

# HOW TO BECOME AN INTERN

A GUIDE TO PARTICIPATE IN THE PIJUNNAQUNGA PROGRAM

" I am very grateful for this opportunity because it helped me to regain motivation and confidence in myself. Before my internship, I felt limited to the responsibilities of a young mother. Now, I know I can do anything. "

Emy Nayoumealuk  
20 years old, Inukjuak  
Pijunnaqunga intern, 2018

Emma Kasudluak  
19 years old, Inukjuak  
Pijunnaqunga intern, 2018

" The Pijunnaqunga Program helped me in many different ways, inside and outside the office. I now know I'm capable to do anything if I put my mind into it. I strongly recommend the program to youths."

## PIJUNNAQUNGA



THE NUNAVIK INTERNSHIP PROGRAM



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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 get a new start!

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

## This guide will explain:

- What is an internship?
- How the selection process works?
- Exclusive tips to prepare for an interview;
- The benefits of the program.

## 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 for at least 6 months to be eligible to apply to Pijunnaqunga.**

We will provide support to all participants at any point during the program who express 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 internship?

An internship is a limited period of time during which someone works for an organization in order to get **practical work experience** with the support of a mentor. The person trying this new job is called an **intern** and the employee coaching them is called a **mentor**.

Being a Pijunnaqunga intern means that you would work within a Nunavik organization for a period of 2 to 3 months. Just like any other employee, you will be paid, however unlike your co-workers your main objective will be:

*To learn and develop your skills in a work setting.*

Your performance is important, but what's even more crucial to us is that you are:

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

## Pijunnaqunga's Mentors

A mentor is an experienced employee within the organization who's offering a Pijunnaqunga internship. You will be paired with a mentor who will:

- Assign you daily tasks, and then teach how to do them;
- Answer any job-related doubts or questions;
- Evaluate your progress and help to improve.

## Pijunnaqunga's Internship Coordinator

Within the Pijunnaqunga team, the internship coordinator is someone that will be available for you everyday, providing you support and assistance to:

- Adjust to a new workplace and community;
- Resolve non-work-related issues such as housing, childcare, etc.;
- Make sure you are learning the maximum from your internship.



## What are the benefits of being an intern?

Pijunnaqunga is the ideal program for you if you've been wanting a career in a field that **you don't have any work experience in** or specific training. Our program also provides the chance to **try to a totally new job** if you are looking for a change of profession.

During your internship, you will be paid a **MINIMUM OF \$20/HOUR** as well as having housing and flights covered (if taking place in another community than your hometown). Furthermore, a **free 2-week job readiness training** session is offered before your internship.

Pijunnaqunga has been designed to give you all the tools you need to **kick-start your career**, as well as give you **opportunities to explore new jobs**. By committing to this internship experience, you will gain these professional and personal assets:



Keep in mind that Pijunnaqunga's vision is to have more Inuit at the head of Nunavik Organization, so all internships are created so that you can gain some skills that would be useful in any management positions.

*That means that all internship focus on office work type of job.*

## What kind of internships are available?

Below are *examples* of internships that Pijunnaqunga have offered in the past and upcoming opportunities, including what are the main learning objectives of each:

### 1. Accounting clerk



- Learn about accounting basis (accounting cycle, chart of accounts, debit and credits, financial periods, etc);
- Prepare different worksheets and analysis with Excel;
- Reconcile supplier's statement of accounts;
- Process cost-of-living applications and be able to give information to Nunavimmiut about the existing programs;
- Review and process travel expense reimbursements.

### 2. Computer Technician



- Learn about different hardware components;
- Learn basic networking knowledge (how the IP protocol works);
- Learn about computer in the workplace (Windows Active Directory and associated services);
- Depending on motivation and skills possibly more advanced duties (server and network administration).

### 3. Assistant General Manager

- Become familiar with all operations of a non-profit

organization to accomplish the organization's objectives and ensure its growth;

- Improve skills in leadership, coordination, coaching and accountability;
- Gain experience in performance management, staffing, financial planning, decision-making, strategic planning and communication.



### 4. Socio-economic Development Agent

- Learn the basics of project management and coordination;
- Be introduced to economic development in Nunavik;
- Develop interpersonal skills in an office environment and work in a team;
- Learn to manage priorities;
- Develop problem-solving skills.



### 5. Communication Agent

- Learn basic journalism skills;
- Learn how to do reporting/editing/writing skills;
- Develop program hosting skills;
- Learn about CBC North and what skills are needed for media and communications positions.



## How to increase your chances of getting 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 selection process



If you successfully go through these 3 steps, you will be invited to participate in the **2-week training**. This is the last step to break through in order to realize an internship with Pijunnaqunga.

### TIP #1: Fill the application form properly

The Pijunnaqunga application form will allow us to get to **know you a bit more**. 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
- Email [dlord@pijunnaqunga.org](mailto:dlord@pijunnaqunga.org)
- or by message  [www.facebook.com/pijunnaqunga.org](https://www.facebook.com/pijunnaqunga.org)



officers are also available to help you, or the LEO of your community.

