
FACULTY NEWSLETTER

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General News

Workforce Windsor Essex & Centre for Career Education: A New Partnership

The Centre for Career Education (CCE) is pleased to announce a new and exciting partnership with Workforce Windsor Essex (WFWE). WFWE is an independent community-based board. Their aim is to develop a strong, sustainable local economy by promoting understanding of current and future workforce needs and facilitating strategic investment in education training and employment opportunities. The CCE and WFWE have clearly related objectives and the activities in which each organization engages are highly complementary. WFWE is involved in a number of projects related to the economic development of our region and therefore they have their finger on the pulse of the labour market as well as a significant number of community and employer connections. There are many ways that we can work together to benefit University of Windsor students and the greater Windsor Essex Community.

There are many exciting possibilities for the future but already this year, together, we are offering the following new initiatives:

- Workshops for students on Regional Emerging Sectors;
- Reciprocal consulting to enhance services;
- Working in Windsor Essex Career Fair at the University of Windsor on March 27th 2012

This partnership is a direct fit with one of the University's goals "to engage and build the Windsor and Essex County community through partnerships".

For further details please visit <http://www.uwindsor.ca/cce>.

Emerging Sectors

What are the Jobs & Opportunities of tomorrow?

Since January 2011, Workforce Windsor Essex (WFWE) has been using statistics and speaking with employers to find out what occupations are likely to be in demand in the next 3 to 5 years in the region. With over 40 interviews conducted, a list of nine sectors and over 40 occupations has been identified. These employers and organizations spoke about the positions they are currently hiring and the occupations they thought would be in demand in the future based on their business patterns and trends.

The sectors that were identified as likely to be growing in the next 3 to 5 years include: agriculture, construction, creative industries, education, health sciences, manufacturing, professional services, renewable energy and tourism. A full report identifying all of the sectors, occupations and available local training will be published in January 2012. To read the report, please visit www.workforcewindsor.essex.com.

Advice for your Students: Job Searching

Although it is tempting to jump headfirst into a job search, it is important to take time to think about what you want; about what you have to offer; conduct industry and labour market research, and develop a job search plan which will help to optimize your results. Prior to embarking on a job search several steps should be considered.

1. **Conduct a Thorough Self-Assessment:** If you haven't seriously considered what you want in a career, it is critical that you spend some time engaged in self assessment. If you have not already identified the skills you can offer to a potential employer, you will be unable to successfully market yourself. You could end up wasting a lot of time pursuing jobs that are not a good fit for your skills, values, and interests.
2. **Be Proactive:** No one owes you a job, and you certainly will not find one unless you take responsibility for the process. It is very important to be flexible and open-minded during your job search. You can never know where an opportunity will come from or where it might lead. Don't be afraid to pursue every opportunity that presents itself.
3. **Be Persistent:** Develop the habit of following up on everything you do, and get into the habit of not taking "no" for an answer. If you submit a copy of your resume to a job posting, you should follow up with a phone call to reinforce your interest in the position.
4. **Have a Plan:** You should treat your job search as a part-time to full-time job and structure your days and weeks accordingly. Several blocks of time each should be set aside each week to focus on your job search. You should also set realistic daily, weekly, and monthly goals, and strive to meet these objectives. You should track and measure your activities and results to gain insight into what is or isn't working for you in your job search and what you can do to improve it.
5. **Do Your Research!:** Researching career options and organizations is an essential step prior to beginning the job search. Without this knowledge, how can you be certain you are searching in the right places for the opportunities that will best satisfy your goals? You should have a basic knowledge about the organizations you are applying to.
6. **Be Realistic:** It is important to maintain an optimistic, self-confident, and realistic attitude when looking for a job. Understand that your job search is also a learning process and remember that you are also engaged in a matching process: you are looking for the right job as much as employers are looking for the right employee.
7. **Manage Your Expectations:** Although you may have remarkable skills and years of experience some employers may not consider this to be directly relevant to the job you are seeking. You may or may not get a job offer, and you may start at best with an entry-level position. Do not let this discourage you. Although starting at the bottom of an organization may not be what you envisioned, sometimes it is the only way to gain entrance into a particular organization or industry.

