On hearing the results of the competition, if you do not get the job, ask for feedback. This may help you in future interviews.

A final note - be yourself and be prepared. Good luck.

If you would like more information on job hunting skills, ask your local Manpower office for assistance or contact the Ministry of Northern Development and Mines, at 2 Stevens Ave., P.O. Box 280, Marathon, Ontario, P0T 2E0 or call 229-1153. For areas outside of Marathon ask your operator for Zenith 33160.



Helicopter rides were held at the Terrace Bay Airport as one of the Canada Day events. Many people took advantage of the opportunity to view the town from above. Photo by Dave Chmara

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FREE Foot Care Clinic

The McCausland Hospital will be offering a free foot care clinic for nail cutting and packing, and advice on foot care. This procedure will be done at the hospital on Tuesday, July 18, 1989 from 1:00 p.m. to 4:00 p.m. in the emergency department and at the Schreiber Medical Centre on Wednesday, July 19, and Thursday, July 20, 1989 from 1:00 p.m. to 4:00 p.m.

For appointments, please call the hospital at 825-3273 Ext. 130.

Grads not getting training

It is clear that young people are not getting the information to make the right decisions about their careers, a new study prepared for Ontario's Ministry of Skills Development indicates.

Two-thirds of the youth population go directly into the workforce after leaving high school as either graduates or dropouts. The study examines the employment and training experiences of that group after leaving high school.

Alvin Curling, Minister of Skills Development explained that the study shows that although there is a

marketplace demand for trained, skilled workers, many eligible young people are not obtaining training.

Curling called for a training culture in which young people will be able to plug into the latest news about the labor market, along with a full range of advice and expertise from career specialists. They'll be able to find out what training paths

are available outside the school system, and how they can gain access to them.

"It is important to better understand the transition process from high school to the workplace so that we can assist young people in making training decisions which will help both them - and the economy. We need trained, skilled young workers," Curling said.

House Trailer for Sale

60x14 located at Figliomeni's Trailer Park

For more information contact

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David W. Krawchuk C.G.A. Certified General Accountant

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P.O. Box 883, 415 East Victoria Avenue, Suite 10
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ARE YOU OUR TYPE?

The McCausland Hospital Laboratory will be conducting a Clinic to screen prospective donors for the Emergency "Walking Blood Donor Bank".

The Clinic will run from 0900 hours to 1200 hours.

Monday July 17th

and

Tuesday, July 18th, 1989.

For further information please call:

825-3380

DEATH

COOK - Mr. Raymond Cook of Schreiber, passed away in hospital on Sunday, July 2nd, 1989. He was born at Parry Sound on November 7, 1930. A member of the Kinsmen Club, Curling Club, and a Cub and Scout Leader. His main interests were his family, home and camp. Survived by his wife Pat, daughter, Cathy of Thompson, Manitoba, son, Ken of Toronto. Brother Bill of Schreiber, nephews, Dana and Bradley both of Schreiber, nieces, Marilyn Turcotte of Terrace Bay, and Debbie Brady of Espanola. Predeceased by his father Bill and mother Jessie.

If friends so desire, donations to the McCausland Hospital Fund, Geof Birch Memorial Brick Fund, or Amethyst House, Thunder Bay.

Summer

PLANS

UP IN

THE AIR?

If your summer travel plans are *Up In The Air* this year, norOntair would like to keep them there.

norOntair offers convenient connections with Air Ontario, via Sault Ste. Marie, for travel to onward destinations.

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