- Facebook: [www.facebook.com/yesnunavik](https://www.facebook.com/yesnunavik)
- Inukjuak phone: 1-819-254-0408
- Kuujjuaq phone: 1-877-964-2961



**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 out 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

The purpose of this interview is to get to a basic idea of who you are and your work experience. 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 presented in the following section (see next section « example of phone interview questions »).	<input type="checkbox"/>
2. Make sure you find a <b>good working phone</b> and that you are in a <b>calm setting place</b> in which you feel comfortable.	<input type="checkbox"/>
3. Even though it's a phone interview and we won't be able to see you, we suggest that you <b>take a shower and dress nicely</b> for the length of the call. This will boost your confidence and lower your stress.	<input type="checkbox"/>
4. Sit <b>straight on a chair or stay standing</b> up during the interview.	<input type="checkbox"/>
5. If you have a <b>resume</b> , make sure to keep a copy with you along with the completed <b>application forms</b> .	<input type="checkbox"/>
6. Prepare a <b>list of questions</b> you might have about Pijunnaqunga.	<input type="checkbox"/>



**Examples of phone interview questions**

<i>Do you know how to respond to...?</i>	✓
What do you know about Pijunnaungga?	
What convinced you to apply ?	
What is important for you in teamwork?	
What are your hobbies/past-times?	
Describe your strengths.	
What would you like to improve about yourself? How?	
Who are your role models? Why?	
Describe an activity, job or event you did as part of the team.	
What is important for teamwork?	
Do you have plans in the near future that would make you unavailable?	

*We highly recommend you to practice with your Youth Employment Officer!*

Their offices are located in Inukjuak and Kuujuaq, but they work for all the Nunavik youth in all communities! Don't be shy, you can easily reach **yes** through:

- Facebook: [www.facebook.com/yesnunavik](http://www.facebook.com/yesnunavik)
- Inukjuak phone: 1-819-254-0408
- Kuujuaq phone: 1-877-964-2961

**TIP #4: Be well prepared for your Individual interview**

**Tips and tricks for the individual interview**

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. Here's a checklist to help you to be prepared:

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



Examples of individual interview questions

<i>Can you answer these questions?</i>	✓
We offer internship with different organizations? Do you know which ones?	
I'll give you 3 different brief internship descriptions. Which ones do you like best and least? Why?	
How comfortable are you with computers? What do you use them for?	
Do you prefer individual or teamwork? Why?	
Would you prefer a job that involves travelling often and meeting new people, or a job working in a steady setting with a regular team?	
What do you want to get out of Pijunnaqunga? Why would this program be better than others for you? Tell me how Pijunnaqunga could help you achieve your career goals.	
Situational 1: Mentor gives a task and the deadline seems impossible to respect. Show me how you would communicate your opinion	
Example: You are doing your internship, and you have been given a repetitive task and other varied tasks. Which one would you do first? Why?	
For which situations would you prefer to work on your own or with co-workers? Why?	
At work your boss gives you some work to do. What computer program/software/application would you use to do them?	
Do you have career goals? If so, what are you doing to reach them?	
Someone needs to speak in front of an audience for their new job. They've never done this before. What advice would you give them?	
Have you ever had to change something in your habits or adjust a personality trait for a job?	
You said in your phone interview that your dream job is to be a _____. What are 2 important things to do this job well?	
What kind of absence is justified? Which one is not?	
For any job that you had, did you ever have to come early to work, leave late or work extra days (i.e. weekend), to get something done? If yes, could you tell me more about that?	
How many times a month were you absent from your last job?	
Example: It has been 3 weeks you started your internship and you are starting to lose motivation and you are missing home. What would you do to bring up your motivation again?	
Example: You finished all the work that was given to you for the day but its only noon. What would you do for the rest of the day?	
Every job has some things we don't like to do? How do you push yourself to do them?	
Is being relocated for the duration of the internship represents a challenge for you?	



*Again, your Youth Employment Officer is there to help you!*

You can practice for job interviews with them. Their offices are located in Inukjuak and Kuujjuaq, but they work for all the Nunavik youth in all communities! Don't be shy, you can easily reach **yes** through:

- Facebook  [www.facebook.com/yesnunavik](http://www.facebook.com/yesnunavik)
- Inukjuak phone: 1-819-254-0408
- Kuujjuaq phone: 1-877-964-2961

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

If you perform well in the interviews, you will be selected and become a **participant** for the 2-week training session! This training session will prepare you for an internship as well as give you the tools to successfully complete them.

**General tips**

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

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

This mean we will evaluate your behavior, competences and interest during the 2-week training. If inappropriate behaviors are repeated or seem significant enough to impede functioning properly in an organization, it could be suggested that your candidacy 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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Montréal, Québec, H4G 1M3

\* Our offices are located next to metro de Verdun, in the same building as the Ivirtvik center in Verdun

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Info@pijunnaqunga.org



### Follow us on FACEBOOK!

On our Facebook page we will post more hints and tricks to help you better your chances of being selected:



Stay up-to-date with Pijunnaqunga! You can find any and all relevant information as well as the latest news on our website:

**WWW.PIJUNNAQUNGA.ORG**