To assist your students in Job Searching, direct your students to log into myCareer, click Career, and click on Job Postings <https://career.uwindsor.ca>.

CAREER RESOURCES

In-class Presentations

The Centre for Career Education is pleased to offer in-class presentations to all faculty and staff. Standard presentations on a variety of career topics are available such as career planning, labour market trends, resume writing, job search management, interview tips, and cover letter writing. Upon request, the CCE will also develop a specialized career presentation for any **faculty** and **major** to provide those students with specific labour market and career information within a particular field. In addition, the career resources staff can also assist in hosting a network event, or including a career education element in a student centered event that is already planned. Please see some of the comments from faculty members:

"The Centre for Career Education really enjoys helping students. Their class presentations are well prepared, well delivered, and well appreciated by the professor and especially the students. During a customized presentation entitled "Career Planning & Job Search Tips", the students found both the concrete and relevant career development tips and the responses to questions very helpful. The CCE is indeed knowledgeable and passionate about contributing to the career success of students."

Dr. Xiaohong (Iris) Xu
Civil & Environmental Engineering

"I have always been impressed with the services provided by the Centre for Career Education. For several years, I have had presenters from the Centre discuss career planning, interviews and resume preparation with our 4th year nursing students. The staff has generously shared their time and expertise with our students, and it is always evident in their presentation and follow-up questions, that they are committed to student success! They provide informed responses to students' questions and make students feel valued. Students have also shared with me their positive experiences after seeking additional support during their personalized appointments with members of the Centre for Career Education. I would also encourage other faculty to support the Centre through their in-class presentations. The presentations they offer are tailored to the specific department or faculty, and students often discuss how much they enjoy and learn from the presentations."

Dr. Jamie Crawley, BA, MBA/HCM, PhD, RN
Assistant Professor, Faculty of Nursing

Requests for in-class presentations can be made online at
<http://www.uwindsor.ca/units/cce/crpForms.nsf/PresentationReq?OpenForm>.

Requests can also be made by contacting the Career Development Coordinator by email at donna@uwindsor.ca or by telephone ext. 3554.

Career Information Briefs

The Centre for Career Education produces a monthly Career Information Brief that provides timely career information that can be used by staff/faculty to assist students with career related inquiries. To subscribe to receive the career information briefs, please send an email to the Career Development Coordinator donna@uwindsor.ca with the subject Opt-In to Brief.

CCE Resume Clinic

The Centre for Career Education would like to welcome our new Peer Career Educators (PCE's) for Fall 2011 and Winter 2012 terms. Our PCE's are paraprofessional students that assist the Centre for Career Education with our **Resume Clinic**. Our PCE's provide quality information about career resources, as well as resume preparation advice. They also offer general job search information to our current and recent graduates. If a student would like to have their resume or cover letter reviewed, they can drop by our centre's Resume Clinic. Our clinic is located in Dillon Hall, Room 115.

For Peer Drop-In Resume clinic hours, go to <http://www.uwindsor.ca/cce/menu-of-service> and click on "Resume Clinic"

Please note that the resume clinic will be closed during the holidays. Our services will resume the first day of classes in January 2012.

2011 Continuing Education Fair Report

On Monday, October 24th, the Centre for Career Education in partnership with the Faculty of Graduate Studies held the 6th Annual Continuing Education Fair in the CAW Student Centre, where it hosted 41 exhibitions from educational institutions to showcase their graduate and post-graduate programs to University of Windsor students. The Continuing Education Fair is a great opportunity for students to explore graduate, post graduate and other academic prospects. The student turnout was great and the event was a success, as it gave students the ability to interact with live representatives and ask questions about program opportunities in Canada, the U.S. Australia, and the Caribbean. We would like to give a special thank you to the 31 student volunteers who helped make the event a success. Not only were their efforts appreciated by the Centre for Career Education staff, but the exhibitors often commented on how helpful they were. We look forward to hosting the 2012 Continuing Education Fair next October.

