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| cid:image002.jpg@01D34673.C65BBA80 | **IGNITE BI-WEEKLY NEWSLETTER****October 16, 2017** |

**I’ve Been Hired…Now What?**

**STEP 1 – GET AN EMPLOYEE NUMBER:** You will need an employee number to start working. If you have not worked at the University of Windsor before, you can obtain an employee number by filling out and submitting paperwork to the Department of Human Resources. Refer to the UWindsor [Student Employee website](http://www1.uwindsor.ca/hr/employment-services-student-employees) for a list of the documents you need to provide to Human Resources. If you have any questions about the status of your employee number, please contact Human Resources directly.

**STEP 2 – COMPLETE YOUR MANDATORY TRAINING:** Once you have an employee number, you’ll have to complete your mandatory Health & Safety and Accessibility training within your first 2 weeks of employment. Page 9 of your program handbook lists specific instructions on how to complete the training.

**STEP 3 – SUBMIT YOUR INITIAL CHECK-IN FORM:** The form to be completed at your Initial Check-In is now available on mySuccess! I will email you when the Mid Point and Final Check-In Forms are ready.

**Still Looking for a Job?**

If you have applied to jobs and haven’t been called for an interview, don’t worry! There are still plenty of unfilled opportunities available. The deadline for employers to hire a student is Wednesday, November 15, which gives you more than a month to conduct your job search. Most employers want to hire students earlier than this, so it’s important to start sooner rather than later!

Keep these important tips in mind when searching for employment:



**ONLY APPLY TO JOBS YOU ARE QUALIFIED FOR**: You should only apply to jobs that you are qualified for. You will know if you are qualified by reading through the *Job Description &* *Required Skills & Qualifications* section on the job posting. If you don’t meet the qualifications (i.e. they want someone from a  specific program and you are not in that program), employers will not contact you for an interview.

**EMPHASIZE YOUR SKILLS**: When detailing your skills and abilities on your resume, it pays to be specific. The skills you focus on should be Measurable, Observable, Selective, and Transferable. Provide evidence for the claims you make about yourself, choose only skills that are related to the job in which you are applying, and be sure to consider how skills you acquired during your education can translate to the Ignite position you’re applying for. Describe what you’ve done, not what you’re like.

**USE THE STAR METHOD:** Use this method when answering behaviour-based questions in a job interview and in your Interview Stream (ex. “Tell me about a time when..”). State the **S**ituation, **T**ask, **A**ction and **R**esult, and tell your answer like a story. In order to hold the attention of your interviewer, speak clearly and concisely when answering questions. Make specific references to your experience, and provide as much evidence as possible.

If you would like additional resume or interview help, you can drop in to the Joyce Entrepreneurship Centre, Suite 100 anytime from 10:00am to 4:00pm to have your resume critiqued by one of our Peer Advisors during a 15 minute appointment. You can also make an appointment with one of our Career Advisors on mySuccess.

**Developing Your Skills**



Are you unsure of how to start developing the competency you’ve chosen for your Initial Check-In? Willamette University’s [Passport to Professionalism](http://willamette.edu/offices/careers/students/passport/index.html) can help! The passport is a module-based learning tool to help you learn professional skills like communication, teamwork, and initiative. There are 10 modules in total, and almost all of them relate to Ignite’s Career Competencies in some way. At the end of each module, there is a worksheet that you and your supervisor can go over together. This is a great resource to help you work through your Check-Ins and further develop the skills needed to succeed on the job.

**Financing Your Future**

With your first paycheque coming up, it’s important to start thinking about how you will manage your finances. If you’re concerned about handling your budget, worried about repaying your student loan, or thinking of saving for your future, then Enriched Academy is a perfect resource for you! Enriched Academy offers a series of fun, insightful videos that will help you learn key concepts around saving and investing your money. To get started, log in to [their website](uwindsor.enrichedstart.com/login) and register using your valid UWindsor email address.

**Need More Work Experience?**



Do you want to enhance your resume with a professional and rewarding experience and get the related experience desired by employers? The Volunteer Internship Program (VIP) may be for you! Applications for VIP are now open. VIP is a great way to get involved in the community and gain career related transferable skills. For more information about the program and how to apply, visit [www.uwindsor.ca/vip](http://www.uwindsor.ca/vip). The deadline to apply is Wednesday, November 15.

I wish you well as you embark on your Ignite role and the learning experience it provides. Have a great rest of the week!

Sydney



**Sydney Murray**

Program Coordinator – Ignite; Peer Advising & VIP

Career Development & Experiential Learning

519-253-3000 x2577 | sydney.murray@uwindsor.ca

University of Windsor
Joyce Entrepreneurship Centre 100
401 Sunset Ave. Windsor, ON N9B 3P4