



# Newsletter 2017

## W I N T E R

Message From The Editor.....	1
Winter Quote .....	1
Recruiting, Job Searching And Social Media .....	2
Promoting OVRC Using Social Media .....	3
Taming The Unruly Beast .....	4
Hello %&\$#?@! .....	7
Dear Career Counsellor.....	8
Computer Courses At OVRC.....	9
Career And Pre-Employment Workshops .....	10



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# Message from the Editor

+ Jude Gaal

CAREER COUNSELLOR / WORKSHOP FACILITATOR

Often clients and workshop participants are puzzled when I suggest using Facebook as part of their job search; they wonder what valuable information a Facebook page could offer. When they learn that there are:

- job postings,
- names of employees and their job titles,
- posts regarding the interaction of organizations with the community, and
- postings that indicate the organizational culture

they are amazed. Then they ask, "But how does that help me," or "What can I do with that?" That's when I get really excited, and am off to the races sharing how this information helps a job seeker create cover letters, resumes, prepare for interviews, conduct informational interviews, network and so much more.

Hannah Morgan, writer for the website Career Sherpa, finds that social media continues to play a larger role in recruiting.

Recruiters are turning to Facebook because people go onto Facebook far more often than they do onto LinkedIn. She also notes that:

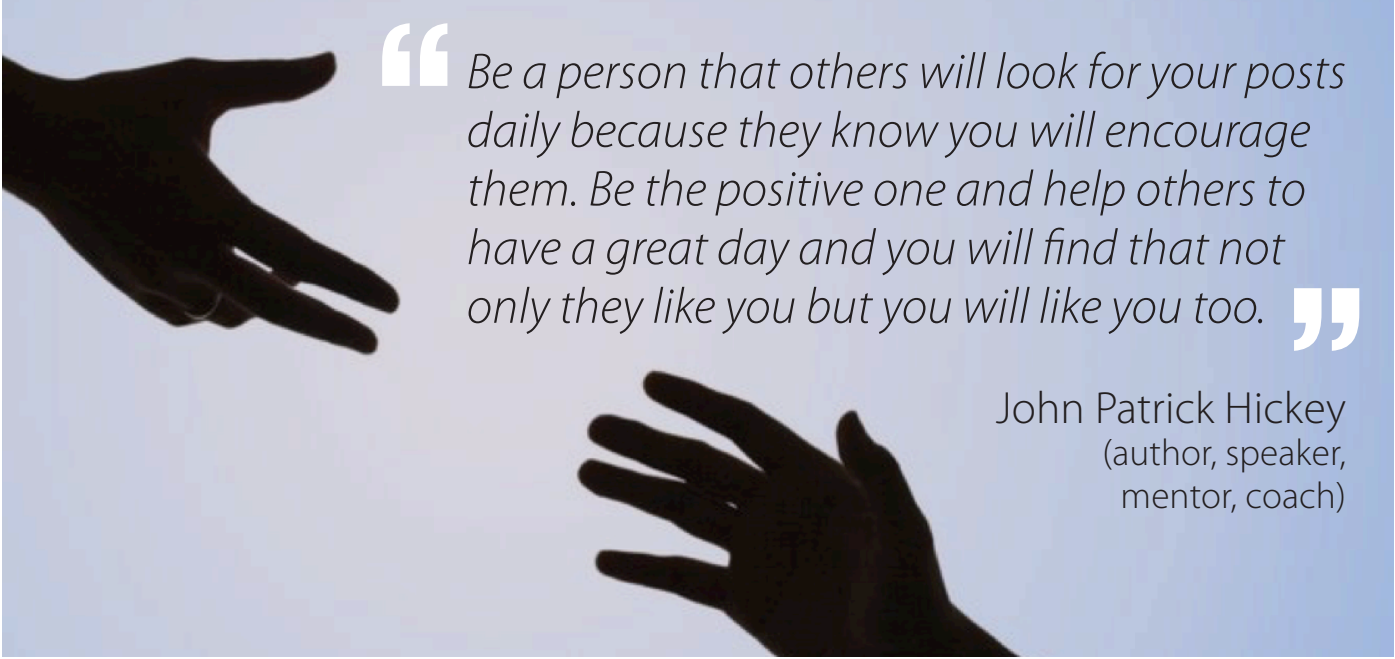
*Socially savvy companies seized the opportunity to create company career pages on Facebook in order to build a place where they could answer questions, discuss the company culture and share opportunities.*

I love that social media is beneficial to both the employer and the job seeker. Social media helps a job seeker determine whether an organization is the right fit, and also helps the employer attract candidates that have the experience, skills and attributes needed for the job. Social media has the potential to save a lot of time for both the job seeker and the employer. That's good news for everyone.

