

Career Boot Camp Preparation Series

A Virtual Learning Series
by
The Federal Youth Network



Instructions



- All attendee microphones and cameras are deactivated.
- The chat is disabled for attendees, but we will use it to send resources.
- Please use the **Q&A** button to ask your questions.
Vote for a question you like by pressing the Thumbs Up button.
- This session will be given in English only.
- All the sessions are being recorded and will be available on the FYN-RJFF YouTube channel in the 24 hours following the session.





Yulia Senina

Yulia is currently a Development Officer with Indigenous Services Canada, overseeing critical funding programs under the Urban Programming and Family Violence Prevention initiatives to enhance the well-being of Indigenous peoples.

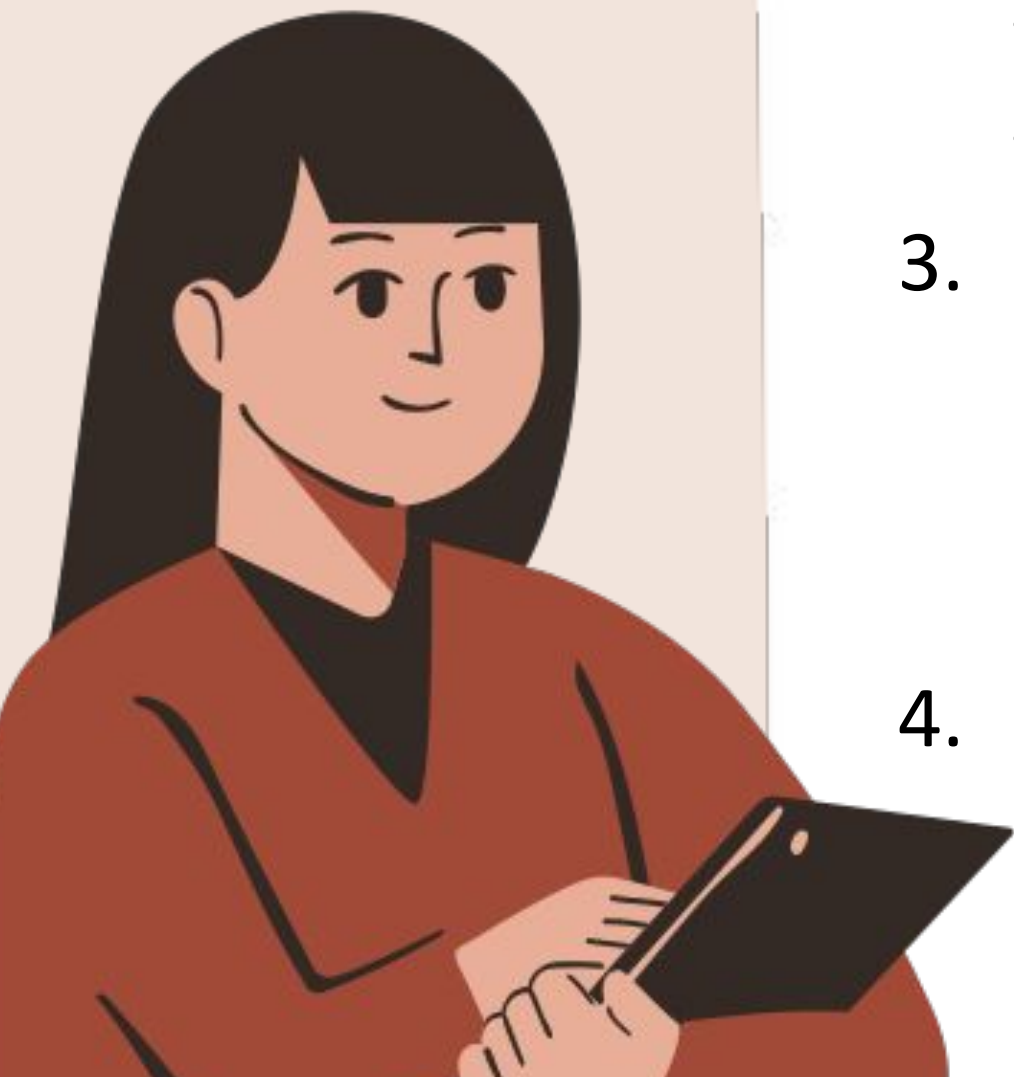
With six years of experience at the Canadian Red Cross, she specialized in violence prevention and mental health by delivering culturally sensitive workshops in Indigenous communities and providing support as a Safety and Wellbeing Responder during community-wide evacuations.

