



KNOW YOUR

VOLUME 1 ISSUE 1 2009

OPTIONS

WELCOME TO OPTIONS PERSONNEL INC.'S FIRST NEWSLETTER!

OUR GOAL AT OPTIONS PERSONNEL INC. (OPI) IS TO PROVIDE YOU WITH INTERESTING AND VALUABLE INFORMATION THAT CAN ASSIST YOU IN YOUR JOB SEARCH AND ANSWER QUESTIONS THAT YOU MAY HAVE ABOUT EMPLOYMENT RELATED TOPICS. TODAY'S JOB MARKET IS CONSTANTLY CHANGING WHICH MAKES IT BOTH AN EXCITING AND CHALLENGING TIME FOR JOB SEEKERS. OPI WANTS TO MAKE YOUR JOURNEY A LITTLE EASIER!

WIN A TRIP!

Is winter weather getting you down? Looking to do some traveling? Enter our Candidate Referral Contest! By sending us 5 candidate referrals, you can enter a draw for your chance to win a travel voucher to help plan for that perfect getaway! Simply submit your referrals through your OPI consultant by March 6th, 2009 and quote this newsletter contest. We are always looking for great people!

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CREATIVE COACHING

Options Personnel Inc. prides itself on acting as a resource to all candidates throughout the interview process. We have a team of Recruitment Consultants who are highly skilled through traditional education and continuous industry training. We have hand picked Interview Tips learned along the way to assist you when interviewing and we are passing them on to you!

All companies are distinct, all employees are unique. The first thing you need to know when interviewing with a prospective employer is to be yourself! Simple, right? Bringing out the professional “YOU” and your best qualities in an interview setting can be tough, however, we are here to help!

One of the best ways to overcome the fear of describing your “professional self” to a prospective employer is to be prepared. The best way to do this is to

develop a positioning statement that highlights your work experiences, accomplishments and future career goals.

LET’S BREAK THIS DOWN INTO THREE STEPS:

INTRODUCTION

Develop a one-sentence summary to capture your career history:



“I am a five-year veteran of Event Management with substantial experience in event coordination, volunteer

management, budget preparation and execution.”

ACCOMPLISHMENT

Create a two or three sentence summary of an accomplishment you are proud of that will also capture the Interviewer’s attention. Try to think of something that made a bottom line impact to your Manager, Department or Organization. It is definitely recommended and impactful to use dollar figures, percentages/statistics.

“I was recently working as a contract employee with a Toronto based Membership Services organization. While there, I learned that they were planning a 250 person seminar, and were considering a location in Toronto to host the event. I took the initiative to inform my team of a similar fundraiser I had organized in my last role. I made the recommendation to move the event to a well known establishment where

ASK THE EXPERT

QUESTION: If I were to register with Options Personnel Inc., what could I expect?

ANSWER: As a registered candidate of Options Personnel Inc.(OPI), you can expect that every consultant will assist you to find your dream job. When you connect with one of our OPI representatives, they will discuss your needs regarding your job search and career development. If you express an interest or are recommended to an available opportunity we will invite you to our offices to meet our team. If you wish to come in for consultative services such as interviewing tips or assistance with your resume, we will arrange that as well. Should a meeting be confirmed with our client, your representative will provide you with insight regarding industry trends and company culture. Once you have accepted your opportunity of choice we will help you with your on boarding process. We stay in touch to remain informed about your progress or any changes you have made in your career direction. We like to offer you the feedback given by your employer and relay any information you may have. Ongoing communication between you and your OPI representative is the key to successful client relationships. Therefore, we encourage you to keep in touch with us and we will do the same. Lastly, this entire service is offered to you at no charge.

If you would like to have your question(s) answered in our next newsletter, please email newsletter@optionspersonnel.com!

I had a great relationship with the Banquet Manager. This resulted in savings of approximately \$35,000 as we were allowed to supply our own staff to facilitate the event. In addition, transportation and accommodations were substantially lower.”

