

MODULE 3 Communication and Terminology for Work Search

TOPIC 2 Job Ads – Recruitment Terminology

LEARNING OUTCOMES:

By the end of this lesson, participants will be able to:

- ◆ understand terminology associated with recruitment by locating and extracting information from job ads
- ◆ analyze how their own skills and experience meet the requirements of current accounting positions

TOPIC	SKILLS	CLB COMPETENCE AREA	COMPETENCIES	PRE-TASKS	TASK	POST TASK
<ul style="list-style-type: none"> ◆ Job Ads – Recruitment Terminology 	<ul style="list-style-type: none"> ◆ Reading ◆ Writing 	<ul style="list-style-type: none"> ◆ formatted text 	<ul style="list-style-type: none"> ◆ locate and extract information from formatted text: job ads ◆ identify sectors / industries that could benefit from participant’s expertise ◆ demonstrate understanding of accounting job requirements and be able to analyze how own skills and experience meet those requirements 	<ul style="list-style-type: none"> ◆ identify and negotiate meanings of accounting positions in various industries and sectors ◆ analyze job ads in chart form ◆ negotiate meaning of recruitment terminology ◆ categorize recruitment terminology 	<ul style="list-style-type: none"> ◆ match own skills, attributes, education, job experience with job ads 	<ul style="list-style-type: none"> ◆ self-directed job ad analysis

Facilitator's Notes for Module 3
Topic 2: Job Ads – Recruitment Terminology

FACILITATOR PREPARATION

Delivery

As many copies as necessary should be made of the following handouts:

- ◆ Handout 1 Two Job Ads
- ◆ Handout 2 Job Ad Analysis Chart
- ◆ Handout 3 Job Ads

(Handouts 1, 7, 8, 9 and 10 from Module 3, Topic 1 should be available)

Terminology List (optional)

Materials needed: access to a blackboard, overhead projector, OHT 1.

Methodology

Introduction

- (20 minutes)** 1. On an overhead projector, show the CGA Application for Enrolment 2003/04 codes list (see OHT 1) and ask participants to review the list of industries. Instruct groups to negotiate the meaning of words and discuss them with the class by giving examples of industries.
- (10 minutes)** 2. Explain that participants now have an overview of where accountants can find employment. Have participants share any information from the Orientation and Overview workshop on industry trends, etc., for accounting positions.

Pre-Tasks

- (20 minutes)** 1. Elicit from class types of information included in job advertisements (i.e., position, name of the company, qualifications—personal attributes and skills, job responsibilities, name of the person to send / fax a résumé to, fax / telephone number, company address). Discuss with class and/or write on the board.
- (15 minutes)** 2. Pair up participants and distribute Handout 1 to each pair. Ask participants to read handout and complete chart on Handout 2. Review on the board or orally (volunteers read categories and information for each position) and verify on OHP.
- (25 minutes)** 3. Distribute Handout 3 and have participants work in groups negotiating the meaning of the underlined words / expressions. Take up with class. Instruct participants to categorize words / expressions in terms of headings on Handout 2. Let participants work in pairs and then compare their answers with another pair.
- (30 minutes)** 4. Distribute several copies of Handouts 1, 7, 8, 9 and 10 (job ads from previous lesson: Module 3, Topic 1). Ask

participants to read the job ads and negotiate (in groups of three) the meanings of unknown words / expressions. Have a whole-class discussion to take up the words / expressions discussed by the groups.

Task

(30 minutes)

Ask participants to find two job ads for a position that matches their skills, personal attributes, education, job experience, and other qualifications.

Using job ads from Handouts 1, 7, 8, 9, 10 (from Module 3, Topic 1), instruct participants to do a comparison in the form of the chart below as one kind of self-assessment.

	Job Requirements	My qualifications
Skills		
Personal Traits		
Education Requirements		
Computer Knowledge		
Experience		

Have participants share their information with a partner.