In this issue we are continuing our focus on social media. *Recruiting, Job Searching and Social Media* highlights the benefits of these tools for both employers and job seekers, and *Bunnies Gone Wild!* gives you the lowdown on managing your Facebook account. *Promoting OVRC Using Social Media* takes a look how social media is helping this organization get its services out to a wider audience. Also in this issue we have included *Hello!@?* to remind people about telephone etiquette. Our *Dear Career Counsellor* columnist, Kristina Lonstrup is back and has some expert advice regarding job search and in every issue you will find descriptions of the computer classes and workshops OVRC offers.

As always, if you have topic suggestions for future issues or comments please send them to me, Jude Gaal, at [jgaal@ovrc.ca](mailto:jgaal@ovrc.ca), or give me a call at 204.989.6503.

## QUARTERLY QUOTE



“Be a person that others will look for your posts daily because they know you will encourage them. Be the positive one and help others to have a great day and you will find that not only they like you but you will like you too.”

John Patrick Hickey  
(author, speaker,  
mentor, coach)

# Recruiting, Job Searching And Social Media

+ Keith Robinson  
EXECUTIVE DIRECTOR

Over the last year I have built a strong group of network contacts on my personal Linked In account, and OVRC's social media administrator has also been busy building a strong network on OVRC's Linked In account. Using social media has helped me build a large number of contacts who work in the same or similar field, and have an excellent understanding regarding the skills a candidate would need in order to be successful in this line of work.

So the next time there is a job opportunity at OVRC, I will use Linked In to promote it, and increase the talent pool of candidates. Posting and sharing the opportunity on both Linked In accounts will create a wide net to capture the attention of candidates. Additionally both my network connections, and OVRC's network connections will be able to forward the job posting to candidates they feel would be an excellent match in skills, experience and attributes.

For job seekers social media is a valuable research tool that can provide more insight into what an organization does, and

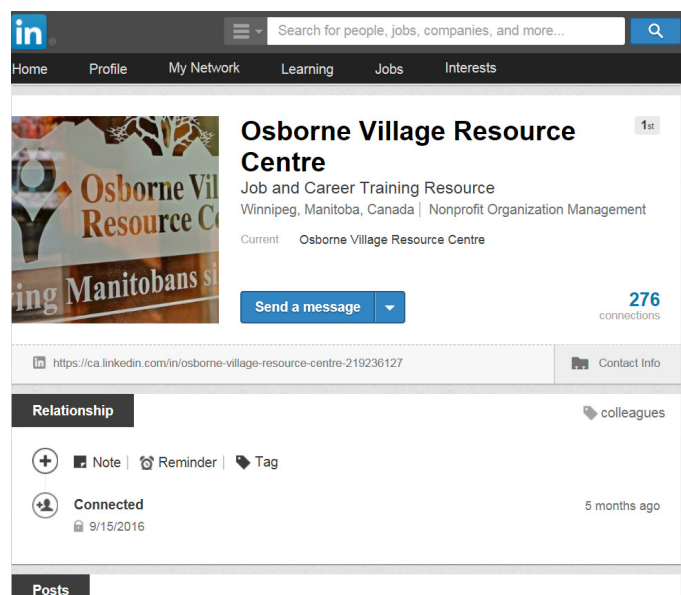
*For job seekers social media is a valuable research tool that can provide more insight into what an organization does and how services are delivered.*

how services are delivered. If a candidate takes the time to go through our web page, Linked In, Facebook, Instagram and Twitter feeds they will understand the services we provide and how it affects our clients. Candidates can use this information to create cover letters and also at an interview. In fact, I would expect to hear candidates share their research of OVRC, and incorporate the information from social media into the interview. This would demonstrate the candidate's strong understanding of what we do and, more importantly how we deliver services.

Next I would want the candidate to show how they would be a good fit for the organization. Again viewing an organization's social media sites provides insight into the culture and helps a person determine if they would be a good fit. The candidate that used social media to assess a fit, create an application, and prepare for the interview would rise to the top and be the one we finally select.

For anyone reading this, I strongly suggest that you add social media to your job search tool kit. It will help you discover the best position that fits your skill sets, and the best culture that fits your personality. If you do this, you will love and thrive in your new position. Please remember that social media is an additional tool to use during your job search. However a job search is only successful when you put in the time to do the work. There are no shortcuts.