CLOSING

Explain in a one sentence summary your future career aspirations:

For the next step in my career, I would like to join an organization as a full time employee where I could make similar impacts in annual business strategies, with an emphasis on Staff Management and Corporate Events.”

There you have it! This structure can assist you in behavioural based interview settings and is a great way to respond to the ever dreaded “tell me about yourself” question.

A FEW OTHER PIECES OF ADVICE:

Be honest. It is not necessary to fabricate, embellish or enhance your resume/experiences. If you do not have the skills to do the job, it is okay. You do not want to put yourself in a role where you lack the sufficient training and experience to be successful. This will only hold back your career, not advance it.

Do your homework. Research the organization and make sure their corporate values and missions are in line with your career aspirations. It is always better to cancel an interview than to move forward with a meeting you know is not right for you!

Express your interest. If you know this is the job for you then tell them. Only the “professional you” can express your excitement, so take the time to do so. If you have any doubt, leave the interview

professionally and thank all involved for their time. Go home and think. Clarify any hesitations and make a decision outside the “heat of the moment.”

In closing, the more prepared and educated you are for the interview the more relaxed you will feel. You never want to appear too casual, but, you do want to feel at ease to better communicate your professional accomplishments and attributes.

Please visit www.optionspersonnel.com for additional Interview Tips or call your Recruitment Consultant directly. Good Luck!

Stay tuned for our next quarterly installment for more suggestions that will help guide you on the path to a successful job search!

OPI'S BOOK CLUB

Recommended Reading:

“WHAT COLOUR IS YOUR PARACHUTE? A PRACTICAL MANUAL FOR JOB-HUNTERS & CAREER CHANGERS.”

by Richard Nelson Boles

Our chosen book was quoted as a best selling job hunting book that offers great career advice. It takes you through a number of thought provoking exercises to help you find the right career.



PROFESSIONAL NETWORKING LINKS

WWW.LINKEDIN.COM

WWW.NAYMZ.COM

WWW.ZOOMINFO.COM

WWW.HAPPEN.CA



NEURO LINGUISTIC PROGRAMMING

NLP in business is a trick you can't afford to miss. Neuro Linguistic Programming (look it up on the net!) may sound like a mouthful but the techniques enable you to present and communicate your message with rapport, confidence and flair....and when you have that, you have a winning combination.

Whether it's mastering impressive interview techniques or engaging presentation/sales skills, use NLP to resource yourself into the best possible mindset. Who wouldn't want to gain an edge in confident business networking (which is now THE way to get new jobs or commerce) and other such areas?

It's mind over matter in a way: re-jigging your thought patterns and getting rid of any barrier-forming "limiting beliefs" (those negative gremlins that pop up in the mind reinforcing an "I can't do that" attitude). There are techniques to help you read other people's non-verbal signals accurately and others to rid yourself of fears and phobias. The wide range of NLP methods will put you back in control of how you want to behave – and that's a nice feeling to have.

One such technique is the "Circle of Excellence." In this, you'd imagine a circle on the floor, and mentally put into

it all the resources or "states" that you think you would need for a forthcoming circumstance. For example, if going for an interview, you might decide that you want to feel calm, confident and eloquent. Then recall – under what circumstances have you ever felt each of those traits? Any sets of circumstances at all (no matter how unrelated) where you've displayed each of those abilities in turn – and if you're stumped, then "borrow" them from someone else you know who has them and you can "act as if." Add all the perfect interview behaviour ingredients to your circle and then step into it, immersing yourself in it, over and over – letting the feelings fill you from your toes to your head. That's your circle of anchored, remembered resourcefulness – so mentally take it with you, ready to step into it whenever needed.

