

## The Canada Manpower Center on Campus

The Department of Manpower and Immigration, in co-operation with the Department of Student Services at UPEI, maintains a full-time Canada Manpower Centre on Campus to provide students and faculty with a placement and employment service on a year-round basis.

This office is part of a national network of Canada Manpower Centres and has the ability to contact employers at any location in Canada on behalf of students. Information on all of the programs and services of the Department of Manpower and Immigration is available at this office. Some of the services are described here.

The services offered by the Canada Manpower Centre on Campus are free to all Canadian and landed immigrant students, faculty and alumni of UPEI. While registration at the Centre is not compulsory, it is recommended for an individual's own benefit. Any students seeking employment should register at the Manpower office early in the first semester. Feel free to familiarize yourself with the Employment Bulletin Board and obtain a Personal Information (registration) form, or arrange to have a personal interview. This form is confidential and will remain in the files of the Canada Manpower Centre on Campus until you graduate. It should be renewed and updated each year. Registration is on a voluntary basis, but without your completed Personal Information Form, we will be unable to contact or assist you in obtaining ANY type of employment.

In addition to assisting university students in obtaining part-time employment, each year the Canada Manpower Centre on Campus invites various employer representatives to visit the campus and recruit graduates for permanent employment. Some employers also visit the campus at this time to recruit for summer help. This recruitment period normally runs from mid-October until December. By registering with our office, you will be sent "employment bulletins" outlining which companies are coming on campus and what their requirements are. In addition, notices regarding employment opportunities and recruiters are posted on campus bulletin boards located in the following areas: (1) Main Building, Room 102, Canada Manpower Centre (2) Main Building, First Floor, adjacent to Student Services and (3) various academic departments around campus. Employment opportunities are also published in the SUN as well as being



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announced over CIMN Campus Radio. Normally notices appearing on the bulletin boards in the other academic departments will pertain to employ-

ment opportunities related to that particular department or faculty.

Another major responsibility of the Canada Manpower Centre on Campus is that of (1) providing job requirements and occupational trend information, as well as (2) assistance in the identification of personal functions as they relate to an occupational career plan. Assistance is also given on job hunting including resume preparation and interview orientation through creative job search techniques.

Information on various careers with different companies is available in the form of company information binders, and career directories with

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