If you haven't included social media in your job search, give it a try and find out for yourself how it can help you get that next job!



# Promoting OVRC Using Social Media

+ John Perry

EMPLOYMENT FACILITATOR AND VOLUNTEER  
COORDINATOR

In the summer of 2016 OVRC hired a social media administrator to help promote the organization and get information about our services out to a wider audience. Since then, our social media administrator, Al Foster, has been busy promoting our services, taking our pictures and posting on different social media. I wondered about the impact of this, and decided to ask our Executive Director, Keith Robinson, a few questions.

**JP** *What social media sites is Osborne Village Resource Centre currently using?*

**KR** We are on Facebook, LinkedIn, Instagram and Twitter.

**JP** *Which site gets the most comments from clients?*

**KR** LinkedIn and Facebook.

**JP** *What social media sites are other organizations that are similar to us using?*

**KR** Youth Employment Services uses Facebook, Twitter, LinkedIn, Instagram, and YouTube. Winnipeg Transition Centre uses Instagram, Pinterest and Facebook. The Immigrant Centre uses Facebook.

**JP** *Who is our targeted audience?*

**KR** Current clients and new clients of all ages seeking assistance with their job search or career counselling.

**JP** *What type of social media content is most useful to our clients?*

**KR** Using LinkedIn for posting jobs is a very useful tool; it allows us to post jobs frequently and ensures the posts are not outdated. Posting dates of upcoming workshops

and posting comments from workshop participants is also useful. Clients learn they are not alone and that others are also struggling in their job search. This can help a new client feel safe in sharing their concerns and attending a workshop.

**JP** *How do you measure your social media success?*

**KR** We are still in the early stages of our social media journey. OVRC is currently measuring success by audience growth and engagement. Right now our fastest growing streams are Instagram and LinkedIn. Our largest following is on Twitter at 310. Post engagement is also a very useful measuring tool. Just because someone hasn't liked a specific social media stream does not mean they are not viewing our content. Our current analytics show a significant number of people viewing posts about workshops and job opportunities.

**JP** *Is social media marketing increasing the amount of clients at the Osborne Village Resource Centre?*

**KR** Yes, it is. Attendance for our pre-employment workshops has increased which ultimately improves client success.

**JP** *How do you get more followers and fans?*

**KR** Having clients comment on our sites directly, with personal success stories and positive experiences.

**JP** *How do you handle negative comments (if any) on social media?*

**KR** OVRC has yet to experience negative comments. While all of our social media streams are open to comments and reviews, comments and reviews are not posted until they have been vetted by our social media administrator. If there was a negative post, the social media administrator would engage with the individual on a one-to-one basis, or direct the individual to the appropriate person who could address questions or concerns. Also if a comment is in need of clarification the social media administrator would also contact the individual.

**JP** *Are you planning to add any other social media platform in the future?*

**KR** Not at this time.

*Our current analytics show a significant number of people viewing posts about workshops and job opportunities.*

# Taming The Unruly Beast

+ Betty Punkert

EMPLOYMENT FACILITATOR

Getting a Facebook account can feel a little like getting a pregnant bunny rabbit for Christmas. At first, it seems super cute and fun, but rapidly becomes overwhelming.

The problem lies in Facebook's sometimes confusing privacy settings and notification system. By default, it assumes you want everything you post to be as public as possible, and it notifies you of absolutely everything that you do, your friends do, and your friends of friends do. Next thing you know, you have 450 emails because someone sneezed and everyone gave it a "Like".

Let's talk about some ways to tame the unruly beast.

First we need to define a few terms and show you where some of the items are located. Your **Profile** or **Timeline** reflects specific things YOU post or Share, or posts that you have been tagged in by name such as Photos. Your **News Feed** is an amalgamation of all the things your **Friends** are up to, the Pages you are Following, and the Groups you belong to, with your posts mixed in. Most of what we are changing will be in your **Profile** or **Privacy Checkup** on the far right:

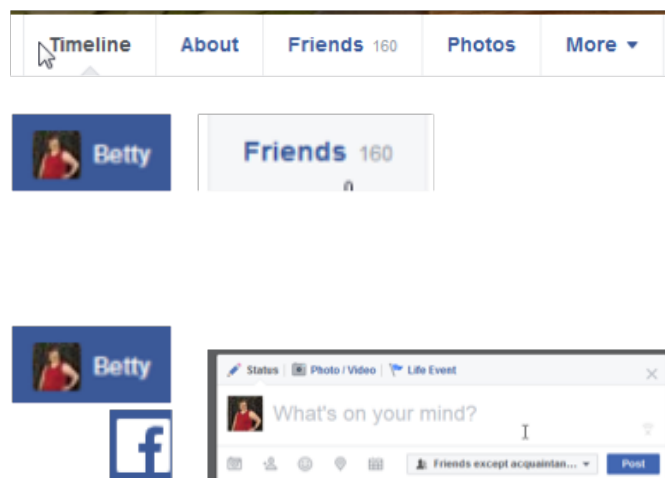


In your Profile, there is a top navigation bar:

1) Understand how your friends are classified – Click on your **Profile** and then click the **Friends** button in the center of the top navigation bar.

Facebook by default lumps all your buddies into one basket. But we all have Facebook contacts who are close friends, and some that are casual acquaintances, or business contacts. To better control your broadcast go through your **Friends** list and assign people to either "**close friends**" or "**acquaintances**". You can even assign people to groups to help manage this better.

1a) Modify your default audience for posts – Click on either your Profile or your **News Feed** and click in the **Status Box**.

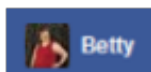


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Once you've delegated everyone, you can then choose when you post to send to ALL of your friends, or your friends except your acquaintances by clicking the **Who should see this** button at the bottom of your Status Box next to the Post button. I almost never make my posts public. NOTE: If you have a brand new account and do not have any Friends yet, the only option you have will be Public.

2) Understand what is public and CANNOT be changed - Click on your **Profile** button



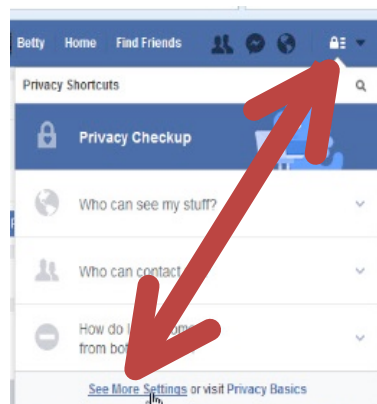
Profile pictures, cover photos and any personal information you put in your profile sections, basically. Also, posts you make to groups that are public are public, even if your personal settings for most things are private; for example, posting a review to a favorite cafe's Facebook page:

[Betty Punkert - Enjoyed ourselves two weeks ago Friday... | Facebook](https://www.facebook.com/afterdarklounge/posts/1681815148720383)

<https://www.facebook.com/afterdarklounge/posts/1681815148720383>

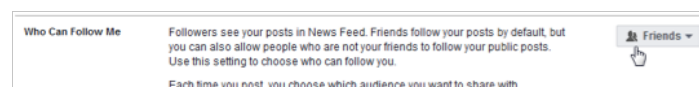
Enjoyed ourselves two weeks ago Friday (the deep fryer missing a part night...) but found the salsa to be a little heavy on the lime juice. If someone...

The next points are going to be fine tuning the **Privacy Checkup** settings to make sure you are only displaying the things you want people to see and that you can approve posts or tags before they appear on your **Timeline**. It is very important to know that you cannot prevent others from posting something on THEIR **Timeline**, you can only control things that show up on YOURS. The best remedy for inappropriate posts is still to talk to the other person about it.



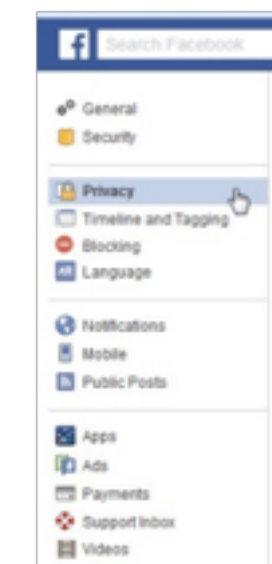
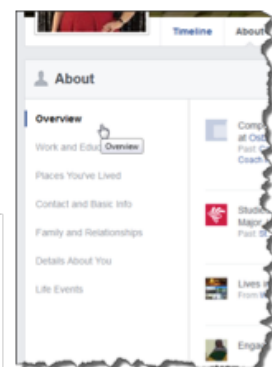
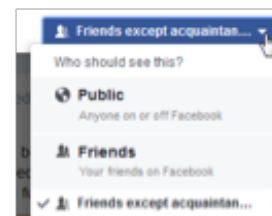
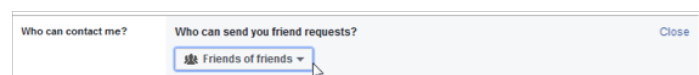
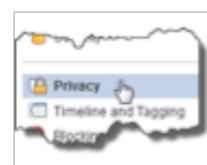
3) Disable Public Following - Click on the **Privacy Checkup** button, choose **See More Settings** and click either **Followers** or **Public Posts** on the left hand sidebar

Public Following is particularly annoying because it allows people to keep tabs on your Facebook feed without even friending you. Make sure your **Who Can Follow Me?** setting is set to **Friends** only. NOTE: If you have Friends, this option will be called **Public Posts**, if your account is new, it will say **Followers**.



