

# Knock Knock Newsletter

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Better Opportunities Through Better Knowledge

June 2017

**Keep in Contact!**  
Once you have finished the workshops we can continue to assist you!

You are still a client of the OK Program for 6 months after you find work. Come to us with any questions or concerns. Give us a call or send an email to keep us posted on your progress or challenges. We would love to celebrate your success with you!

## 5 Strategies for Starting a New Job Right

Just getting the job is hard enough, but then on day one, a whole new learning curve begins. You need to know processes, products, services, policies, and organizational structures, and you need to do it quickly.



Here are 5 strategies that can help you start a new job right:

**1. Admit what you know and ask questions about what you don't:** Reality is that you're not expected to be the go-to person the first month on the job. Everyone assumes that you know nothing, so instead of being embarrassed by this, embrace it. Accept that you're in learning mode experienced, and most of all, understand who the go-to person is for each aspect of your job and department. You might think it makes you look ill-prepared to ask a lot of questions, but the truth is, you can only fake so long. If you don't know something, it will so become apparent. Ask the question and understand the answer. It will get you started on the right foot.

**2. Build up a database of people who know what you don't:** In Star Wars, Luke Skywalker needs Yoda to navigate the tricky balance Between the force and the dark side. This isn't to say that you need to find the oldest person in your office and training with them in a swamp, but it does illustrate the value of seeking out people who can fill in your knowledge gaps. What are the office dynamics? How are things done? What is the approval process like? Are there any office personalities that you need to be aware of? What are the best places to eat lunch? No matter what the answer are to these questions, it helps if you can find them out. Be friendly and sociable.

**3. Think strategically:** Learn to look at the big picture. If you know Joe does a weekly report every Thursday and Joe is going on vacation for two weeks, ask if you might be able to handle the report for him while he is away.

**4. Set your boundaries early on:** When you are the new kid on the block, you might be taken advantage of and asked to work more overtime

than others (and sometimes you just think you have to do that. Many people often don't even take lunch during their first week, for fear of looking like a slacker). Saying no can make it seem like you aren't a team player, but you need to assert yourself. You don't want to burn out, and even worse, you don't want to set the expectation that you'll always be able (or willing) to burn midnight oil.

**5. Seek out ways to help your colleagues:** When your day is quieter than usual, step out from behind your desk and ask how you can help your colleagues. Bring an attitude of service to your job by focusing on other. Not only will this expand your experience and skills, it will let your colleagues know that you are a team player that can be counted on to help. If you treat people with respect, and stand by your word, you'll soon be a valued member of the team. More importantly, you'll have started building valuable working relationships what will help your day-to-day performance, as well as future job search. Good Luck!  
*Article written by Colleen Clarke, April 28, 2017*

## Success Stories!

Join us in celebrating some of the OK clients and successes. These job seekers used a variety of ways to find and apply for their positions.

**Administrative Assistant**  
**Medical Office Assistant**  
**Business Developer**  
**Front Desk Assistant**  
**Sales Representative**  
**Delivery Driver**



## Ya-Hoo! Making the Most of Calgary Stampede kicks off on July 7, 2017

With the Calgary Stampede on it's way, this makes it a great time to get to meet new people. The person next to you in line at a pancake breakfast may be your key to a new job! You can find a list of Stampede Breakfasts [here](#).



**Happy Stamping!**

# How Role Playing Can Perfect Your Interview Skills

Role playing your interview from beginning to end (with a friend “acting” the interview) can do more than just reveal a limp handshake.

## 1. A Consistent Message:

Your entire “performance” should allay an interviewer’s greatest fear—that of choosing the wrong person. Does our appearance, attitude, and the way you reply give the overall impression that you are a safe hire? Your interviewer needs to be convinced of three things: that you can do the job; that you’d fit in (and be easy to manage); and that you want the position.

## 2. Better Timing:

Practice keeping your answer to two of three minutes. Find the right balance between being thorough but not boring the interviewer. Overlong answer mark you as a poor Communicator.

## 3. Increased Confidence:

You’ll sound more relaxed and natural if you’ve gone through the most likely questions on the technical aspects of the job as well as the more general questions.

Typical of these are “Why do you want this job” or “Tell me about yourself.” The underlying question is “Why should we hire you?”, so make sure you can answer concisely and confidently.

Prepare for a question on your strengths. You can give less “salesy” answer by starting “My manager/colleagues/client say...” Be more believable by giving specific examples for how this strength translates into results.

Don’t duck the weakness question (or any of its alternatives like: “What areas of your performance does your manager say need improvement?”) You need to show self-awareness coupled with a desire to improve.

Choose a weakness that isn’t critical to the role and say how you’re overcoming it.

An interviewer will probably dig around for red-flag areas, and role playing your answer will help you deal with these gracefully.

For a question on why you left a previous job, don’t give the impression that you’re an under-performer or difficult to work with. If you were made redundant, be careful your tone of voice doesn’t betray any anger or bitterness.

## 4. Greater Credibility:

Story-telling techniques allow you to give a better picture of how you work.

Use the STAR, such as “Tell me about a time when you had to overcome a problem”. Prepare 4 to 5 stories showing you have the key skills for the role, as well as the usual communication, problem-solving and team-working skills.

*Adapted from an article in The GaurdianJobs*

## 5 Networking Tips For Newcomers to Canada



Immigrants face challenges that others don’t, starting with employers who are hesitant to hire people new to Canada—no matter how impressive their experience in another country you might be.

“When you arrive in Canada, nobody knows what you have done, who you are or what you are capable of doing”, says Marcela Chein.

Chein arrived in Canada in 2013, and credits networking with helping her establish her career in Canada.

Connecting with people will make you visible, put you under the spotlight where you will be noticed. It will increase your exposure,” she says.

Here are her networking tips for newcomers to Canada:

### 1. Join a Professional Association:

Join any association that is relevant to your field of study or career, including things like

the aforementioned [PIN Program](#) will help you connect with like-minded colleagues and influencers, and meet people from different backgrounds in similar situations

### 2. Connect with People Who Speak Other Languages:

It’s easy to stick around people who speak the same languages, but in order to improve your communications skills, it’s essential that you connect with people who do not share your mother tongue. This will force you to speak one of Canada’s two official languages, and get you

to learn more about your new surroundings. Both activities can then make it easier for you to build networks and get better job opportunities

### 3. Volunteer, Volunteer, Volunteer:

It may seem counter-intuitive, but the more volunteering you do, the more likely you will land a job. Volunteering can instantly expand your network, give you some thing local to add to your resume, and increase the good karma coming your way. After all, the more you give, the more you receive.

### 4. Connect Strategically:

One of the biggest challenges when building a network is connecting with the *right* people. This isn’t to say that you have to cynically

approach everyone with a clear idea of what they can’t do for you, but it will help you figure out what associations and event, for example, you might want to join and attend. Set an objective, and be strategic with your time and your networking efforts—it will pay off.

### 5. It’s not All About Finding a Job:

As a balance against that last point, it’s important to remember that in the end, the objective is to meet

People—not contacts. The people you meet now in what can often be a trying period, can become important friend, offering advice, support, and recommendations—all of which can simplify and improve life in your country.

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*Article written by Ange Friesen, May 1, 2017*



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Do you know other people that could benefit from our program?

We would love to hear from them!

Call **403-303-4438** to find out more.