

How to land your first GOOD job in Canada!

Tips and Advice From a Top Canadian Employer



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HISPANOTECH.CA

Federally incorporated in 2008, Hispanotech is a 100%-volunteer led and run not-for profit corporation, with the mission to help Latin American professionals to integrate and advance their careers in Canada.

Our programs and activities are geared to Latin American STEM professionals; however, **everybody is welcome** to join.

With these activities, we hope to play an important role in assisting new Canadians in the challenging journey of integration into the Canadian labor markets, as well as offer help and support to professionals already working in their field looking to advance their careers navigating the Canadian corporate culture.



Land Acknowledgement

We acknowledge the land we are meeting on is the traditional territory of many nations including the Mississaugas of the Credit, the Anishinabek, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis peoples. We also acknowledge that Toronto is covered by Treaty 13 with the Mississaugas of the Credit.

Agenda / Topics

1. My Career Path, and Integration into the Canadian Workplace
 - Q&A time!
2. Getting an Opportunity to Interview- and why Networking is so important!
 - Q&A time!
3. Preparing for an Interview - what you wish you have known beforehand!
 - Q&A time!
4. What Kind of Questions are you going to be asked at the Interview? and... what to do when you finally get the job!
 - Q&A time!

My Career Path, and Integration into the Canadian Workplace



My Professional Background - Industries



Communications Industry
(Mexico)



Electronics Industry
(Mexico)



Automotive Industry
(Mexico)



Medical Devices & Diagnostics
(MD&D) Industry
(Mexico)



Consumer Packaged Goods
(CPG) Industry
(Canada)



Generics Pharmaceutical
Industry
(Canada)

My Professional Background - Roles



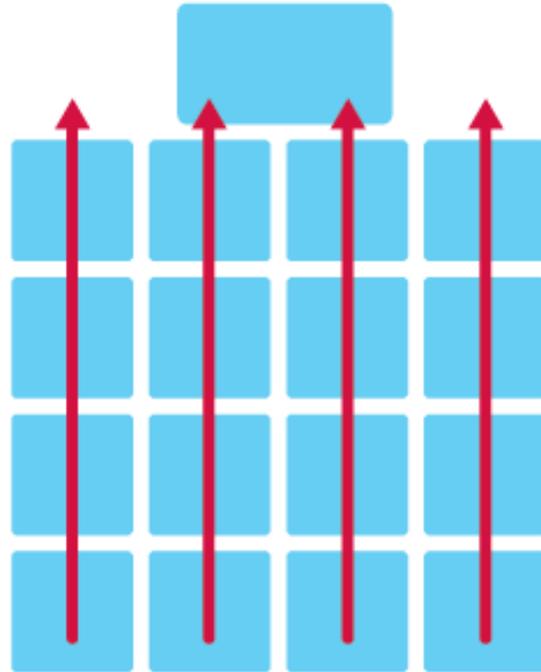
1. Finance Analyst
2. Executive Assistant to Plant Manager
3. Buyer, Indirect Procurement
4. Customer Service Account Manager
5. Sr. Buyer, Direct Procurement
6. Sr. Supply Planner
7. Plant Scheduler
8. Master Production Scheduler
9. ERP System Implementation Team Leader
10. Manager, Supply Chain Planning



11. Project Manager, New Products and Systems
12. Manager, Portfolio & Project Management
13. Manager, Supply & Trade Customization Planning
14. Sr. Manager, Supply & Trade Cust. Planning
15. Mfg. Site Director, Supply Chain Execution
16. Director, Global Supply Operations Systems & Data Management
17. Global Director, Supply Planning
18. Director, Global Supply Chain Logistics
19. Sr. Director, Global Supply Chain Logistics (current role)

