

Interview Session Con't

Master of Applied Human Nutrition



Career Services



University
of Manitoba

Lasha Stordeur
Career Consultant

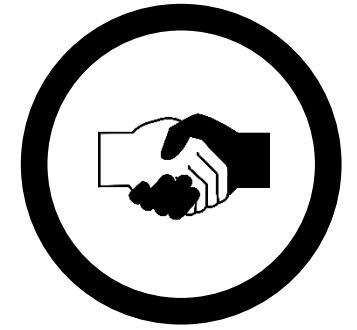


LABOUR MARKET
REPORTS



GOVERNMENT
MEMOS

- [Job Bank: Trend Analysis](#)
- [Manitoba.ca/lmi](https://www.manitoba.ca/lmi)



INDUSTRY
CONTACTS



LABOUR MARKET INFORMATION

ACTIVITY: Identifying Employers

Use one, or both, of the following resources to build your list of potential employers

UM EXPLORING
OCCUPATIONS
LIBRARY



UM INDUSTRY
SECTORS LISTING



Dietitian & Nutritionist

Learn about this occupation – including typical duties, education required, salary and job outlook information, job boards and more.

This page includes **Dietitians and Nutritionists** (NOC: 31121) and **Dietary Technicians** (NOC: 32129). Dietitians and nutritionists plan, implement and oversee nutrition and food service programs. They are employed in a variety of settings including hospitals, home health-care agencies and extended care facilities, community health centres, the food and beverage industry, educational institutions, and government and sports organizations, or they may work as private consultants. Dietary technicians are employed in health care and commercial food service establishments such as hospitals, extended care facilities, nursing homes, schools, cafeterias and fast food outlets. (National Occupational Classification).

NOC Code

[31121 – Dietitians and nutritionists](#) ↗

[32129 – Other medical technologists and technicians \(except dental health\)](#) ↗

Holland Code

Social
Investigative
Enterprising

[What is a Holland Code?](#)

Does this suit me?

Occupational profile

What is the job like?

Find detailed information about the occupation, including typical duties and working conditions, in the links below:

- [National Occupational Classification \(NOC\) - Canadian occupational description](#) ↗
 - [Dietitian and Nutritionists](#) ↗
 - [Other Medical Technologists and Technicians \(except dental health\)](#) ↗
- [Q*NET Online - U.S. resource for occupational descriptions and information](#) ↗
- [OCCinfo by alis - Alberta-based occupational information \(includes video\)](#) ↗
- [Career Explorer by Sokanu - occupational info and videos \(U.S.\)](#) ↗
 - [Registered Dietitian Nutritionist](#) ↗
 - [Nutritionist](#) ↗
 - [Dietetic Technician](#) ↗
- [A Day in the Life of a Nutritionist - The Princeton Review \(U.S.\)](#) ↗
- [Is there a difference between a Dietitian and a Nutritionist? - Dietitians of Canada](#) ↗
- [What does a Dietitian do - Dietitians of Canada](#) ↗
- [Career Mentor profile - Jorie Janzen, Health & Sports Dietitian](#)
- [Alumni Advice - Dietitian profile from Career Services' Learning to Earning 2012](#)
- [Interview: Dietitian - from StudyinCanada.com](#) ↗
- [Discover your Future in Healthcare: Dietitian - University of Manitoba](#)
- Let's Talk Science Career Profiles
 - [Registered Dietician](#) ↗
 - [Registered Dietician, Private Consultant](#) ↗

Education

The university provides education for a career as a Dietitian, Nutritionist, or Dietetic Sciences degree. To become a Registered Dietitian in Manitoba, acceptance an [internship](#) available to students in Human Nutritional Sciences is required.

U of M Academic Calendar

[The Academic Calendar & Catalogue](#) outlines program admission and course requirements. Use the left menu to navigate to a specific faculty and program. To determine which degree path suits your unique occupational goals, speak with a [Career Consultant](#). For support with course registration and academic issues, speak with an [Academic Advisor](#).

Faculty and Department Homepages

Visit U of M's faculty and department homepage to learn about program application deadlines and processes, as well as additional in-house resources and opportunities.

- [Food and Human Nutritional Sciences - Faculty of Agriculture and Food Sciences](#)

Exploring Other Education Options

- [Accredited Programs in Canada - Partnership for Dietetic Education and Practice](#) ↗
- [Internationally Educated Dietitians - College of Dietitians of Manitoba](#) ↗

[Information for Foreign-trained Dietitians and Nutritionists](#) ↗ - Canadian Information Centre for International Credentials

Labour market information

What is the job outlook and salary?

Labour market information informs users of supply and demand for specific occupations and sectors. It includes such things as salary and job outlook information. These resources support informed career decision making and job search efforts.

Resources

- [Trend Analysis: Job Market Report \(Manitoba Region\) - Gov. of Canada Job Bank](#)
- [Occupational Outlook Handbook - Job outlook for the U.S.](#) ↗
- [Manitoba Association of Health Care Professionals - collective agreements and more](#)

Professional Associations

Professional associations may organize events and provide directories, job postings, career and labour market information. Student membership opportunities may also be available: engage, learn and network!

- [College of Dietitians of Manitoba](#) ↗
 - [How to Become a RD \(Registered Dietitian\)](#) ↗
- [Dietitians of Canada](#) ↗
 - [Canadian Provincial Regulatory Bodies - Dietitians of Canada](#) ↗
- [Academy of Dietitians and Nutritionists \(U.S.\) - formerly the American Dietetic Association](#) ↗
 - [Sports, Cardiovascular, and Wellness Nutrition Practice Group](#) ↗ (requires an account to access)

Directories, Industry Associations, and Sector Councils






These resources provide industry news, labour market information and a list of potential employers. Remember, there are usually multiple industries worth exploring.