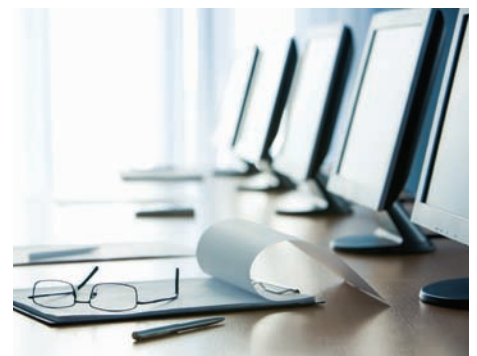
Good luck with your plans and just know that you are "always more than what you think you are." Banish the self-doubts and live in the present moment in a state of alive relaxation, knowing you'll always make the best decision you can – you always have, right? No one would ever choose to make a wrong decision – so full steam ahead, trusting in your own abilities and resourcefulness. Go you!

"you are always more than what you think you are"



Jane Malyon is a Master Practitioner of NLP who works in the UK and Canada. She trains graduates and executives regarding presentations, networking and communication. Jane accommodates group or one on one sessions.

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OPI'S FEATURED CLIENT:

BROADRIDGE Broadridge™ FINANCIAL SOLUTIONS, INC.

4 KING STREET WEST, SUITE 500, TORONTO ONTARIO M5H 1B6 | CATHERINE MAMMOLITI, HR GENERALIST

Broadridge is a public company and a leading full-service outsourcing provider to the global financial industry. They are capable of meeting the most demanding requirements for efficient, secure and scalable operational support. Their reach spans the world, and encompasses an extensive array of services - from account opening and securities transaction processing to correspondent clearing to document management and investor communications as well as full operational staff outsourcing. A steadfast source of processing support, they help financial services institutions and public companies increase productivity, streamline operations, enter new markets with new products more quickly, drive down back-office costs and better manage risk. Broadridge delivers optimized solutions and a consistent, best-in-class experience to all of our

clients. They offer global banks, retail, institutional and discount brokerage firms, correspondent clearing firms, mutual and hedge funds, investment firms, public corporations and other institutions a wide range of cost-effective and scalable multi-currency processing solutions. Whether a client is large or small, they help each one seize opportunities to grow their business. With over 4,000 dedicated professionals, including their well-established and highly experienced management team, Broadridge associates are committed to consistently attaining the highest standards of service excellence at every level across their global organization. In Canada, Broadridge has approximately 400 associates across 3 locations. Broadridge associates are committed to their job and getting the work done but they know how to have fun as well.

Their very active social committee coordinates a variety of events for associates to interact with each other and have a good time. Broadridge is an employer of choice. They offer tea, coffee, juice and pop at all of their locations. They also provide subsidized yoga classes and subsidized health care membership.

The team at Broadridge consists of very dedicated and hardworking individuals. Each department works closely together to achieve a common goal. It's a team-oriented atmosphere which enables a tremendous amount of opportunities to learn and grow for individuals who are enthusiastic and self-motivated.

CANDIDATE TESTIMONIAL

I have dealt with a number of recruitment agencies in the past – both from a candidate and client point of view. I have to say, Options Personnel exceeded all my expectations when it came to helping me secure that final job. The difference with Options is that the staff actually cares about matching your needs and skills set with a client looking for those exact needs. They do this by getting to know the person behind the resume, and on the client side, getting to know the culture of the company beyond the job description. My consultant was exceptional in matching me with a company who mirrored my needs and

wants. She spent the time needed to ensure that I felt looked after, and was available to me 24/7 if I had a question/query, even while she was on vacation. In the interviews and final negotiations she was in constant contact with me throughout the whole process.

My advice to those looking, when it comes to investing your confidence into an agency who can represent you, Options Personnel would be highly recommended.

KANEEZ JAFFER



PERSONALITY

QUIZ

Find out what your personality type is by circling only ONE answer that best describes you. Add your total and get your results!