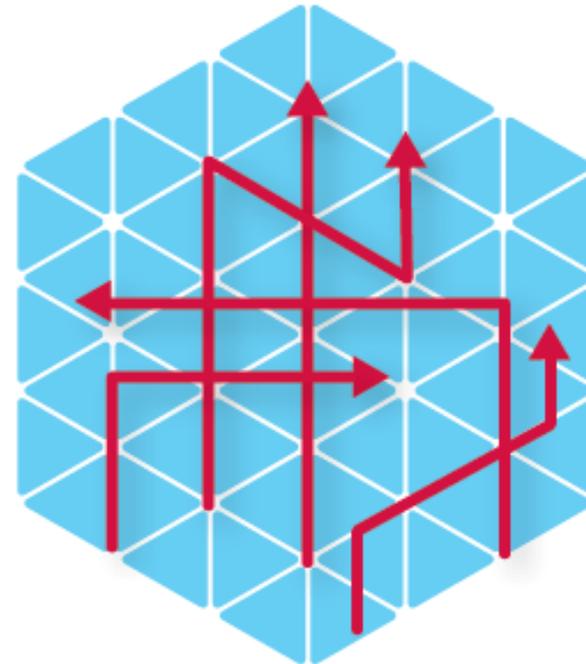
Ladder Progression vs. Lattice Pathways

Ladder progression



Examples of linear career paths

Lattice pathways



Examples of more varied paths for growth and development

My Integration into the Canadian Workplace

My early challenges (2007/2009)

1. Lack of understanding about the Canadian culture
2. Had to learn to better express my ideas to influence others; use of executive summaries
3. Management's lack of faith in my abilities; they did not know what I was capable of
4. Needed to gain the support of my coworkers
5. I was used to a more hierarchical, formal workplace

What did I do to overcome the challenge?

1. Took cues from my peers, managers; open to feedback and change; embraced small talk; shared more about me
2. Listened to Audio Books; observed and learned how others presented their ideas and summarized effectively
3. Said yes to every difficult project I was assigned to (even getting back early from Mat Leave!); worked hard and ensured I consistently delivered results
4. Made an effort to get to know them; had lunch with them; offered my help; built strong relationships
5. More democratic and inclusive workplace; no "Sir"/"Madam"; ensured all team members were heard; employees expected to be proactive & engaged!

Q&A Time!



Ask me a question!

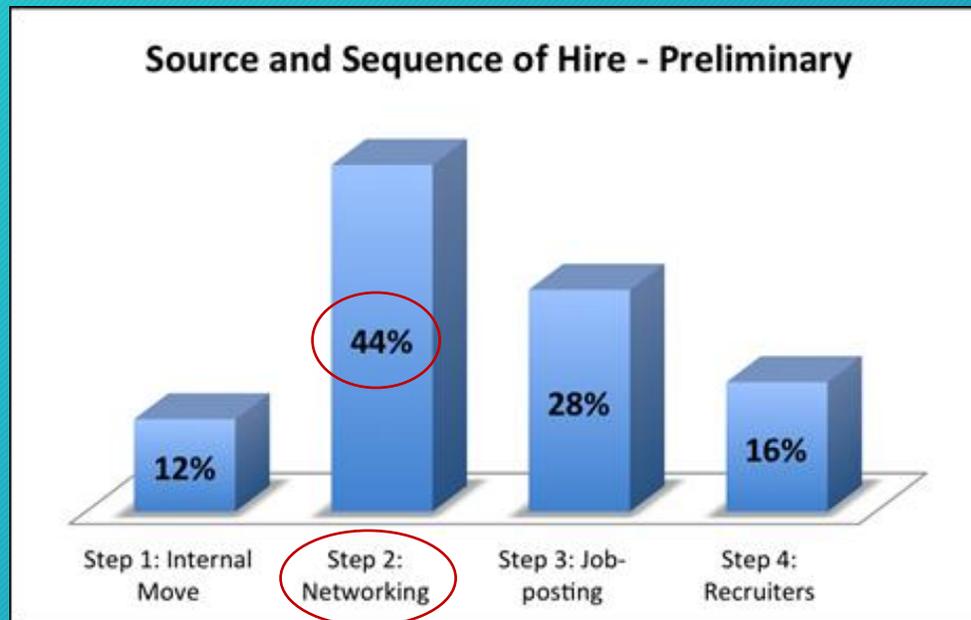
Type something....