Holds a Master of Science in Global Health and a Bachelor of Arts in International Development and Conflict Resolution.

Yulia's passion for cultures and languages has also led her to work in Ethiopia and Bangladesh, enriching her global perspective and commitment to community development.

Learning Objectives

1. Learn quick tips on developing effective resume writing skills to showcase your strengths and qualifications, ensuring your application stands out.
2. Obtain a high level understanding of the application process, including tips for tailoring your application to specific roles and departments that are of interest to you.
3. Enhance interview techniques by learning tips on how to practice key skills such as answering common/standardized questions, demonstrating competencies, and managing nerves in high-stakes situations.
4. Identify and utilize career resources to confidently navigate your professional journey, leveraging available tools, networks, and mentorship opportunities.





Rena Gagnon

Rena Valiente Gagnon is a Senior Human Resources Advisor at the Public Service Commission of Canada, based out of Halifax, NS. Over the last 20+ years, Rena has gained valuable work experiences in administration, corrections, alternate dispute resolution, and human resources.

In her current role in the Centre of Expertise for Outreach and Engagement, Rena focusses her work on promoting the recruitment of candidates to the public service, through meaningful engagement with equity seeking groups, community organizations, educational institutions, and other government departments.

As a mom of a teenager, Rena spends an inordinate amount of time trying to decipher Gen Z speak, which she finds generally entertaining.



Sheri Shouldice

Sheri has spent the last 8 years at Health Canada as a Director, Client Services responsible for a team of Staffing Advisors and Assistants supporting three client branches with their non-EX staffing.

Prior to that, she spent 10.5 years with Western Economic Diversification as a Principal Human Resources Consultant providing her clients with full HR services. She was also the Centre of Expertise in Staffing for the department, working closely on corporate files.

Sheri holds a Bachelor of Commerce in Human Resources from the University of Alberta and holds a Certified HR Professional Designation.



Andrew Abela

Andrew is a 'retired' neuroscientist, who is passionate about equity, change and people, who loves to navigate bureaucracy and help others do the same.

Andrew has previously worked as a senior analyst, manager, and director at PHAC, PCO, and IRCC – focused on improving government and using research to achieve meaningful outcomes for society.

Andrew is currently acting Director in the Client Experience Office at Service Canada and the Canadian Digital Service.

Resume Tips & Tricks



***Challenge:** Think about how you can describe yourself positively and what are your most proud accomplishments. Ensure this shines through your resume!*

Make sure you include:

- Education
- Second language test scores, if applicable
- Work Experience (in chronological order or categorised by competencies/ functional areas)

Resume can also include:

- Highlights of qualifications
- Certifications
- Awards, scholarships received
- Highlights volunteer and extracurricular activities to showcase your community involvement

