



# Recruit News

## Newsletter III, March 2006

Blink and you will miss it...

I hope the first few months of the year have treated you well and set you up for the coming months. Apparently we have almost gone through one-quarter of the year... Eeek!! Where did the time go?? How are your new year's resolutions going?? If you are like most people, by March you will hardly remember what they were, let alone be sticking to them. Perhaps there have been changes in your employment situation, that you now realise you should be somewhere else. Perhaps you know someone who would really be keen to work for an employer where making a difference is important, and encouraged - on both a corporate and individual scale.

### "Operation 1000 – Goal Smashed!!"

Our last newsletter was sent out in September 2005 when we had 946 profiles on the database. We put out the challenge that we wanted to hit 1000 profiles before the end of November. I was jumping for joy when I realised how much effort you put into the challenge. You must have really encouraged your friends, family and colleagues, as the rate of new profiles skyrocketed during September, October and November. Without knowing what she had done, Christina Alba, of Newcastle, NSW entered her profile to become the one thousandth individual on October 14, 1005. As I type, we have just over 1200, and our goal is to hit 2000 by Dec 2006!

#### Competition to choose a Name for the Newsletter – Last Days!!!!

As our community of EDB members, we want to give YOU some input into our service. We want YOU to come up with a name for our Newsletter, which is to be issued on a quarterly basis for Adventist Employment, starting April/May 2006. So send in your ideas to: [recruitment@adventist.org.au](mailto:recruitment@adventist.org.au) with the Subject Heading "Newsletter Name". The winner will get a small prize, and more importantly, be given credit and acknowledgment in our launch issue.





## New Newsletter Format

A new look, name and content for our newsletter is on its way, and will be arriving in your Inbox for April 2006. The new look wasn't quite ready for publication this time – so the decision was made to hold it back for a big launch with the rest of the marketing. We have already had some great suggestions regarding a name for the newsletter, but if you're quick, you can still get in before the launch.

## Adventist Aviation Service in PNG

Adventist Employment is looking to support this great service fly into the future, by building a pool of qualified and experienced pilots and/or aircraft engineers who are available to work in this area on a short (6 weeks to 3 months) or long term basis. If you, or someone you know, are interested please get in touch with me for further information.

## Reflection on 2005

2005 was a terrific year! So let us reflect back on some of the highlights...

- Growth of the Employment Database – from 560 profiles to just under 1,100!! During this time, we also increased the depth of some key skill areas, such as Accounting/ Finance, Nutritionists, Communication, Information Technology, Secretaries etc
- I had the opportunity to promote Adventist Employment to a number of different areas, including schools, camp meetings, youth rallies, local churches, Avondale College and Adventist University Associations. Public Presentation became a great promotional tool with over 10,000 people in 4 countries (Australia, New Zealand, Papua New Guinea & Fiji) hearing the great news.
- The **Adventist Employment Scholarship** program stepped up a level, with 13 students being supported with scholarships in Nursing, Business (Accounting, Marketing & Management), and Mechanical Engineering roles.
- 2005 saw the launch of the "Adventist Employment Newsletter", with two issues sent out during the year. The beginnings of a more regular newsletter are currently under way.
- It was also the year that an eupdate was sent out directly into your inbox detailing the jobs that came across the desk of "Adventist Employment", to keep you in the loop of all relevant jobs that became available.



## Practical Interview Tip: Ask Relevant Questions

Marty Nemko, a contributing writer to Monster.com, recommends asking a small number of pertinent questions early in the interview that will give you key information to base the rest of the interview around. Great questions to ask early in a job interview include: "What are you most hoping to find in the person you hire?" and "What would be my first priorities on the job?" The earlier you can ask these questions, the sooner you can start tailoring your answers to the employer's priorities. Try to slip them into conversation naturally, perhaps as you finish an answer to one of their questions. Asking the right question can, not only give you great information, but it shows the interviewer/s that you have put a lot of thought into the meeting, thus subtly exhibiting a strong interest in the role and organisation.

At the conclusion of the interview, you can end on a proactive note such as: "Based on what we've talked about today, I feel good about the position. Do you have any concerns about my ability to do the job?" Often, this gives you a chance to counter any objections. If you feel confident enough to ask this question, make sure you are prepared for any honest feedback, be it positive or negative. The good thing though is you will at least know what they are thinking rather than being left in the dark.

## Tip to producing a great CV

Remember a résumé's purpose is to show how well you fit a particular job and NOT your life story. You do need to include details on your background, ensuring there are no chronological gaps which may cause question marks in either work or education history, however there are some details which will be simply too trivial for the reader. When writing your CV, remember you may only have about 30-60 seconds to impress, so write in clear and concise sentences. Never, never, **NEVER** use paragraphs when point form can express the same information! Each sentence should be structured so that it is interesting and compelling. You should use action words at the beginning of each of your sentences to show you are a person of action, i.e. developed, accomplished, resolved, created, attained, upgraded etc.

Compare the above paragraph with the below bullet points – which do you find easier to read??

- A résumé's purpose is to show how well you fit a particular job and NOT your life story.
- Ensure there are no gaps in your work history, and include only relevant facts.
- Write in clear and concise sentences as you may only have about 30-60 seconds to impress.
- Compel the reader to continue reading with the use of bullet/point form.
- Use action words at the beginning of your sentences to show you are a person of action, i.e. developed, accomplished, resolved, created, attained, upgraded etc.



## Busy Filling Roles – as always...

We seem to be busier than ever filling roles across the South Pacific Division of Adventist Employers. The requirements change from day to day, so keep abreast of the current roles that are available by visiting the Employment section of the new SPD members website at <http://spd.adventist.org.au/employment>. Click on "Positions Vacant" to view the current jobs advertised. At the same time, you can update your profile on the database by clicking "Employment Database" and editing your details.

As always, we are interested in hearing your feedback, so keep those emails and letters coming. We are a service available to help link you to the right role in an Adventist Employer. Let us know how we are doing – good or bad!!

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This email has come to you as you entered a profile into the Adventist Employment Database located at <http://spd.adventist.org.au/employment>. For some of you that may be recent... for others it may be a little while ago. If you choose not to receive it any more, please login to the Employment Database at <http://spd.adventist.org.au/employment> and change your preferences to "No" at "Receive the Newsletter".