3a) Disable Public Friend Requests - Click on **Privacy Checkup**, choose **See More Settings** and click **Privacy** on the right hand sidebar

I also recommend setting **Who Can Contact Me?** to **Friends of Friends** instead of **Everyone** in the Privacy box. Strangers can still send you a message, and if you know them, you can add them, at which point they'll have access to your Timeline. If your account is brand new, you may only see **Everyone** here.



3b) Limit who can find you and how (disable search engine results) – Click **Privacy Checkup**, choose **See More Settings** and click Privacy on the left hand sidebar

Under **Who Can Look Me Up?**, you'll want to keep the ability to be found by email or phone number limited to **Friends of Friends**, at least initially. Most importantly, you'll want to set whether or not external search engines can find you to **No**. This prevents search engines from crawling your Profile Timeline and making it Public; things you post to Public pages, your profile photo, your cover photo and any information you make public in your About Me will still appear on search engines (see Point Two).

4) Turn off most of the notification settings - Click **Privacy Checkup**, choose **See More Settings** and click **Notifications** on the left hand sidebar

By default, Facebook messages you for EVERYTHING. Almost all of this can be disabled, and I would suggest leaving on notices if someone tries to tag you, post a photo of you or mentions you directly.

For email, I have **Only notifications about your account, security and privacy**. This is to attempt to reduce the number of emails I get because I already belong to too many mailing lists and frankly if I want to check Facebook, I will go there.

For **On Facebook**, I have sound notifications disabled, Birthdays on, On This Day is limited to Highlights, Close **Friends** activity is Off, Tags is set to Anyone (I always get told if I'm tagged), and my Groups and Apps are set on a case by case basis, but most of them are set to Off or Highlights.

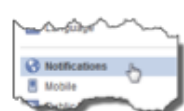
5) Disable second-party tagging and manually approve tagged content in your Timeline. - Click **Privacy Checkup**, choose **See More Settings** and click **Timeline and Tagging** on the left hand sidebar

By default, your **Timeline** shows every share, like and comment you make as well as your statuses and any post in which you're tagged. I have my Facebook set up so I have to approve comments, posts or shares that I am tagged in (**Review posts friends tag you in before they appear on your Timeline?** is ON). If you do approve these manually, they will appear in your **Timeline**.

Is it a little more work? Yes. Is it going to prevent embarrassing moments you have to explain to your boss or your grandma? Yep. REMEMBER: You only control what appears for YOUR TIMELINE, you don't control what other people DO. If you set **Who can post on your Timeline?** to **Only Me**, it means nobody can post anything to your Timeline.

6) Check what's public by using Facebook's **View As** feature. - Click **Privacy Checkup**, choose **See More Settings** and click **Timeline and Tagging** on the left hand sidebar

Who can look me up?	Who can look you up using the email address you provided?	Friends of friends	<a href="#">Edit</a>
	Who can look you up using the phone number you provided?	Friends of friends	<a href="#">Edit</a>
	Do you want search engines outside of Facebook to link to your profile?	No	<a href="#">Edit</a>



**Email**

To turn off a specific email notification, just click the unsubscribe link at the bottom of the email.

WHAT YOU'LL RECEIVE

- ☐ All notifications, except the ones you unsubscribe from
- ☐ Important notifications about you or activity you've missed
- ☒ Only notifications about your account, security and privacy

**On Facebook**

You'll see every notification on Facebook, but you can turn off notifications about specific posts as you view them. [Learn more.](#)

SOUNDS

- ☒ Play a sound when each new notification is received [Off](#)
- ☒ Play a sound when a message is received [Off](#)

What You Get Notified About

- ☒ Activity that involves you  
You'll always get notifications about activity that involves you, like when someone tags you in a photo or comments on your post. [On](#)