Getting an Opportunity to Interview *and why Networking is so important!*



Getting an Opportunity to Interview

- Probably the most challenging part of your employment journey!
- Is not what you know, is who you know! Most of the job opportunities are available through networking, not necessarily job sites alone.



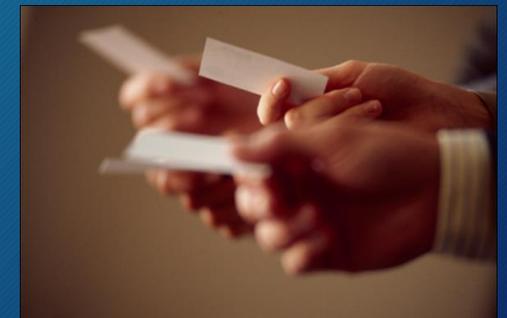
Quality control.

34%

of recruiters consider referrals their best source of hires, according to Jobvite's Recruiter Nation Study.

Getting an Opportunity to Interview

- In order to maximize your chances of success, here is a basic “to do” list:
 1. Feel self-confident on your professional abilities and experience -if you don't fully and completely believe in yourself, **no one will**.
 2. Professional Resume, proofread it, no typos/grammatical errors, focused on quantifiable accomplishments/results, not just tasks.
 3. Strong online presence, LinkedIn is very much the #1 professional networking site; aim to have a complete profile with as many recommendations as possible - future employers need to be able to find you!
 4. Found yourself a mentor. Don't be shy to cold call people -ask for help.
 5. Be open to accept constructive criticism and feedback -and be willing to change.



Getting an Opportunity to Interview

6. If there is an area of improvement that is holding you back (i.e. communication skills), tackle it with passion -focus on improving just a little each and every day. Incremental improvements will accumulate over time and you will get there.
7. Do not discard opportunities just because they are not at the same level you were used to back in your home country. You need to trust that your abilities, skills, hard work and perseverance will eventually get you back on the right track.
8. Be very punctual and prepared for your interview -try to answer the interviewer's questions in STAR format (Situation or Task, Actions taken to handle and Results achieved). Don't be afraid to write down and rehearse your answers with the help of a friend before the interview, so they come out sharp, concrete and concise!
9. Attend local networking events, and be willing to reach out to people you don't know; as this is a good way to meet individuals from diverse industries and backgrounds that could help you with your job search.
10. Find and join Canadian Professional Associations related to your profession.



How Some People Feel about Networking

Talking to strangers is awkward

It does not give me the results I want

It makes me uncomfortable

I don't like to impose on other people

I don't really know what to say

It feels fake to me

I am an introvert, I cannot network

I don't even know where to start networking

It is a lot of work and I don't have the time

I don't understand what can I get out of it

The good news? Once you expand your perspective and better define your objectives, it will be possible for you to enjoy Networking!

Why networking is important to your success

- ✓ Networking increases the number of people you know and who know you.
- ✓ You can turn to more people for help and advice.
- ✓ Networking keeps you in touch with current and future opportunities.
- ✓ Networking can be extremely useful at the start of your career when you are less connected - the more champions that have you on their radar screen, the better!
- ✓ It allows you to meet influential people in your field, learn about how someone's career has developed over time, and adopt some of their tips and tricks.
- ✓ Effective networkers are more likely to be offered new opportunities - people who make the time and effort to improve their networks are 40%-70% more likely to be promoted than those who didn't.
- ✓ Networking allows you to exchange ideas and knowledge, contributing something to others - the principle of reciprocity!

Unleash the Power of Networking in 3 Steps!

Step 1 - Nurture Existing Relationships

- The good news? **You already have a network!**
- Start reaching out to people you already know. Your face-to-face relationships. Your friends. Former or current classmates or teachers. The people you work with or have worked with in the past (regardless of countries). It is the easiest way to get started and it will help you build your confidence.
- Plus, now is a good time to check in on people you care about. Don't be afraid to make your outreach personal by asking how they and their families are doing, and adjusting to the current situation.
- Email and phone are still a great way to reach people. Don't rely just on Messenger or LinkedIn messaging because people may log in infrequently.

Unleash the Power of Networking in 3 Steps!

