



FIND YOUR DIRECTION,
CREATE YOUR PATH.

4U!



How to become an intern ?

- What is an intern and why participate?
- Tips on how to increase your chances to get selected
- More info about the selection process

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By reading this guide...

You show a desire to change something in your life. A change of direction always brings new challenges that lead people to create their own path and empower them. Nothing can get better if nothing changes! Trying new jobs can lead you to start a new career in something YOU enjoy doing. Take this opportunity, and have a new start!

*Congratulations on your effort,
Keep going, don't give up!*

Eligibility criteria*

- Be an Inuk Nunavimmiuq;
- Have graduated from high school;
- Be between 18 and 35 years of age.

** Individuals who demonstrate great potential to succeed in this program, but do not match the previous criteria, might be considered.*

POST-SECONDARY EDUCATION IS THE PRIORITY

Although Pijunnaqunga is a program that provides internship opportunities within Nunavik organizations, its greater goal is to empower Inuit youth and enhance their career path. We truly believe that post-secondary education remains THE NUMBER ONE priority to achieve that objective. For that reason, if a candidate made the decision to leave post-secondary school, he/she **must have left school for at least 6 months to be eligible to apply to Pijunnaqunga**. In that sense, we will also provide support to all participants at any point during the program who expresses the desire to further their education path. We will consider any participant who goes back to school a success within our program.

What is an intern?

By being an intern, you will work within a Nunavik organization for a period of up to 12 weeks. As other employees, you will be paid. The difference is the main objective:

To learn and develop your skills in a work setting.

No performance stress required! The only expectations we have of you is to be:

- **Reliable;**
- **Motivated;**
- **Willing to do team work;**

To assist you, you will be paired with a mentor, an experienced employee who will serve as a guide in your learning and provide support.

You will also have the dedicated support of the Pijunnaqunga Internship coordinator, available to you on a regular basis.

This temporary work with the principal objectives of learning and personal development is called an internship.

Why be an intern?

Pijunnaqunga has been designed to **kick-start your career** and give you **opportunities to explore new jobs**. By committing to this internship experience, you will gain those professional and personal assets:



How to increase your chances to get selected?

The next section of this guide contains plenty of **tips and advice** to increase your chances of being selected. Take the time to read them, but above all, make sure to put them into practice!

3 Steps of the selection process



TIP #1: Fill properly the application form

The Pijunnaqunga application form will allow us to get to **know a bit more about you**. More precisely, the information you provide will determine if you correspond to the *eligibility criteria*. By reading your interests, work experience and skills, we will also be able to determine if Pijunnaqunga would be a program appropriate for you.

It is strongly encouraged that you fill all sections completely and provide as many details as possible to demonstrate your keen interest for the program.

Finally, if you need help for your application, you can contact the Pijunnaqunga Recruitment Coordinator by phone (1-855-349-3797) or email (hjourdain@pijunnaqunga.org). YES officers are also available to help you, or the LEO of your community.

TIP #2: Find good references

Along with your application, you will have to provide **two** reference letters.

It is important you take the time to think about who to ask, in order to make the right choice for your references.

Here is a list of criteria to help you choose your references:

- Knows you well (at least 6 months);
- Not a family member;
- Able to describe your work skills. They can be a previous teacher, employer, elder you are close to, etc.

Your references have to fill in the document « Reference Form ». You can either print the form online on our website, or ask your reference to fill it directly online. All references will be contacted.

Whether or not you are selected for the phone interview, you will be contacted by phone or e-mail.

TIP #3: Be ready for your phone interview

Tips and tricks for the phone interview

Here are a few tips and tricks to help you look good during the phone interview:

<i>Check the box if you acknowledge the following...</i>	✓
1. Practice your answers to the interview questions presented in the following section (see next section « example of phone interview questions »).	
2. Make sure you find a good working phone and that you are in a calm setting place in which you feel comfortable.	
3. Even though it's a phone interview and we won't be able to see you, we suggest that you take a shower and dress nicely for the length of the call. This will boost your confidence and lower your stress.	
4. Sit straight on a chair or stay standing up during the interview.	
5. If you have a resume , make sure to keep a copy with you along with the completed application forms .	
6. Prepare a list of questions you might have about Pijunnaqunga.	

Examples of phone interview questions

<i>Do you know how to respond to...?</i>	✓
Do you have a dream job? What is it?	
Why are you interested in participating in the Pijunnaqunga internship program?	
What is important for you in teamwork?	
Can you tell me about a work experience you enjoyed?	
Can you tell me about any moments in your previous jobs in which you had trouble staying motivated?	
What would you like to learn during your internships?	
Can you name your greatest strength?	
Can you name one thing you'd like to improve about yourself?	
What did you learn from your last work experience?	
Would you be able to tell me about someone who is a role model for you? What do you like about this person?	
Will you be available to travel to another community for the length of the next interview (up to a week)?	
Would it be possible for you to move to another community for the length of the internship (up to 12 weeks)?	
Can you tell me about a past employer you really liked? What did you like about them?	
You wrote in the application form [...] can you give me more details?	