**Privacy**

**Timeline and Tagging**

Blocking

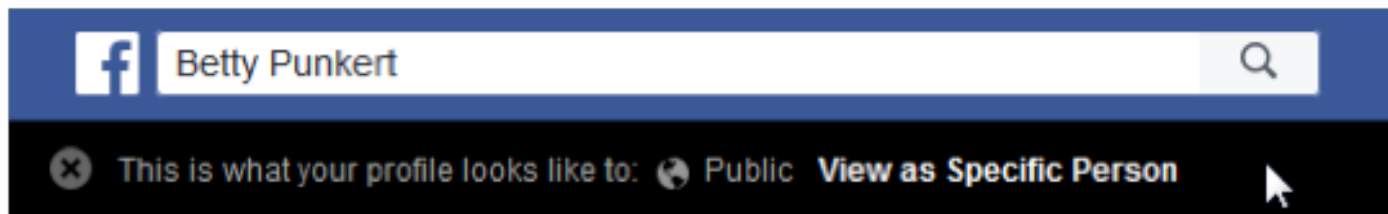
Language

Timeline and Tagging Settings			
Who can add things to my Timeline?	Who can post on your Timeline?	Friends	<a href="#">Edit</a>
	Review posts friends tag you in before they appear on your Timeline?	On	<a href="#">Edit</a>
Who can see things on my Timeline?	Review what other people see on your Timeline		<a href="#">View As</a>
	Who can see posts you've been tagged in on your Timeline?	Friends except acquaintances	<a href="#">Edit</a>
	Who can see what others post on your Timeline?	Friends except acquaintances	<a href="#">Edit</a>
How can I manage tags people add and tagging suggestions?	Review tags people add to your own posts before the tags appear on Facebook?	On	<a href="#">Edit</a>
	When you're tagged in a post, who do you want to add to the audience if they aren't already in it?	Friends except acquaintances	<a href="#">Edit</a>
	Who sees tag suggestions when photos that look like you are uploaded? (this is not yet available to you)	Unavailable	

Who can see things on my Timeline?	Review what other people see on your Timeline	<a href="#">View As</a>
	Who can see posts you've been tagged in on your Timeline?	<a href="#">Friends except acquaintances</a> <a href="#">Edit</a>

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If you want to know what your friends, acquaintances and the general public will see in your **Timeline**, you can use the **View As** feature (**Who can see things on my Timeline?**) to make sure the information you want to filter is being handled correctly. The default View As is Public, but try typing in a close friend's name and an acquaintance's name to make sure it works right.



#### 7) Remember, privacy is a myth.

Most of these settings will help you manage how you appear on Facebook and who gets to see your life. However, **none of this is a substitute for common sense**. Information on Facebook is still deemed "public" and comments that are slanderous are legally liable. In short, if you want to complain

about work, do it at the pub with friends, not on Facebook. It is their sandbox and their rules. People have been sued or fired over behavior on social media! So assume, no matter how hard you lock everything down, it is on public record and filter what you post and say accordingly.

## Hello %&\$#?@!?

+ Jude Gaal

CAREER COUNSELLOR

**Y**ou've researched companies, you've created a target company list, you've done informational interviews, written that excellent targeted cover letter and resume and finally, you get the call. The call you've been waiting for, praying for. And you blow it.

The person on the other end keeps repeating, "I can't hear you," and you explain that you're on the street. That doesn't help the person you are speaking with. In fact, it probably makes the situation worse. It would have been much better to have let the call go to voice mail. The person could have left a message asking you to call. Instead he or she is trying to understand you as you walk down a busy street with cars, buses and people passing by. Stop! For goodness sake stop! Stop answering your cell phone at inappropriate times. You are doing yourself and the caller a disservice with this behaviour.

Inappropriate times to answer your cell phone include:

- When you are at work, and not supposed to be on your cell phone

- When you are with your friends
- When you are at a restaurant
- When you are at the grocery store, or bank, or pharmacy
- When you are shopping for shoes
- When you are driving in your car
- When you are waiting for a bus on a busy street
- When you are eating
- When you are cooking or cleaning
- When you've just got out of bed and sound like The Hulk

Get the picture? Give technology the opportunity to do its job, and let the call go to voicemail. Don't answer and tell me that you can't talk because you're at work, or because you're driving. Just let the call go to voicemail. Then you can return the call when you are prepared and in a reasonably quiet environment without extraneous noise or distractions.

