



February 2016

**NOW'S**  
the time  
to get great staff!

**NOW'S**  
the time  
to get a great job!

*CEO Comment*

*Martin Wren*

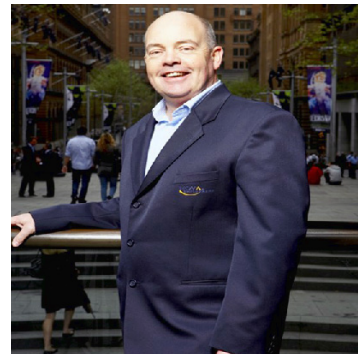
*Paying for the NDIS.*

There's only 1 way we can afford the fabulous opportunities presented by the NDIS – we have to get more people with disability into the workforce and the way to achieve this is to open up more employers to the idea that such workers represent untapped potential.

That's one of the reasons my employment service puts so much emphasis on promotion – we want business owners to see for themselves what other smart managers already know – hiring people that have a disability and including these in an overall inclusion strategy is great for business.

It's been estimated that as many as half (around 400,000) of the people presently receiving the Disability Support Pension could participate in the workforce.

Our experience is the same as the literature around inclusive workplaces



suggests; that co-workers, managers, customers and the community recognise the initiative and motivation of businesses that have people with disability amongst their employees. In these businesses morale improves, productivity goes up and possibly most importantly of all, so does the opportunities for profit and growth.

A record number of new workers started their jobs in February. This continues a trend we've enjoyed for the past 3 years with each quarter showing more and more employers willing to see for themselves the value people with disability provide.

**NOVA OFFICES**

- Camden
- Campbelltown
- Caringbah
- Engadine
- Hurstville
- Ingleburn
- Katoomba
- Penrith
- Richmond
- Rockdale
- Rouse Hill
- Springwood
- St Marys
- Windsor

## NOVA workers willing to work!

*Peter Gossayn Owner, Panarotti's & Mustang Spur*

*NOVA Employment introduced themselves about seven years ago when they were looking to place a jobseeker with a disability into work in the hospitality industry in Campbelltown. At first I was sceptical about taking on a person with a disability because of past poor experiences with workers who weren't willing to work. But NOVA's different.*

NOVA chooses the right worker for the role and gives them any basic training they need to meet my initial expectations. With one new staff member, the NOVA Job Coach visited our restaurant daily for a month to check that they were settling in and performing tasks to my satisfaction. Needless to say, with that sort of support, they were.

I've been rewarded thousand-fold for trusting in NOVA and the workers they have put forward. After only two years, a person who had had nine jobs in three months previous to working with Panarotti's is my best pizza maker. The apprentice chef we employed five years ago is skilled, dedicated and still here! I recently printed out a report that outlined the number of sick days each of my senior staff had in the past year. One of my senior staff had had 31 days off sick, whereas the two NOVA -placed workers, who you might expect would have medical reason to have time off, had taken one day and no days, respectively. I also have NOVA -placed workers working as kitchen hands and on washing up.

The NOVA office at Campbelltown is brilliant. They're dedicated. Finding work for people with a disability is not just a job to them. They really think about how the prospective worker might fit into the workplace as well as the role. I recently spoke to a state member of parliament, saying, 'You've got to fund NOVA because they work!'

I 100%-recommend businesses use NOVA -placed staff for their recruiting needs.



### Some NOVA links

Watch our latest video on NOVA's Youtube channel



Become a fan of NOVA on Facebook. Recommend us to your friends.



What's news at Can-Do-Ability?



Want some great employment tips?



# ST GEORGE & SUTHERLAND SHIRE Leader

## NOVA candidate lands job

*Taren Point Bowling Club found their newest employee through Nova Employment's 100 Jobs in 100 Days campaign.*

Operations manager, Tim Wolfe said Nova contacted the club to see if they would be interested in meeting a potential candidate.

"When Blake arrived for his first meeting his friendly polite nature was instantly recognisable," he said.

"Blake was very eager to start and once he did he hasn't looked back."

Mr Wolfe said the Nova program ensured the club helped Blake to focus on his abilities by giving him challenging tasks which would help him learn his new role at the club.



Dream job: Blake (centre) found his job at Taren Point Bowling Club through Nova Employment's 100 Jobs in 100 Days campaign. Operations manager, Tim Wolfe said Blake is well liked by customers and staff.

"Having a Nova employee along with existing club staff help guide Blake through his first few weeks at the club meant that Blake was able to confidently and efficiently complete assigned tasks," he said.

"Once Blake fully understood his role he became more self-assured and was (and still is now) able to work both independently and as a valuable member of The Taren Point Bowling Club team.

"We still have regular contact with Nova employees who are always interested in Blake's progress and how he is performing at the club."

Taren Point Bowling Club opened in 1956 and has more than 6300 members.

Mr Wolfe said he would highly recommend Nova to other employers.

"Nova were very helpful throughout the whole process," he said.

"From the first phone call, to helping Blake with on the job training through to following up on Blake's progress, Nova have made employing one of their trainees extremely smooth."

Click here to read the full article

<http://www.theleader.com.au/story/3800140/nova-candidate-lands-job>

*You probably already prepare answers to many of the commonly asked interview questions. But do you record yourself answering them in an interview setting and then critique your performance? There are multiple reasons to record yourself while you're practising. So if you aren't already doing this you should consider it.*

Prepare your answers for the questions you think you'll be asked during an interview.

This works best with another person where they ask questions and you answer them. However you can do it by yourself and play both roles if there isn't anyone available to help you. If you have a partner, get them to prepare a list of questions to ask you. But don't look at what they've written. This way it will be more like a real interview as you won't know everything beforehand and you may have to think on your feet to answer them.

Don't worry if you don't have a partner to help you. The purpose of recording yourself practising your answers isn't just to get comfortable talking about yourself in front of other people. It's also about checking what you're saying, how you say it, and how you act. I'm sure many of you don't have a problem talking with other people about yourself. But for some people it can be a nervous and uncomfortable experience. The more you practise the better you'll do.

Once you're prepared it's time to conduct the interview and record your performance using a camera, webcam, or phone. You can use a voice recorder if nothing else is available. But this means you won't get any visual information such as body language.

Once you've conducted your mock interview it's time to review your recording and evaluate yourself. Think about some of the following things.

How did you sound during the interview? Were you confident and easy to hear? The interviewer needs to be able to hear you so make sure you're speaking loud enough. Speaking loud enough won't matter though if you mumble. So make sure you also try to speak as clearly as you can.

How clearly were you able to communicate your ideas or information to the interviewer? Keep an eye on how many times you resort to using filler words throughout your sentences. Repeated use of words such as like, uh, and um make you sound unsure, even if you're not. Another factor in communicating clearly is how concise you are. It's important to discuss all information you think is relevant. But if you take a while to get to the point, what you're trying to communicate may get lost among everything else you tell them.

If you want more information about cutting down on your use of filler words go here - [How can I avoid filler words](#)

What questions did you have difficulty answering, or weren't able to answer at all? If you found yourself stumped by a particular question then it's time to think about how you'd answer in a real interview. You're not going to be able to prepare for every question an interviewer may ask you. But by doing research about the company and the job you're applying for, you'll be more prepared to provide an answer.

Once you've reviewed your recording and noted what areas you're weakest in, it's time to work towards improving those areas. With practise you'll gain confidence so your nerves don't hold you back.



novaemployment.com.au  
Ph: 02 8886 5800  
Fax: 02 9833 2499



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Fax: 02 9833 2499



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Fax: 02 9833 2499



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