



February 2017



CEO Comment

Martin Wren

“Aim High” is a message I attempt to send to everyone involved in disability employment be they people with disability, families and carers, my staff and the general community – Aim High!

However, why and what is meant?

“Aim High” for me means encouraging everyone to get the best jobs for the most hours and the highest wages – not settling for ‘benchmark’ or 8hr minimums - rather seeking career building Apprenticeships and Traineeships, full time work or as many hours as the person wants and can handle.

It’s my belief that the more independence we can assist, the more effective we become and the more we promote inclusion for people with a disability. Imagine you have a car for sale and you place a sign saying \$1000 in the window – will you get your \$1000 or will you negotiate? If you negotiate, it will be on bringing the price down, not up!



Likewise, if you aim high there is room to manoeuvre, you can negotiate and make trades to create a better and more rewarding employment package.

Why do NOVA staff find so many full time positions, Apprenticeships & Traineeships?

For the simple reason they are trained and believe that to “Aim High” is best.

NOVA OFFICES

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

Use a professional email address

www.letsgetworking.com.au - Steven Last

Let's talk about the email address you use to apply for jobs, is it appropriate and could it be hurting your chances of getting the job you want.

The several emails I created during high school are not the email address I list on my resume or use for professional communication today. They don't look professional, some of them are embarrassing, and I don't want assumptions made about me based on what my 14-year-old self, thought was cool at the time. If you're too embarrassed to say your email address aloud, that's a good indicator that you shouldn't be putting it in on your resume or using it to email potential employers.

Deciding what to use



The good news is that it's easy to create a professional looking email address. Keep two things in mind when creating an email address.

It needs to be easy to read and write, thus making it easier for people to remember. If your email contains a string of 10 numbers at the end, that's going to be a challenge for anyone to remember.

People will associate whatever you use with you. Using givemeajobnow@email.com, would make you sound desperate or demanding. Using Partyalldayandnight@email.com, could make the reader wonder if you're some sort of wild party animal

By using a combination of your first name, last name and initials, you should be able to create an email address that is easily identifiable as yours. For example, using my name I could create several emails,

StevenLast@email.com
SLast@email.com
Steven.L@email.com

With the amount of combinations, you can create; there isn't an excuse for using an inappropriate email address.

The question of which email domain to use comes up next. Should you use a free service such as Gmail or Hotmail, or should you pay money to have the domain name of your choice? I say, save your money. If you are a consultant that goes from client to client then having that name recognition would be useful, otherwise as long as the name before the @ is professional, you'll be fine. Gmail or Hotmail are very common address so it won't seem out of place to use either of them.

You don't have to give up the email address you've been using up until now; in fact, it's a good idea if you don't. Keep your primary email for personal correspondence and signing up for services, and use the new email for all your professional correspondence. This way you can keep both worlds separate and you'll know the context of an email straight away based on which account receives it.



What to avoid

There are things you should avoid using in your email address that go beyond inappropriate topics. Much like a resume, you don't want to include anything that would cause the reader to discriminate against you. Don't include your age or the dates of important events that could give away your age, such as graduation date. Avoid using anything that indicates your race or background, and unless you're applying to work for a political or religious organisation it's best to not indicate your religious or political beliefs. These things may have no impact on your application, but in front of someone who is going to discriminate, they can be the thing that ruins it. Don't take the risk.

Remember to check it

An email address you create for professional purposes needs to be something you plan to have for some time, something you're not going to forget about or throw away anytime soon. This is because some companies keep your resume on file so they can contact you at later date when they need to hire new staff. If you're unreachable at the email address you gave them, you'll miss any opportunities they have to offer.

To ensure you receive and respond to emails in a timely manner, check your email on a regular basis. Some things won't be time sensitive, though you may not be looked upon favourably if it takes you a while to get back to them. Other things will need a quick response though, and if you don't respond within their time frame, the assumption will be that you weren't interested and they'll move on to another person.

For those of you resistant to the idea of having a second email address because you think it's too much of a hassle to monitor multiple accounts, well there's a solution to that. You can setup email forwarding from your professional to your personal email, this way you only need to check one account.

Emails that are memorable, but for the wrong reasons are what you want to avoid. For the sake of a couple of minutes setting up a new email, and the few minutes it takes you to check it, you can avoid hurting your chances of getting a job by using something inappropriate.

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?



NOVA Transition Liverpool has some bright new stars this year with the drive and ambition to go out and get not just a job but create an achievable, realistic, sustainable, suitable career!

Already in 2017, the first-year trainees have expanded their knowledge and gained confidence to go out into the workforce. We're learning how to achieve our goals!

So, how do we achieve our goals?

At NOVA Transition the job coaches help us gain skills during work experience, for example retail, administration and hospitality; however, we also do work experience in warehousing, trades and care work. When we go to work experience the employer expects us to follow their instructions when doing a task. All trainees must follow safety guidelines and report all hazards to their supervisor.

After work experience we receive employer feedback reports, using the feedback to improve our resumes and add the employer as a referee.

We use work booklets to learn about work health and safety, living independently, interview skills, writing resumes, preparing for work experience – everything you need to know about finding and keeping a job.

It's vital to learn how to travel safely and efficiently to and from work placement locations. Job coaches help trainees apply for opal cards, as well as disability support pension and youth allowance.

Researching different industries is important to our learning the different work options available to us.

We have discussed the six national disability standards and now understand the importance of each standard and how it benefits us as trainees.

Other topics we've covered so far, include:

- * Personal Hygiene
- * Communication Skills
- * Time management
- * Healthy Eating/Cooking
- * Team Building
- * Building Friendships
- * Bullying and Harassment in the workplace.

Building all of these skills helps us to set achievable, realistic, sustainable, suitable goals. Because you can't achieve them unless you know what they are!



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