Also keep in mind that speaking too slowly or too quickly may result in the person on the other end not hearing you and even missing important information. The volume at which you speak is another thing to be aware of. Too high equals irritating, too low equals irritating, just right equals success! Finally make sure to enunciate your words clearly so it doesn't sound like there are marbles in your mouth. If you take the time to enunciate each consonant in each word, you will be understood. Most importantly your caller will appreciate your professionalism and respectful telephone manner. Oh, and one last thing. When using a landline, make sure you also practice professional telephone etiquette.

This article is dedicated to Judy Recksiedler, our wonderful Receptionist/Customer Service Representative and all staff everywhere who provide excellent service.



# Dear Career Counsellor

+ Kristina Lonstrup  
CAREER COUNSELLOR

*Dear Career Counsellor,  
I wake up in the morning, sit down in front of the computer, and scroll through the Job Bank. I don't see anything I like. It's depressing. What can you do to help me?*

*Signed,  
Frustrated and Tired*

Dear Frustrated and Tired,

First, I want to validate that what you are feeling is totally normal. Transition is difficult when you have no vision of what the future holds. The good news is that here at Osborne Village Resource Centre, we have several services to inspire your job search. Starting in the fall of 2016, we began offering pre-employment workshops in the mornings.

## **Why I recommend these workshops.**

I understand that in these times, the job search is done on a computer—whether it's resume development, looking for job ads, or submitting online applications. What concerns me about this approach is that it is incredibly isolating. When OVRC started its new morning workshops, one of the first things I noticed was that when job seekers interacted with each other they were engaged, empowered, and validated. In a workshop you might encounter a Civil Engineer sitting next to an Educational Assistant sitting next to an Insurance Clerk—we all come from different professional backgrounds, but we all want to feel productive, included, and valued.

## **You don't have to do your job search alone.**

Based on the needs that you identified, I'd like to recommend some key workshops to help you. However, you are most definitely invited to attend ALL the workshops.

## **Scheduling for Success:**

If your job search feels like you're putting pressure on yourself to be stuck to your computer, please consider taking the *Scheduling for Success* workshop. There are so many more job search strategies you can be doing to find a job. This workshop

*In a workshop you might encounter a Civil Engineer sitting next to an Educational Assistant sitting next to an Insurance Clerk—we all come from different professional backgrounds, but we all want to feel productive, included, and valued.*

will help you realize the gifts of scheduling job search activities so that you feel an inspiring sense of balance and productivity.

## **Living in My Job Search:**

The purpose of this workshop is to provide you with perspectives to amplify your positivity. In one testimonial, a client wrote, "I feel a lot more positive moving into the future equipped with easy to use tools to keep myself positive and motivated." Other participants describe the workshop as "refreshing" and "calming". Join *Living in My Job Search* and give yourself the benefit of self-care strategies during this time of transition.

## **My Target Company List:**

Sitting in front of the computer and scrolling through the Job Bank is a frustrating and daunting task. Instead I want you to feel a sense of control over job opportunities that pique your interest. The *My Target Company List* workshop will provide you with methods for identifying lists of potential employers in specific sectors. You will feel more organized and proactive when you create a list of enticing employers to investigate further ...**and that's just 3 of the 10 workshops you are welcome to join at OVRC!**

To read client testimonials and learn more about OVRC's workshops and services, visit our website at [www.ovrc.ca](http://www.ovrc.ca). We are here to help you be successful. Please join us and participate in activities that are empowering and motivating. Call us at (204) 989-6503; we look forward to hearing from you!



# Computer Courses at OVRC

For dates and times please go to [www.ovrc.ca](http://www.ovrc.ca) and check the monthly calendars, or call OVRC at 204.989.6503.

**All computer classes are located at the OVRC, 2nd Floor, 107 Osborne St.**

## Fundamentals of Personal Computing

5 – 2.5 hour sessions (once a week)

In person registration required, \$70 (cash only).

- Become proficient using the mouse
- Become familiar with Windows and its terminology
- Learn basic editing and formatting functions
- Learn how to surf the world wide web
- Set up and learn how to use a free email account



## Basic Microsoft Word

5 – 2.5 hour sessions (once a week)

In person registration required, \$70 (cash only).