Step 2 - Be Open to Grow New Relationships

- Meeting new people is not as hard as you may think, but you do want to have a plan.
- First, ask yourself who do you want or need to meet. These are your strategic connections. They may hold a particular role in a particular industry, or may be part of an organization that you are interested in volunteering for, etc.
- Next, be open to the idea of connecting with people outside your immediate circle. Try to find a common interest or connection, or some other commonality (i.e. attended the same university, work in the same company, industry or profession, come from the same home country, attended the same conference or networking event, etc.).
- Anytime two human beings start communicating, there is the potential of joining each other's network!

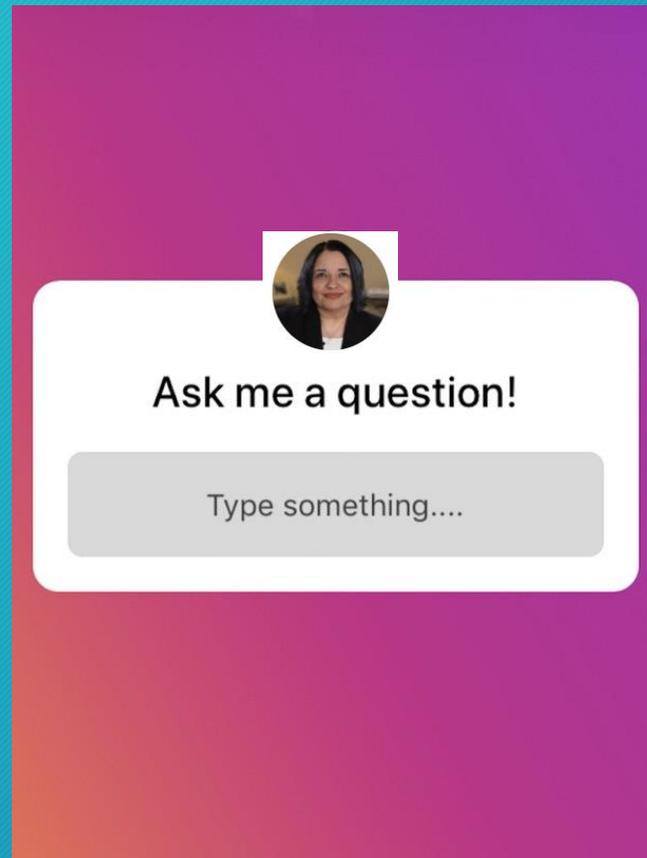
Unleash the Power of Networking in 3 Steps!

Step 3 - Allocate Time To Network Online

Here's how to invest just 30 minutes a day to networking online using LinkedIn:

- Look for people you may know but haven't connected with yet, and send them an invite
- Skim your LinkedIn home feed to see what's being shared
- Find new and interesting people to follow
- Re-share articles that relate to your role or industry (but always write something to explain why you are sharing the article)
- Comment on interesting articles related to your industry or the type of role you have, especially if you want to catch someone's eye
- View your notifications for birthdays or work anniversaries, and send those connections a quick message on LinkedIn
- If you want to connect with someone you don't know, make sure to mention your commonalities or reasons in the invitation. This will maximize your chances of your connection request being accepted!

Q&A Time!



Preparing for an Interview

- what you wish you have known beforehand!



Skills in High Demand



Communication

Resiliency

Critical Thinking

Problem Solving

Teamwork

Self-motivation

Managing Feelings
(Emotional Intelligence)

Decision Making

Some Examples of Job Postings Requirements

- ✓ Results oriented leader, with a hands on approach and a track record of **getting things done**.
- ✓ Excellent oral and written **communication skills**.
- ✓ Proactive, self-starter, **comfortable with evolving/moving goals**.
- ✓ Demonstrated ability to accomplish through **influence**.
- ✓ Sense of urgency, drive, energy, **resiliency** and enthusiasm.
- ✓ Very strong **presentation and facilitation** skills and previous exposure to senior management.
- ✓ Expertise in using enterprise data and business software to produce high impact **analysis, reports, dashboards, and scorecards**.
- ✓ Deep **analytical experience** and attention to detail, with strong **Excel/Database** capabilities.
- ✓ Excellent organization, **time management** and project management skills.
- ✓ Must have experience with **SAP ECC and SAP APO PPDS** (Production Planning and Detailed Scheduling).
- ✓ **Supply Chain Management and/or Project Management designation or certificate** or actively working towards it would be an asset.

