Intro to Tech in NB Part 2: Job-Ready Workbook

Participant Guide

Welcome to Intro to Tech in New Brunswick Part 2: A job Ready Workshop designed to connect skilled ICT candidates with innovative New Brunswick companies who are looking to hire. This workshop will guide you through the foundational elements of preparing for your job search with confidence so that you can find meaningful employment opportunities.

# Identify 10-20 job postings or companies that you are interested in

* Categorize as Open Positions or Proactive Opportunities that you want to pursue. Go after the ones that make you excited
* Rate yourself against each job positing (based on how many skill requirements you meet)
* Prioritize the list based on your ratings

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| Job Postings / Companies | Open Position / or Proactive Opportunity  | Rating based on Skills requirements met 0 = no current job posting1 = meets less than 50 percent of the requirements2 = Meetings 50-80% of the requirements3 = Meets 80% or more of the requirements.  | Job Search Priority High/Medium/Low |
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# Create your Job Search Objective

## Why are you looking for a job?

* New career direction?
* New to Canada?
* Increase in responsibility, title, and pay?
* What type of job do you want? (Be specific)

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## What are the top 5 qualities of your future employer?

* What values do you align with?
* Are you passionate about a particular industry?
* Do you want to work for an organization that contributes to a cause?
* Are you looking for an employer where you can grow?

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## What does a successful job search look like?

* What is your timeline?
* How much time will you commit?
* How will you know when you've reached success?
* Where are your non-negotiables?

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# Let’s build your Personal Brand Statement

## Showcase your strengths and have a plan to address your weaknesses (we all have them). Find ways to talk about your strengths through personal storytelling.

* What makes you unique as a candidate?
* What will make an employer excited to speak with you?
* What will help an employer understand that you're job ready?

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## When to use your personal brand statement:

* Incorporate into your cover letter, on LinkedIn, and in your resume
* When introducing yourself at networking events, as an opening or closing statement

# LinkedIn Profile Checklist

Optimize your LinkedIn profile, build and engage your professional network, and be engaging. Take this time to tweak your profile to reflect your Job Ready Learnings

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|[ ]  Add a profile picture to your LinkedIn page |
|[ ]  Complete and fill in all your information (experience, education, location) |
|[ ]  Match your resume (experience, education, name, etc.) to your LinkedIn page |
|[ ]  Include your personal brand statement in your LinkedIn bio. It’s like a headline. |
|[ ]  Set your LinkedIn profile as “open to work” if you want recruiters to find you |
|[ ]  Add your LinkedIn profile link on your resume (see template below) |
|[ ]  Follow employer profiles on LinkedIn |
|[ ]  Connect with recruiters and hiring managers on LinkedIn |
|[ ]  Connect with companies who are not actively recruiting but with whom you can provide value. |

# Things to Expect During Interviews

### Get to know your questions:

Can you walk me through your professional history in 90 seconds?

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Where do you see your career in the next 5 years?

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Why did you apply for our company and position?

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### Situational questions

Can you tell me about a time when? (Pick some examples where you want to showcase your strengths and some times when you had a difficult situation to overcome)

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A client approaches you with an urgent issue, but you are fully booked. What would you do?

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### Knowledge testing scenarios

Walk me through your workflow for quality assurance, performing code reviews, or other technical examples?

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When working as part of a team how do you collaborate?

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### Problem solving questions.

Simplify the most complex topic that you know so that a general person can understand the concept.

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You are working late and run into a critical security issue with an application. What would you do?

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# TechImpact Resume and Cover letter Template

### There are many templates available, and these are two of our favorites for you to consider when you are reviewing your existing versions. Please download & save a copy to your desktop.

* [TechImpact Resume Template 2023.docx](file:///C%3A%5CUsers%5Csophi%5CDownloads%5CTechImpact%20Resume%20Template%202023.docx)
* [TechImpact Cover Letter Template 2023.docx](file:///C%3A%5CUsers%5Csophi%5COneDrive%5CDocuments%5CTechImpact%20Cover%20Letter%20Template%202023.docx)