WWW.PERSONALITYQUIZ.NET

- 1.** When do you feel best?
 - a. In the morning
 - b. In the afternoon/early evening
 - c. Late at night
- 2.** You usually walk...
 - a. Fast, with long steps
 - b. Fast, with short steps
 - c. Less fast, head up
 - d. Less fast, head down
 - e. Very slowly
- 3.** When talking to people you...
 - a. Stand with your arms folded
 - b. Have your hands clasped
 - c. Have your hands on your hips
 - d. Touch the person to whom you are talking
 - e. Touch your chin or your ear, or play with your hair
- 4.** When relaxing, you sit with...
 - a. Your knees bent with your legs neatly side by side
 - b. Your legs crossed
 - c. Your legs stretched out or straight
 - d. One leg curled under you
- 5.** When something is funny, you...
 - a. Give a big, appreciative laugh
 - b. Laugh, but not loudly
 - c. Chuckle quietly
 - d. Smile sheepishly
- 6.** When you go to a party you...
 - a. Make a loud entrance so everyone notices you
 - b. Make a quiet entrance, and look for someone you know
 - c. You enter very quietly, trying to stay unnoticed
- 7.** You are working and concentrating hard and suddenly you are interrupted, you...
 - a. Enjoy the break
 - b. Feel very annoyed and irritated
 - c. Vary between a. and b.
- 8.** Which of the colors do you like the most?
 - a. Red/orange
 - b. Black
 - c. Yellow/light blue
 - d. Green
 - e. Dark blue/purple
 - f. White
 - g. Brown/gray
- 9.** When you are in bed, you lie...
 - a. Stretched out on your back
 - b. Stretched out on your stomach
 - c. On your side, slightly curled
 - d. With your head on one arm
 - e. With your head under the covers
- 10.** You often dream that you are...
 - a. Falling
 - b. Fighting/struggling
 - c. Searching for something/somebody
 - d. Flying/floating
 - e. You usually have dreamless sleep
 - f. Your dreams are always pleasant

POINTS:

- 1: a-2, b-4, c-6
2: a-6, b-4, c-7, d-2, e-1
3: a-4, b-2, c-5, d-7, e-6
4: a-4, b-6, c-2, d-1
5: a-6, b-4, c-3, d-5, e-2
6: a-6, b-4, c-2
7: a-6, b-2, c-4
8: a-6, b-7, c-5, d-4, e-3, f-2, g-1
9: a-7, b-6, c-4, d-2, e-1
10: a-4, b-2, c-3, d-5, e-6, f-1

Over 60 points: Others see you as someone they should handle with care. You are seen as vain, self centered and very dominant. Some may admire you, wishing to be like you, but don't always trust you, hesitating to become too deeply involved with you.

51-60 points: Others see you as exciting, volatile and impulsive: a natural leader, who is quick to make decisions, though not always the right ones. They see you as bold and adventurous, someone who takes chances. They enjoy being in your company because of the excitement you bring on.

41-50 points: Others see you as fresh, lively, charming, amusing, practical and always interesting; someone who is constantly in the center of attention, but sufficiently well-balanced. They also see you as kind and understanding, someone who will always help them out.

31-40 points: Others see you as sensible, cautious, practical and careful. They see you as talented, clever and gifted but modest. Not a person who makes friends too easily or quickly but someone who is extremely loyal to the ones you call friends; expecting the same loyalty in return. Those who really get to know you realize that it takes a lot to break your trust in your friends, but equally long for you to get over if that trust is ever broken.

21-30 points: Your friends see you as painstaking and fussy. They see you as very cautious, extremely careful, a slow and steady plotter. It would shock them if you ever did something impulsively or in the spur of the moment. They expect you to examine everything a thousand times and from every angle and then usually decide against it. They think this is caused partly by your careful nature.

Under 21 points:

Others think you are shy, nervous and indecisive, someone who needs looking after, who always wants someone else to make a decision and who doesn't want to get involved with anyone or anything. They see you as someone who constantly worries and sees problems that often don't exist. Some people think you are boring but those who really know you know that you are not.