**Out-of-Class
Post-Task**

1. Ask participants to analyze job ads on their own, locate new words / expressions, and bring them to class next day.

OHT 1

Industry

- 10 Public Practice: Self-Employed
- 11 Public Practice: Employed
- 15 Education: Elementary and Secondary
- 16 Education: College & University
- 20 Government (Federal): Canadian Customs
And Revenue Agency
- 24 Government (Federal): Other
- 30 Government (Provincial): Finance
- 31 Government (Provincial): Other
- 35 Government (Municipal)
- 36 Crown Corporation
- 40 Primary Industry
- 50 Manufacturing
- 51 Processing
- 52 Construction
- 53 Transportation/Communication
- 54 Utilities
- 55 Printing/Publishing
- 60 Commerce; Wholesale, Retail Trade
- 61 Commerce; Banking, Trust Co., Credit Union
- 62 Commerce: Finance, Investment Mortgage Corp.
- 63 Commerce; Insurance, Real Estate
- 64 Commerce: Hospitality
- 65 Commerce: Other
- 66 Commerce: Consulting
- 70 Not-For-Profit: Professional Associations
- 71 Not-For-Profit: Hospitals
- 72 Not-For-Profit: Charities
- 73 Not-For-Profit: Other, Please Specify
- 90 Other
- 99 Unemployed

(Source: CGA Association of Ontario Application for Enrolment, 2003/04.)

Handout 1

Position 1

Audit and Tax Managers, Audit Seniors – Toronto

Richter, Usher & Vineberg is among the top ten public accounting firms in Canada. Through offices in Toronto and Montreal, we are dedicated to providing the finest quality service to our entrepreneurial client base.

We have Staff and Manager AUDIT POSITIONS available for capable, ambitious and outgoing individuals. You are a motivated CA (or CA student) with state-of-the-art audit skills and experience servicing entrepreneurial clients in a mid-sized or national firm. You are a self-starter with strong leadership, interpersonal and technical skills.

We also have the need for a TAX MANAGER with several years of current tax experience in public practice, who has completed the CICA In-depth Tax Course.

Please forward your resume, in the strictest of confidence, to:

Ms. Caroline Freedman, Director, Human Resources, 90 Eglinton Avenue East, Toronto, Ontario M4P 2Y3.
Telephone: (416) 932-8000,
Facsimile: (416) 932-6200.

**RICHTER, USHER
& VINEBERG**

CHARTERED ACCOUNTANTS

Position 2

Montgomery KONE Elevator

INTERNATIONAL ELEVATOR COMPANY INVITES APPLICATIONS FOR THE FOLLOWING POSITION AT OUR CORPORATE HEADQUARTERS LOCATED AT EVANS/HORNER IN ETOBICOKE.

BILINGUAL ACCOUNTANT

Qualifications:

Excellent oral & written French language skills
Team Player
Strong organizational & communications skills
1st or 2nd level CGA/CMA with 3 years
Accounting experience
Working knowledge of Excel, Word, SAP (FI/CO/MM)

Job Functions:

Accounting support for Quebec Branches
Reconciliation of Bank and G/L accounts. Maintain fixed asset ledger. Assist Management with month-end close & year-end audit.

Send resumes to Human Resources Administrator by Sept. 17, 200X.

Montgomery KONE Elevator Co. Limited
80 Horner Avenue
Toronto, Ont. M8Z 4X8
Fax: 416-252-3624

(Only applicants with requested experience will be acknowledged)

Handout 2

Complete the chart using information from the job ads on Handout 1:

Information / Categories	Position #1	Position #2
Position Offered		
Company Name		
Company Information		
Personal Attributes / Traits of Prospective Applicants		
Skills		
Experience Required		
Education (Designation) / Training		
Job Functions / Responsibilities		
Salary and Benefits		
Location of the position		
Application Procedures		
Other Information		

FACILITATOR'S ANSWER SHEET FOR HANDOUT 2

Complete the chart using information from job ads on Handout 1:

Information / Categories	Position #1	Position #2
Position Offered	<ul style="list-style-type: none"> ◆ <i>Audit managers</i> ◆ <i>Tax managers</i> ◆ <i>Audit Seniors</i> 	<ul style="list-style-type: none"> ◆ <i>Bilingual Accountant</i>
Company Name	<ul style="list-style-type: none"> ◆ <i>Richter, Usher and Vineberg</i> ◆ <i>Chartered Accountants</i> 	<ul style="list-style-type: none"> ◆ <i>Montgomery Kone Elevator Co. Limited</i>
Company Information	<ul style="list-style-type: none"> ◆ <i>Among top ten public accounting firms in Canada</i> ◆ <i>Offices in Toronto and Montreal</i> ◆ <i>Provides accounting service to entrepreneurial clients</i> 	<ul style="list-style-type: none"> ◆ <i>International elevator company</i> ◆ <i>Corporate headquarters in Etobicoke</i>
Personal Attributes / Traits of Prospective Applicants	<ul style="list-style-type: none"> ◆ <i>capable, ambitious, outgoing, motivated, and self-starter</i> 	<ul style="list-style-type: none"> ◆ <i>a team player</i>
Skills	<ul style="list-style-type: none"> ◆ <i>state-of-the-art audit skills</i> ◆ <i>strong leadership, interpersonal and technical skills</i> 	<ul style="list-style-type: none"> ◆ <i>excellent oral and written French language skills</i> ◆ <i>strong organizational and communications skills</i>
Experience Required	<ul style="list-style-type: none"> ◆ <i>servicing entrepreneurial clients in a mid-sized or national firm</i> ◆ <i>several years of current tax experience in public practice (for Tax Manager)</i> 	<ul style="list-style-type: none"> ◆ <i>3 year of accounting experience</i>
Education (Designation) / Training	<ul style="list-style-type: none"> ◆ <i>CA (or a CA student)</i> ◆ <i>Completed the CICA in-depth Tax course (for Tax Manager)</i> 	<ul style="list-style-type: none"> ◆ <i>1st or 2nd level CGA/CMA</i> ◆ <i>working knowledge of Excel, Word, SAP (FL/CO/MM)</i>
Job Functions / Responsibilities	<ul style="list-style-type: none"> ◆ <i>not mentioned but can infer doing audit and tax audit for entrepreneurial clients</i> 	<ul style="list-style-type: none"> ◆ <i>Accounting support for Quebec Branches</i> ◆ <i>Reconciliation of Bank and G/L accounts</i> ◆ <i>Maintain fixed assets ledger</i> ◆ <i>Assist Management with month-end close and year-end audit</i>
Salary and Benefits	<ul style="list-style-type: none"> ◆ <i>not mentioned</i> 	<ul style="list-style-type: none"> ◆ <i>not mentioned</i>
Location of the position	<ul style="list-style-type: none"> ◆ <i>Toronto</i> 	<ul style="list-style-type: none"> ◆ <i>Corporate headquarters at Evans/Korner in Etobicoke</i>
Application Procedures	<ul style="list-style-type: none"> ◆ <i>forward a résumé to: Ms. Cardine Freedman, Director, Human Resources 90 Eglinton Ave. East, Toronto, Ontario M4P 2Y3 Telephone: (416) 932-8000 Facsimile (416) 932-6200</i> 	<ul style="list-style-type: none"> ◆ <i>send résumé to Human Resources Administrator by Sept 17, 200X Montgomery Kone Elevator Co. Limited Attention: Human Resources Administrator 80 Horner Ave, Toronto, Ontario M8Z 4X8 Facsimile: (416) 252-3624</i>
Other Information	<ul style="list-style-type: none"> ◆ 	<ul style="list-style-type: none"> ◆ <i>only applicants with requested experience will be acknowledged</i>

Handout 3

Work in a group and decide what the underlined words / expressions in each statement mean

1. We are dedicated to providing the finest quality service to our entrepreneurial client case.
2. Please forward your résumé, in the strictest of confidence, to...
3. International Elevator Company invites applications for Bilingual Accountant position.
4. A successful applicant should have a working knowledge of Excel.
5. One of the job functions is reconciliation of Bank and G/L accounts.
6. Only applicants with requested experience will be acknowledged.
7. Previous manufacturing experience is a must.
8. We are looking for an accountant who thrives in a fast-paced challenging environment.
9. The successful candidate will have in depth knowledge of spreadsheet applications (Lotus, Excel).
10. We offer an attractive salary.
11. You will establish and maintain procedures with all departments to ensure ongoing regulatory compliance.
12. Exposure to a computerized accounting is a definite asset.
13. To apply, please forward your résumé stating salary expectations.
14. Only these candidates under consideration will be contacted.
15. Small company seeks an accounting professional to be responsible for R and D Credit Accounting.
16. The ideal candidate will have a CMA designation and five years of post qualification experience.
17. Only interviewees will be contacted.
18. Principals only please.
19. Due to our ongoing success...
20. Your experience in manufacturing is coupled with the flexibility to communicate with all departments.
21. Our company encourages a collaborative environment and offers room for personal growth.
22. Reporting to V.P. Finance, this position requires a gatekeeper.
23. This opportunity would appeal to a hard working individual.