Prerequisite: Fundamentals of Personal Computing

- Learn how to manage your files in Windows
- Become familiar with the components of the MS Word Window
- Review various techniques for selecting text: one word, one sentence, paragraphs, all text with single, double and triple click
- Learn intermediate formatting techniques: customizing bullets & numbering, borders and shading, fonts, indenting, cut, copy & paste
- Word with headers and footers, page numbers, tabs, tables, clip art and word art
- Learn to proof your document: page set-up, spell check, show/hide, print preview
- Word with multiple windows
- Learn the basics of the mail merge function
- Become familiar with ribbons and tabs

## Basic Microsoft Excel

5 – 2.5 hour sessions (once a week)

In person registration required, \$70 (cash only)

Prerequisite: Basic Microsoft Word

- Become familiar with the components of the Excel window
- Become familiar with the various mouse pointers in Excel
- Learn Spreadsheet terminology: books, worksheets, cells, columns, rows, and ranges
- Learn how to enter and edit text within a cell and apply formatting options
- Work with ranges and range names
- Work with basic formulas and simple calculations
- Learn how to proof your Excel spreadsheets: page set-up, set margins, paper orientation & page breaks, spell check, show/hide, print preview
- Learn the basics of Charting
- Work with multiple spreadsheets
- Link Excel spreadsheet into a Word document
- Become familiar with ribbons and tabs

# Career & Pre-Employment Workshops

For dates and times please go to [www.ovrc.ca](http://www.ovrc.ca) and check the monthly calendars, or call OVRC at 204.989.6503.

**All career classes are located at the OVRC, 2nd Floor, 107 Osborne St.**

## CAREER EXPLORATION WORKSHOP

Is it time for a career change? Are you unsure what direction to take? Sign up for the Career Exploration workshop! On the first day of this workshop, we will participate in activities that will identify our values, our skills, our attributes, our past occupational experiences, and our personality types. On the second day, we will discover occupational research websites where we will evaluate occupations using our self-exploration inventory. The Career Exploration workshop is an excellent tool for defining career satisfaction.

*Please note: this workshop is designed for career exploration only, and not job search.*

## JOB SEARCH CLUB

This is for clients who are searching for a job, and are comfortable in a group setting. Two Osborne Village Resource Centre staff members will assist clients as needed.

## SCHEDULING FOR SUCCESS

This workshop is designed to increase your awareness of how scheduling job search activities can help you stay focused, motivated and successful. Learn how to schedule a job search that will get you results!

## BRANDING YOURSELF

Talking about the job search can be challenging for some people. Learn how to effectively articulate your employment needs so that people in your network know how to help you.

## INFORMATIONAL INTERVIEWS

1/200 resumes result in a job offer, but 1/12 informational interviews result in a job offer. Why are informational interviews such an efficient and effective job search strategy?

Let's learn, prepare and practice together.

*Please note: participants must be referred by an OVRC staff person to register for this workshop.*

## RESEARCH = JOB SEARCH SUCCESS

Learn how little time it actually takes to research a company and benefit in all sorts of ways: from where to apply for work, to writing your cover letter and resume, to preparing for the interview. You will also be introduced to a variety of resources that will help you get the information you need.

*Please note: to participate in the workshop you must bring a printed job posting.*

## MAKING SMART REFERENCE CHOICES

Don't lose the job offer because of poor references. Learn how to select references that will speak positively on your behalf and help seal the deal.

## MY TARGET COMPANY LIST

Applying for any job can be discouraging. We recommend a different approach – creating a list of companies you want to work for! You will be introduced to the free resources that will help you generate a target company list and get the job you want.

*Please note: participants must have the ability to navigate a search on the internet.*

## ACE THAT INTERVIEW WORKSHOP

Get the skills and confidence to ace your next interview by attending this two day workshop! In addition to learning how to answer standard, behaviour descriptive and situational interview questions, you will also have time to practice your responses and get feedback from workshop participants and the workshop facilitator. Join us for this fun, interactive and engaging workshop.

## LIVING IN MY JOB SEARCH

Sometimes looking for work can feel like a roller coaster ride; emotions run high and we wonder if we'll ever get that next position. Give yourself a morning to learn some simple techniques that will help you re-energize and reboot your job search!

## About OVRC

Do you need help preparing a resume or getting ready for a job interview?

Do you need help preparing a cover letter?

Do you want to consult a career counsellor?

Call Judy, our client services representative at OVRC and schedule an appointment for any of the free services that we provide.

Tel: 204.989.6503 • Fax: 204.477.0903

For further information visit our website: [www.ovrc.ca](http://www.ovrc.ca)

If you have any comments, questions or concerns about our services, contact Executive Director Keith Robinson at [krobinson@ovrc.ca](mailto:krobinson@ovrc.ca)

If you would like to receive OVRC's Newsletter by email please contact us at 204.989.6503 to get onto our mailing list.



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## About OVRC's Newsletter

If you have an idea for an article you would like to see, or contribute to the newsletter, or have any comments or suggestions, please contact:

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