



Newsletter II, September 2005

As you all know the year is flying away. It has proved to be a busy year in the Adventist Church calendar, with the last Quinquennium coming to a close and the new one just commencing. We hope that you have had the opportunity to be involved in one of the Division, Union or Conference Sessions, especially if you are a young person (i.e. under the age of 30). It is a real opportunity to serve our church in making important decisions. We need greater representation from the younger group in the running of our church at all levels if we are to continue being relevant in today's society.

Our newsletter continues to change and grow. The next edition will have a fresh new look and a different title (see Competition, below), as well as other exciting sections. If you have any suggestions as to what you would like to see in the Adventist Employment Database Newsletter, please let us know.

Competition to choose a Name for the Newsletter

As our community of those on the EDB continues to grow, we want to give you a little input into our area. We are opening it up to you to come up with a name for our Newsletter, which next year will become a quarterly newsletter.

So send in your ideas to: recruitment@adventist.org.au with the Subject Line reading "Newsletter Name". The winner will get a small prize, but more importantly, we will give credit where it is due, and acknowledge your input.

Unknown Successes from the Database – We promote and advertise many varying roles using the employment database and it is difficult to keep track of everyone who may have applied for a role directly with an employer. Occasionally there might be one of you who have been successful in getting a role that we don't know about. If this has happened to you, please let us know, as it is helpful for us to keep your records accurate, while giving us a nice warm feeling in the cockles of our hearts...

Each newsletter henceforth will offer one practical interview tip and suggestions for writing an effective CV/resume. You can also get involved in helping your fellow Database Community by sharing real-life tips that you have





picked up (either the easy or hard way) through your own experience. Email them to us today at recruitment@adventist.org.au and your tip may be the one that appears in our subsequent newsletter!

Practical Interview Tip: A quick pre-interview check

Before the interview, find out the name and title of each and every person you will be meeting with. Memorise the names, and their positions. If you don't know what someone with an unusual title does, make sure and find out.

Also, ensure you have the interview time and address correct, and you know how long it takes to get there. Apart from making sure that you arrive on time (essential!) it will give you an excellent launching pad from which to start your interview. If you arrive late, and are surprised by the interviewers or can't find the address, you will no doubt start the interview feeling less than your best.

Tip to producing a great CV

A great CV is the key to unlocking the door to an interview. However, it can be one of the hardest parts of applying for a job. Before you actually start your resume writing you should think about what you want to do, what image you want to project to the employer and how your past experiences relate to your current aspirations. Write down the things that you know will give you the best chance of getting an interview. Try and get one or two significant "winners" onto the first page and make them stand out somehow. If your first page doesn't stand out, the person scrutinising it may read no further.

New Marketing and Branding

Our role in Adventist Employment is undergoing some significant changes in terms of how we look and promote ourselves. This is so you can recognise us and our message more easily by keeping it consistent across each medium. Keep an eye out for these changes in advertising, newsletters, a new DVD, flyers, promotional products etc.

"Operation 1000"

On the Adventist Employment Database, we currently have a "membership" of 946 of which you are all valued members. We are keen to "crack" 1000 before the end of November. Why don't you give us a hand by encouraging other





members of your family, friends or church to add their details to the employment database. You might think that the more profiles there are on the database, the greater the competition will be for new roles that become available. BUT, we have found that the more searchable profiles there are on the database, the more employers are likely to use the database when vacancies occur. This will increase YOUR chance of picking up an exciting new role with an Adventist Employer.

Busy Filling Roles

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 SPD website at www.adventist.org.au/employment. Click on "Positions Vacant" and the relevant employer or vacancy advertised to view these current roles. 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. We are a service available to link you to the right role in an Adventist Employer. Let us know how we are doing – good or bad!!

Leighton

Locked Bag 2014, Wahroonga, N.S.W. 2076

E-mail: icantrill@adventist.org.au

Phone: +61 2 9847 3209 Fax: +61 2 9489 0943

This email has come to you as you entered a profile into the Adventist Employment Database located at www.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 www.adventist.org.au/employment and change your preferences to "No" at "Receive the Newsletter".

