

NOVA.
EMPLOYMENT

WORKING *together*

PERFECT (JOB) MATCH

Investment in staff already paying off

Dylan works full time at a sign-writing business close to where he lives and has just enrolled in a Diploma of Digital Media. He loves the creative side of his job – designing, using computers and learning from his boss, Tom.



Having known his local NOVA staff for years and Dylan through Little Athletics, Tom thought he'd give Dylan the opportunity to work in his dream job. Dylan came to this role with three years' experience doing a variety of jobs at a local hotel in Windsor so understood something of the needs of employers, including punctuality and reliability.

The ways in which NOVA Transition helped Dylan prepare for the workplace, include:

- Independent living skills, such as budgeting, washing and cooking
- Job-preparation skills, such as resumes and interviews
- Understanding the importance of a neat appearance appropriate to the role.

Having worked with Tom for nearly four years, Dylan now lives independently and drives himself to work. When business is particularly busy, Dylan even delivers signs to customers and does some of the small jobs on his own.

Already Tom's investment in Dylan's career is paying off. He says that Dylan is picking up skills to the point that he's a valuable extra pair of hands around the workshop. He also contributes different ideas and adds to Tom's computer knowledge. 'He has a dry and cheeky sense of humour and is good to have around,' Tom says.



A WORD FROM MARTIN

Know any heroes?

I bet you do. And, hopefully, many of them are right under your nose.

At NOVA, we do pretty well out of shouting from the rafters about our successes. We celebrate our staff, partner employers and job seekers with certificates, gifts, outings, meals and parties. We also make sure local media know about our heroes, because, when you've got it right, we believe you don't just keep it to yourself or merely publish it in the in-house news, you tell the world!

All of the evidence tells us that people vote for the people they know, that is – if they aint heard of ya, they can't buy your stuff. How best to alert them to your presence? Celebrate your achievements.

In this spirit, I'd like to acknowledge Roman Tepes from Rashays Restaurant. Over the past five years, he has employed several NOVA-placed staff, and keeps coming back for more.

Hero!

Martin Wren
CEO NOVA Employment

SORTED!

Know what you want – candidates

As business owners we all want our workers to be reliable, honest and have a willingness to learn.

But what are the specific needs of your workplace? And the specific needs of the role you're proposing to fill? You'd be surprised by how many employers haven't given this sufficient thought before they hire, let alone before they decide what they're looking for in a candidate.



Are you looking for skills in strength, dexterity, eye for detail, communication, customer service, all of the above, or something else?

It may sound basic, but it's useful to write down the tasks you want the candidate to fulfil and the type of person you're looking for, according to the tone of your workplace and the personal qualities required of the job. Don't let the simplicity of this task fool you. I know of some business owners who have even forgotten that the job requires a driver's licence!

For example, the person needs to load and unload the truck, but it would also be useful for them to sweep the floors and support their supervisor to check orders, when it's busy. So you're looking for a physically strong person, who doesn't mind mucking in and can read the orders.

At interview, how will you find out if that person really can achieve these tasks, while bringing their best self to a workplace to which they're perfectly suited? (Find out in next month's Working Together.)

*I have not
failed.
I have
just found
10,000
ways that
don't work.*

– Thomas Edison