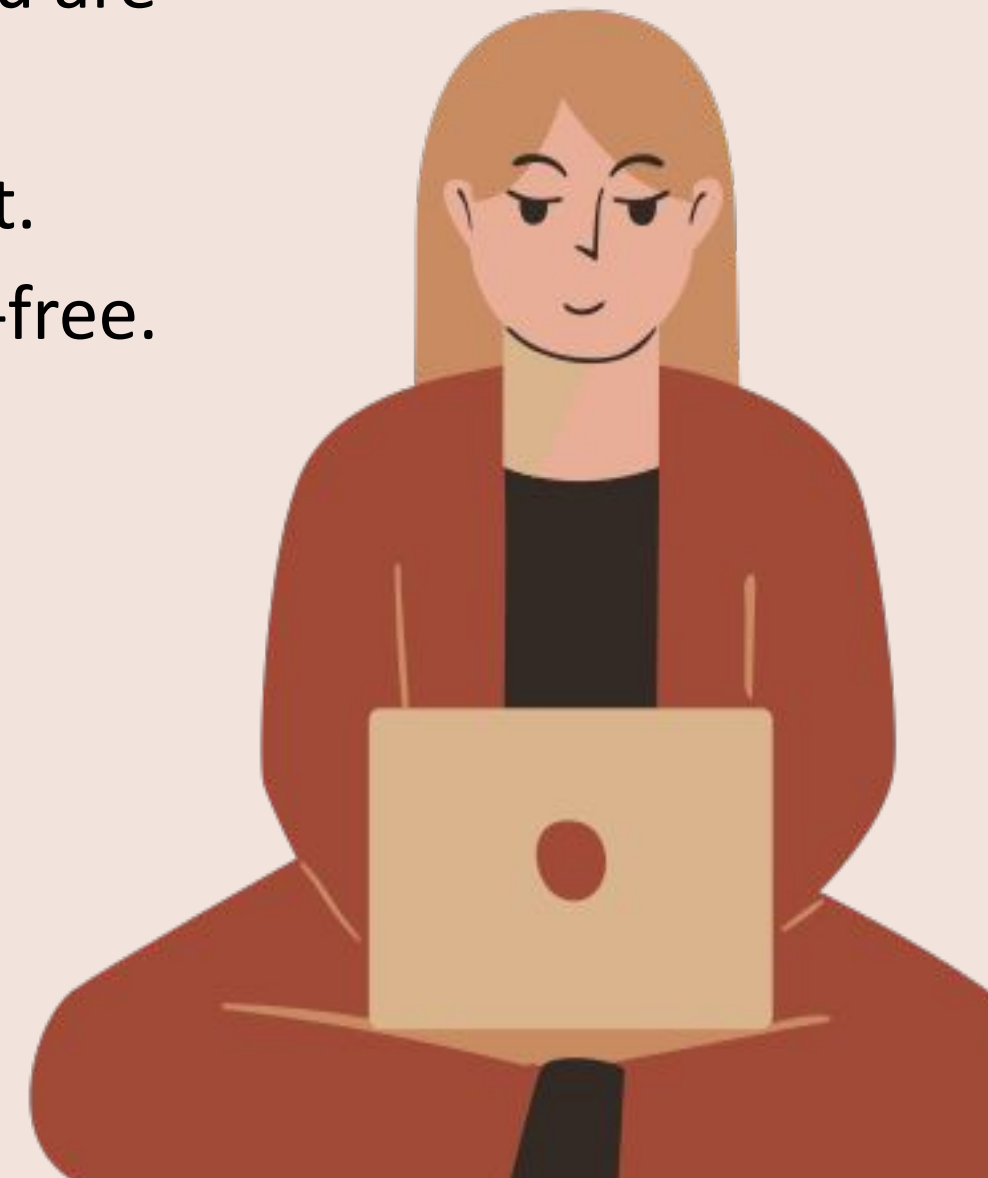


Resume Tips & Tricks



Quick tips & tricks:

- Tailor your resume to the position you are applying for.
- Keep it concise: focus on capturing your relevant experience.
- Any competencies & credentials that are irrelevant to the specific job to which you are applying can be featured on your LinkedIn page.
- Save as PDF: Always send in a PDF format to ensure formatting remains consistent.
- Spellcheck: Proofread for spelling and grammar. Should be professional and error-free.
- Focus on transferable skills
- Quantify achievements
- Structure your resume with a clean professional format.
- Showcase continuous learning