2012 Annual Job Fair

On **Tuesday January 24, 2012** the University of Windsor in partnership with St Clair College are co-hosting our 13th annual Job Fair – A Partnership to the Future. In 2011, registered attendance for this event totalled over 1,300 students. The goal of the Job Fair is to organize and bring together companies actively recruiting students and graduates in all disciplines and areas of interest for positions which are immediately available or will become available within six months of the fair. Attendees will also get the opportunity to learn about organizations and potential opportunities, which can help them to better prepare themselves for the future through their course selections and work experiences prior to graduation.

This year's event will be held at:

University of Windsor's St. Denis Athletic Centre from 10am-2pm

Please advise your students that there will be two "Preparing for Job Fair" workshops that will be held on Friday, January 20, 2012 from 1:00 – 2:00 and 2:30 – 3:30 in Room 351 Dillon Hall. Registration is mandatory. In order to register, students must log into myCareer, click on the events calendar then click on the appropriate event and register.

You may also advise your students to use the Optimal Resume program to prepare your resume for the upcoming job fair. To access Optimal Resume, students should go to myCareer, click on the career resources tab, and then go to the Optimal Resume information on the bottom of the resource page.

For more information, students may visit the myCareer events calendar <https://career.uwindsor.ca> or visit the University of Windsor website: <http://www.uwindsor.ca/cce/job-fair-2012>.

You may also contact: Donna Menna, **Centre for Career Education** Telephone (519) 253-3000 ext. 3554, or e-mail at donna@uwindsor.ca.

Employers on Campus

CCE Role in Employer Recruiting on Campus

THE CENTRE FOR CAREER EDUCATION PRESENTS “CAREER CONNECTIONS”

The Centre for Career Education has been working hard to present career opportunities to all students at the University of Windsor in a wide variety of career streams, by assisting employers in establishing an on-campus presence.

For the period of July 2011 to December 2011 the CCE has hosted on-campus information sessions for the following organizations:

- Royal Canadian Mounted Police (RCMP)
- Research in Motion (RIM)
- MKS Integrity Inc.
- Statistics Canada
- 3M Canada
- Department of Foreign Affairs and International Trade Canada (DFAIT)
- The Walsh Group
- Sutherland Global Services
- Workforce Windsor-Essex: Emerging Sectors

CAREER PROGRAMMING

Advice for your Students: Why Should Students Consider Volunteering?

Benefits gained from Volunteering:

- Volunteering looks great on a resume. It shows potential employers you are someone who has a passion for work and sees more than a paycheck as reward. It also shows initiative.
- Volunteering increases your networking contacts. It allows you to put in face time with decision makers and community leaders – the people who have the contacts that you are seeking and who may be willing to recommend you.
- Volunteering is an excellent bolster for flagging self-esteem. The process of completing your academic studies can sometimes be draining—mentally, emotionally, and physically. Donating your time and skills can make you feel productive, connected, and appreciated.
- Volunteering lends structure to your week. Structuring your time keeps you focused on things you need to do, like completing your homework assignments.
- Volunteering can also help you determine if you're seeking employment in the right field. You may be devoted to the idea of working with kids, but time spent in an after-school daycare may prove otherwise. Or you may surprise yourself and discover a new passion.
- Select volunteer activities you'll enjoy. You'll have a better attitude, be enthusiastic, and your commitment level will be stronger. Ask yourself: Where are your skills most needed? What population(s) do you enjoy working with? How much time can you give?
- Think broad. Working with organizations outside your field offers a great chance to develop new skills. Do your public speaking skills need work? Why not volunteer on a speaker's bureau or in a classroom? The more places you volunteer, the more people you'll bring into your networking circle. Just be sure you are doing enough quality work for each organization so they get to know you, and that you are gaining knowledge from the experience.
- Practice professionalism. This means having a positive attitude, showing up when scheduled, completing what you start, and giving your best effort. You're using your volunteer time both to give back to the community and as a means of building your reputation and credentials.
- The smart job-seeker uses volunteering to establish credentials, gain real-world experience, and broaden his/her circle of contacts. Studies have shown that volunteering can be a direct route to employment, so add this profitable tool to your job-search strategy kit.