TIP #4: Be well prepared for your Nunavik interview

The interview week in Nunavik will contain:

- *Individual interview;*
- *Group activities.*

General tips for both

<i>Check the box if you acknowledge the following...</i>	✓
1. Make sure to pack your bag carefully so you don't forget anything .	
2. Eat a good meal and go to bed early every night .	
3. Make sure your appearance is well-groomed (clean clothes, showered) for all days of the interview.	
4. Be present in mind and body during the entire week.	
5. Arrive on time! Whether it's in the morning, returning from breaks or lunch.	
6. To have confidence in yourself , make a list of accomplishments you're proud of. You can also make a list of the people who love and treat you well. Remember them!	
7. Be patient and empathic with yourself. You can be proud of yourself you've already made it to the main interview.	
8. Keep in mind that you're there to learn and live an enriching experience in which you will grow.	

Individual Interviews

This interview will be similar to the phone interview, although it will last a bit longer (30-60 min.) Here, we would like to gather more details about your work experience, skills and personality. To succeed in this part of the interview, consult the following checklist:

<i>Check the box if you acknowledge the following...</i>	✓
1. Practice your answers to the interview questions. (See next section « examples of individual interview questions .»))	
2. Make sure to keep a copy of your resume with you (if you have one) and the completed application form .	
3. Introducing yourself: have a firm handshake and an honest smile .	
4. Sit in your assigned seat and directly face the interviewers.	
5. If you don't understand a question, it's important to say so . In this way the interviewer can explain more precisely what they'd like to know.	
6. Respond with as many details as possible . Avoid answers that are too short but don't get lost in never-ending explanations.	
7. Show your interest and motivation about the program.	
8. Prepare a list of questions you could have about Pijunnaqunga.	
9. Don't forget to thank the interviewers at the end of the interview.	

Examples of individual interview questions

<i>Can you answer these questions?</i>	✓
What do you know about the Pijunnaqunga Program?	
What did you like in school / your previous job?	
What activities interested you the most?	
What did you dislike in school / your previous job?	
If you could go back to school, what would you like to learn more?	
Have you been involved in different activities in your school / previous job?	
What would you say you are good at?	
What is difficult for you to do?	
How do you picture yourself in two years?	
Describe a typical day for you.	
When you're at home, what do you like to do?	
Tell me about your friends.	
What would your friends say about you?	
When do you feel the happiest?	
When do you feel the saddest?	
Did you ever have a teacher, a coach or a mentor that supported and inspired you?	
Tell me more about her or him.	
What do you think is important for you to do to succeed in the Pijunnaqunga Program?	
Did you ever have problems arriving on time at school or at work? What did you do to improve the situation?	
Do you see any difficulties in the Pijunnaqunga Program?	
Are you ready to put in the hours required? If you ever find you are less motivated, what actions will you do to improve the situation?	

Group Interview

We would like to know how you behave in a group setting. The respect you show for others, how you communicate, your listening skills, and your capacity to adapt are all aspects that will be observed in this part of the interview.

A majority of the activities will be presented in the form of games and concrete tasks. Even though it's an interview, it's still possible to have fun and relax a little!

<i>Check the box if you acknowledge the following...</i>	✓
1. The most important thing is to show your interest and participate fully in all activities presented to you, even if they seem unusual or difficult.	



2. It is NOT a competition. The other candidates are your partners and you'll be going through this experience together. Demonstrate your openness to others and listening skills.	
3. Be natural. There's no point in trying to be someone that you're not. We only want to know who YOU are.	
4. Avoid at all costs engaging in conflict or other aggressive and disrespectful behaviors.	
5. Speak loud enough so that you are heard and try to communicate as clearly as possible	
6. Once again, it's important to remind yourself that the main goal isn't to be perfect! We're looking for candidates that are open to learning and interested in personal development.	

Aptitude Test

While working within the large Nunavik organizations, you will use your skills and knowledge in basic math and writing. During the in-person interview, you will go through an aptitude test about these skills. To help you prepare for this test, a list of topics and an exercise sheet will be given to you once it is confirmed that you are selected for the in-person interview.

TIP #5: Show what you can do during the training

Congratulations! If you are selected for the Pijunnaqunga training, you are now a **participant!**

While attending the training, participants are expected to behave in the same way they would during their internships.

If inappropriate behaviors are repeated and seem too significant to function properly in an organization, it could be suggested that your internship be postponed for another time.

TIP #6: HAVE FUN and don't be shy to contact us if you have any questions 😊

Contact Information

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Follow us on FACEBOOK!

Every week, we will post more hints and tricks to better chances to be selected on our Facebook Page:



Stay updated with Pijunnaqunga! You can learn important information and know the latest news about Pijunnaqunga on our website:

WWW.PIJUNNAQUNGA.ORG