FACILITATOR'S ANSWER SHEET FOR HANDOUT 3

CATEGORIES	
responsibilities	1. entrepreneurial client base = small business clients
application procedures	2. to forward = to send in the strictest of confidence = your information will be kept confidential (i.e., no one else will have access to it)
position	3. Bilingual Accountant = an Accountant speaking French and English
skills	4. A working knowledge = a good knowledge that could be applied in practice
responsibilities	5. G/L account = General Ledger accounts
application procedures	6. Acknowledged = will be contacted
qualification	7. Is a must = is essential, necessary
skills	8. To thrive in a fast paced environment = to work very well in a very busy environment
application procedures skills - skills -	9. A candidate = an applicant In depth = solid Spreadsheet application = computer languages using spreadsheets
salary, benefits	10. An attractive salary = a good / competitive salary
responsibility	11. On-going regulatory compliance – continuous acting according to regulations
experience	12. An exposure = a prior experience with / in A definite asset = a very important asset (thing to have)
salary	13. Stating salary expectations = writing what kind of salary is expected
application procedure	14. Under consideration = meeting qualifications of the job
education responsibility	15. An accounting professional = an experienced / designated accountant R and D = Research and Development
experience	16. Post qualification experience = experience after obtaining a designation
application procedures	17. Interviewees = people to be interviewed
application procedures	18. Principals = original applicants, no agencies
company information	19. Ongoing success = continuous success
skills	20. Coupled with = in addition to, together with
skills skills - company information	21. To encourage = to support Collaborative = co-operative Room for personal growth = opportunity for an advancement
responsibilities traits	22. V.P. Finance = Vice President of Finance A gatekeeper = a person in control
application procedures	23. To appeal to = to be suitable / good for

Terminology List

ACCOUNTING POSITIONS

- ◆ analyst
- ◆ senior analyst
- ◆ junior accountant
- ◆ accounting clerk bookkeeper
- ◆ junior accounting clerk
- ◆ intermediate accountant
- ◆ senior accountant
- ◆ supervisor
- ◆ manager
- ◆ chief accountant
- ◆ controller
- ◆ treasurer
- ◆ accounting manager
- ◆ Vice President
- ◆ president
- ◆ public accountant
- ◆ internal auditor
- ◆ government auditor
- ◆ partner
- ◆ consultant

INDUSTRY TYPES

- ◆ public practice: self employed/employed
- ◆ crown corporation
- ◆ processing
- ◆ commerce: wholesale, retail trade
- ◆ commerce: banking, trust co. credit union
- ◆ commerce: finance, investment mortgage corp.
- ◆ commerce: insurance, real estate
- ◆ commerce: hospitality
- ◆ not-for-profit: charities
- ◆ re-insurance
- ◆ surety companies
- ◆ financial services
 - ◆ currency brokers
 - ◆ security and commodity dealers
 - ◆ security and commodity regulations
- ◆ real estate: agents / brokers

PERSONAL ATTRIBUTES

- ◆ capable
- ◆ ambitious
- ◆ outgoing
- ◆ motivated
- ◆ a self-starter
- ◆ a team player

SKILLS

- ◆ strong leadership
- ◆ interpersonal and technical skills
- ◆ excellent oral and written language skills
- ◆ strong organizational skills
- ◆ communication skills

RECRUITMENT VOCABULARY

- ◆ entrepreneurial clients
- ◆ to forward
- ◆ facsimile
- ◆ reconciliation of G/L accounts
- ◆ in the strictest of confidence
- ◆ working knowledge
- ◆ G/L (General Ledger)
- ◆ applicants knowledge
- ◆ a must
- ◆ to thrive in a fast paced environment
- ◆ in-depth knowledge
- ◆ spreadsheet applications
- ◆ ongoing regulatory compliance
- ◆ an exposure
- ◆ a definite asset
- ◆ to state salary expectations
- ◆ R and D
- ◆ post qualification experience
- ◆ interviewees
- ◆ principals
- ◆ on-going
- ◆ coupled with
- ◆ collaborative
- ◆ to encourage
- ◆ room for personal growth
- ◆ V.P.
- ◆ a gatekeeper
- ◆ to appeal to