A great way to gain volunteer experience is to participate in the Volunteer Internship Program. To learn more about the VIP program advise your students to log into myCareer <https://career.uwindsor.ca> and click on the VIP tab.

New Co-op Staff

New Co-op Advisor

The Centre for Career Education would like to welcome Linda DiPaolo as our new Co-op Advisor. Having graduated from the University of Windsor with a Masters degree in Sociology in 1997, Linda began her career working with students for a local hospital in the department of Volunteer Services and Student Registration for several years. Following her position at the hospital, she continued on the path of working with the student population as an Internship Coordinator for a local Career College, assisting students by preparing for and locating appropriate internships in such areas as network engineering, medical administration, and legal services. The combined experiences of advising students regarding volunteer opportunities and student internships, along with conducting classes on resume writing, networking and other career-related preparatory workshops, has led Linda to her current position as the Co-op Advisor at the University of Windsor's Centre for Career Education. Linda is excited about the role as Co-op Advisor and the opportunity to return to her alma mater and serve the University student population.

Employer Relations Coordinator

We would also like to welcome Jane Sylvester as our new Employer Relations Coordinator. Jane has been with the University for five years and will bring this experience to her new position. Jane is a proud Windsor alum that has enjoyed working with the team at Liaison and Student Recruitment and is enjoying her new role here.

New Co-op Employers

The Centre for Career Education would like to extend a warm welcome to the following organizations who participated in the Co-operative Education process at the University of Windsor for the first time in the Fall 2011 term. The CCE would also like to extend a warm welcome return to those organizations who have posted for the first time in a number of years.

- MacDon Industries Ltd.
- MAHLE Filter Systems Canada, ULC
- Hammond Power Solutions Inc.
- The Pythian Group Inc.
- OMERS Strategic Investments LP
- Service Canada

Student's Choice: Outstanding Supervisor Award (Summer 2011)

Every semester the University of Windsor's Centre for Career Education presents the **Student's Choice: Outstanding Supervisor Award**. This award is designed to allow co-op students an opportunity to recognize a supervisor who was an exceptional mentor and went above and beyond normal expectations to ensure the student had a quality placement.

The winner of the Summer 2011 Student's Choice: Outstanding Supervisor Award is **Alison Piccolo** from KPMG LLP.

Ms. Piccolo was nominated by Tom Krizanovic, a Business Administration student. The Student's Choice: Outstanding Supervisor Award is awarded based on several different criteria including: the quality of the work experience of the student, and the degree to which the supervisor acted as a mentor and was committed to enhancing the student's knowledge and development.

Tom felt that Ms. Piccolo provided strong leadership and mentoring skills. Tom also praised Ms. Piccolo's encouragement, inspiring attitude and interest she demonstrated towards his long term growth and development by providing professional advice and ongoing support.

Nominees for the Students Choice: Outstanding Supervisor Award Summer 2011 included:

Dr. Iris Xu from University of Windsor, nominated by Unam Ejaz

Alison Piccolo from KPMG LLP, nominated by Tom Krizanovic

Scott Vicary from Hydro One, nominated by Justin Clarkin

Jan Beska from W.E.T. Automotive Systems Ltd, nominated by Hanan Mekawy

Cheryl Mitchinson from Union Gas Limited, nominated by Mayelin Fernandez Perez

Sarah Tattersall from 3M Canada Company, nominated by Obichukwu Odunukwe

Scott Jahn from Pernod Ricard USA, nominated by Benjamin Iannetta

Sandra Ondracka from University of Windsor, nominated by Lisa Stomp

CCE sees this award as a way to build awareness of the co-op program and encourage employers to strive for the best learning experience for the students. We would like to thank all the students and employers for participating in the co-op program.