What you wish you have known before a Job Interview!

COMMON NONVERBAL MISTAKES MADE AT A JOB INTERVIEW

31%

play with hair or touch face

42%

have little or no knowledge of the company – the most common mistake made by interviewees

71%

fail to make eye contact

36%

lack smile

22%

cross arms over the chest

10%

use unnecessary hand gestures

25%

weak handshake

31%

fidget too much

31%

have a bad sitting posture – appear too lazy

IN A SURVEY OF 1000+ BOSSES, MORE THAN 50% CLAIMED

that they figure out within the first 5 minutes of the interview, whether or not they'll hire the candidate



THE AVERAGE LENGTH OF AN INTERVIEW USUALLY FALLS BETWEEN 20-40 MINUTES

ACCORDING TO STATISTICS, WHEN MEETING NEW PEOPLE, THE IMPACT IS

8%

from what they actually say

37%

quality of voice, language and the confidence

55%

dressing, act and the way one walks through the door

CLOTHES

75%

interviewers do not like job candidates to be fashionable and trendy

60%

consider clothes as deciding factor between two competent candidates

What you wish you have known before a Job Interview!

TOP 9 COMMON MISTAKES MADE AT JOB INTERVIEW

1. Overexplaining Why You Lost Your Last Job
2. Lacking Humor, Warmth or Personality
3. Not Showing Enthusiasm and Interest
4. Insufficient Knowledge of Potential Employer
5. Focusing More on the Salary and the Benefits
6. Trying to be the Master of all Trades
7. Failing to Set Yourself Apart from Other Candidates
8. Talking Ill of Your Ex-Employer
9. Discussing Nonrelated Stuff

5 QUESTIONS MOST LIKELY TO BE ASKED BY INTERVIEWER

1. Can You Please Tell Me About Yourself?
2. Why Do You Want to Switch Job / Why Did You Quit Your Last Job?
3. Why Do You Want to Join Our Organization?
4. How Will You Add Value to this Position?
5. What Are Your Strengths and Weaknesses?

5 TIPS TO NAIL THE INTERVIEW

1. Make Sure to Arrive Right On Time
2. Conduct Research on the Employer and Job Opportunity
3. Be Truthful and Honest With Your Answers
4. Read Common Interview Questions and Prepare Your Responses
5. Dress Up One Notch Above that Company's Employees

Q&A Time!



Ask me a question!

Type something....

What Kind of Questions are you going to be asked at the Interview?



One of the most important Interview Questions: ***What single project or task would you consider the most significant accomplishment in your career so far?***

- To see why this simple question is so powerful, imagine you're the candidate, and I've just asked you this question. **What accomplishment would you select?**
- Then imagine over the course of the next 15-20 minutes I dug deeper and asked you about the following. **How would you respond?**

- Can you give me a detailed overview of the accomplishment?
- Tell me about the company, your title, your position, your role, and the team involved.
- What were the actual results achieved?
- When did it take place and how long did the project take.
- Why you were chosen?
- What were the 3-4 biggest challenges you faced and how did you deal with them?
- Where did you go the extra mile or take the initiative?
- Walk me through the plan, how you managed to it, and if it was successful.
- Describe your manager's style and whether you liked it or not.
- Describe the environment and resources.
- Describe the technical skills needed to accomplish the objective and how they were used.
- Some of the biggest mistakes you made.
- Aspects of the project you truly enjoyed.
- Aspects you didn't especially care about and how you handled them.
- How you managed and influenced others.
- How you were managed, coached, and influenced by others, with lots of examples.
- How you changed and grew as a person.
- What you would do differently if you could do it again.
- What type of formal recognition did you receive?