Resumes:

Mythbusting & Things to avoid

Myths:

- A computer will screen your application and resume
- Resumes should include all the jobs you have ever had
- Employment Gaps are viewed negatively
- Fancy fonts and pictures will encourage managers to choose Only work experience counts

Avoid:

- Avoid slang and acronyms
- Don't lie or exaggerate
- Don't rely on AI



Application process 101



When reviewing the process advertisement, consider the following:

- ✓ Make sure you are eligible to apply
- ✓ Understand the Intent of the process
- ✓ Review the essential qualifications
- ✓ Review the asset qualifications
- ✓ When demonstrating your experience, always use the STAR method (Situation, Task, Action, Result)

Key tips for success:

- *Pay attention to keywords, address the selection criteria, and submit a complete application.*
- *Learn how to ensure your application meets the needs and qualifications for the job you are interested in.*



Application process 101



Things to consider when applying:

- ✓ Required language profile
- ✓ Knowledge, abilities, and personal suitability
- ✓ Operational requirements and conditions of employment
- ✓ The clearance process
- ✓ Contact HR if needed!

Challenge: Check out alternative ways of finding job opportunities like LinkedIn or the GC Facebook groups!



Application process 101



Now you've decided to go ahead and apply for the job...

Important elements to consider when submitting your application:

- ✓ Follow the instructions on the advertisement
- ✓ Understand the staffing terms and what they mean as well as the job poster terminology
- ✓ Submit **before** the deadline
- ✓ Submit only what is required
- ✓ Ensure that the information in your cover letter matches your resume
- ✓ Be clear and precise
- ✓ Remember that accommodations are there to help you!



Mastering Interview techniques



What to do BEFORE an interview:

1. Review the invitation and take note of the qualifications to be assessed.
2. Think of at least one example from your past experiences for each qualification to be assessed. Apply the STAR method for each.
3. Practice, refine, practice again!
4. Prepare one or two relevant questions for the selection board.
5. Determine how you can best set yourself up for success!



Mastering Interview techniques



STAR Method:

Situation: Describe the situation (context, background, challenges, your role and responsibilities)

Task: Describe what you had to do, or what you would do

Action: Describe actions you took, or would take (what, when, how)

Result: Describe the result/impact, or expected result/impact (good to include what you learned / could learn / do differently next time)

- Structure is useful for you to remember/organize details of your answers and useful for board to understand
- Useful for questions in any format (written exams, interviews, etc.)



Mastering Interview techniques



Fun tip!

Setup mock Interviews:

Individuals can practice interview questions in pairs or small groups with feedback from a mock interviewer. You may even do this on your own in a mirror or at your desk to ensure you are comfortable responding to questions.

KEY elements needed to master your interview skills:

- 1.** Always use the STAR method when responding to questions.
- 2.** Practice ahead of time so you feel at ease and comfortable.
- 3.** Be prepared with your own questions to impress the hiring managers.
- 4.** Try and relax as much as possible.
- 5.** Ensure you do what you need to in order to be the best version of yourself.



Career Resources



Career tools: [Federal Youth Network/Home ENG/Resources - wiki \(gccollab.ca\)](https://gccollab.ca/wiki/Federal_Youth_Network/Home_ENG/Resources)

Mentorship: [Mentorship Resources - wiki \(gccollab.ca\)](https://gccollab.ca/wiki/Mentorship_Resources)

GC Communities: [GC Communities - wiki \(gccollab.ca\)](https://gccollab.ca/wiki/GC_Communities)

GC Facebook pages: [Federal Youth Network/List of GC Facebook Groups - Liste des groupes Facebook du GC - wiki \(gccollab.ca\)](https://gccollab.ca/wiki/Federal_Youth_Network/List_of_GC_Facebook_Groups)



Q&A Period



THANK YOU!
MERCII!