Other Common Interview Questions

- What is it about the posting that made you want to apply? Why do you want this job?
- What 3 skills do you have that will add value to the role?
- How would you describe your leadership style? How would your peers or direct reports describe you?
- Please provide me with an example when you worked with other functional areas to develop creative ideas to solve problems. What was your role on driving the team to come up with these new ideas?
- Can you please tell me about the last major crisis you had to manage? What did you do to resolve it? What were the lessons learned?
- Can you please describe a decision that you made even though you faced a lot of opposition from others? How did the situation turn at the end?
- Tell me about a time when you managed or coordinated a complex project or process implementation that had many unclear variables. What did you do to remain focused -and to keep the team focused- on what needed to get done?
- Please tell me about the last time you volunteered to work on a project even though it seemed intimidating to you. What happened?
- Assuming you are hired into this position, please walk me through how you would approach your transition to this role. What relationships do you think are important to establish early on? 30-60-90 day onboarding plan?

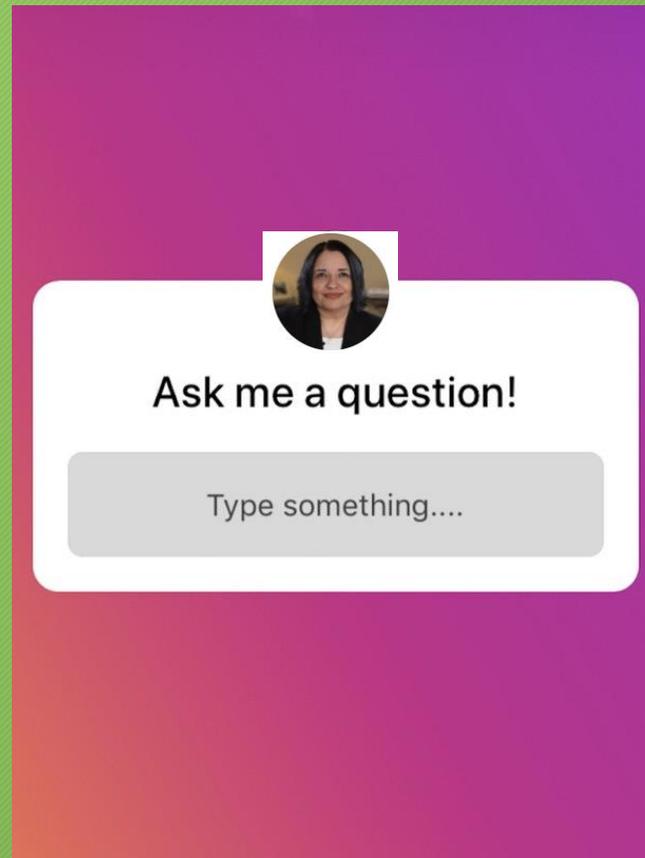
You finally got the job... what then?

- Expectations from Canadian Employers:

- Can always be counted on to act with the utmost **integrity**.
- Achieves the results** laid out on their Goals & Objectives.
- Possesses a high sense of urgency -**no procrastination**.
- Collaborates** with others build strong, productive relationships.
- Clearly communicates** opinions and ideas, verbally and in writing.
- Constantly seeks feedback from others and are known for **acting on development feedback**.
- Focuses on **self-development** and actualization.
- Treats people with **respect and dignity**.
- Listens effectively and remains **open** to other's ideas.
- Maintains a **positive, can-do attitude**.
- Persists** in the face of obstacles or challenges.
- Uses critical thinking and makes decisions based upon **facts**.
- Embraces and advocates for **diversity** and cultural differences.
- Eagerly accepts (and asks for) stretch goals and **additional responsibilities**.
- Are never satisfied with the status quo and seek to **continuously improve**.
- Are known as someone that **can always be relied upon**.
- Results, results, results!**

Canadian employers expect their employees to **maintain a professional performance that consistently meets or exceeds job standards!**

Q&A Time!



A lot of people think success is made up of a million perfect decisions and a bit of luck.

But in reality, 90% of success is a combination of failures, picking yourself back up, learning those lessons, and continue to persevere and WORK HARD.

The key is to believe in yourself and keep going... eventually you'll build your base, get your head above water and reach your peak.

You got this!



THANK YOU