• [Regional Health Authorities - Region of Manitoba](#) ↗

What are the educational requirements or degree options?

Where could I work? Potential employers?

These resources provide industry news, labour market information and a list of potential employers. Remember, there usually multiple industries worth exploring.

- [Regional Health Authorities - Province of Manitoba](#) 
- [Health Regions in Canada - listings and maps from Statistics Canada](#) 
- [Canadian Health Food Association](#) 
- [International Confederation of Dietetic Associations](#) 
- [International Union of Nutritional Sciences](#) 

Where to look for work?

Job Boards

Search occupations of interest in the industry-specific job boards below to learn about skill requirements, employers, and available jobs. You may also wish to search more general [online job boards](#).

- [Winnipeg Regional Health Authority + search other RHA job boards in MB & Canada](#) 
- [HealthCareJobs.ca](#) 
- [Job Board - Canadian Health Food Association](#) 

Other links

These external resources may provide you with additional information about the occupation and opportunities to build experience:

- [University of Manitoba Undergraduate Leaders in Healthcare - campus student group](#) 
- [FanLit - Food and Nutrition Literacy in Manitoba](#) 
- [Food Matters Manitoba](#) 
- [The Child Nutrition Council of Manitoba](#) 
- [Eating Well in your Community \(listing of Manitoba nutrition and community-food programs - Manitoba Government\)](#) 
- [Canadian Journal of Dietetic Practice and Research - Dietitians of Canada](#) 
- [Canada's Dietary Guidelines - Government of Canada](#) 
- [Allied Health Professions Overview - Explore Health Careers.org \(U.S.\)](#) 
- [Today's Dietitian - a magazine for nutrition professionals \(U.S.\)](#) 
- [EAT Foundation - Non-profit dedicated to working on partnerships to address global food concerns](#) 
 - [Summary Report of the EAT Lancet Commission](#) 

Related occupations

- [Pharmacist](#)
- [Food Scientist](#)
- [Food Service Manager](#)
- [Registered Nurse](#)
- [Occupational Therapist](#)
- [Physiotherapist](#)
- [Social Worker](#)
- [Dietary Technician \(NOC\)](#) 
- [Chef](#)
- [Social Program Coordinator](#)

Sector Councils and Industry Associations

Sector councils and industry associations are excellent resources for industry specific information. These provide everything from labour market reports to job postings to networking opportunities. You might also find a directory of organizations and companies in the field, which is a great starting point for any job search. More than one association or council might apply to you depending on your interests: consider getting a student membership to reap the greatest benefits.

Your specific occupation of interest might also have its own professional association. A list of these and additional industry sector councils and directories will be listed within the specific pages in our [Exploring Occupations](#) online library. You may also wish to do a Google search to discover other relevant associations, societies and councils, including those that align with region where you wish to work.

Note: that this list is not exhaustive. It also includes directories provided by organizations other than sector councils. These are included here as additional resources to support students as they continue to identify potential employers and increase their industry knowledge.

Broad National & Regional Councils

Business, Finance & Administration

Natural & Applied Sciences

Health Care

Education, Law, Social Services and Government

Career Services

Career planning

Employment resources for students

- [Job boards and industry listings](#)

Co-ops and internships

Discover Your Future in...

Career fairs



Step 3: Anticipate and Practice Questions

THE DREADED SALARY QUESTIONS

EARLY IN THE INTERVIEW

- "I would like to discuss the position more completely / get a better picture first..."
- "I trust that you pay market value. I am interested in learning more..."

LATER IN THE INTERVIEW

- "Your organization has a good reputation for being fair. I don't anticipate salary being a issue."
- "Are you considering making an offer? If so, could you give me some idea of the range you are thinking of?"
- If you must disclose – always give a reasonable range you can accept.

QUESTIONS ABOUT PRESENT OR PREVIOUS EARNINGS

- "Based on the fact that responsibilities are different, the jobs are not comparable. I prefer to fit into your salary structure. What would that be?"

Session 3: Professionalism in the Workplace

Master of Applied Human Nutrition

May 31, 2024



Presented by: Lasha Stordeur, Career Consultant

Lasha.Stordeur@umanitoba.ca



Think, Pair & Share

1. What does it mean to be “professional”?
2. Why is it important in the context of your employment?



What does professionalism look like in the workplace?

Is when an employee:

- Goes above and beyond but knows when to set boundaries.
 - Maintains an appropriate level of self-care while still fulfilling job responsibilities (time management)
- Delivers their work to the best of their abilities while acknowledging their limits due to their mental and physical health and personal obligations
- Constantly looks for opportunities to grow and improve the organization and themselves



What does professionalism look like in the workplace?

Is when an employee:

- Meets changing expectations / is adaptable
 - i.e., seeing a client last minute
- Helps to create a welcoming, safe and inclusive environment for all
 - i.e., helping people to feel included and getting to know team members
- Communicates appropriately through proper channels
 - i.e., contacting physical plant to move heavy office furniture at UM
- Demonstrates integrity and honesty
 - i.e., behaving ethically and doing the right thing, even when no one is watching



Tips to being professional in the workplace

1. Follow workplace norms and expectations
2. Demonstrate openness to feedback
3. Assume positive intent
4. Meet job responsibilities
5. Be organized (find what works for you)
6. Be reliable and accountable
7. Demonstrate workplace appropriate communication
8. Demonstrate integrity
9. Keep learning
10. And more!

Organizational Work Culture – On the job tips

- Is diverse and values non-judgement (religion, ethnicity, sexual orientation, socioeconomics)
- Personal privacy is often valued. Separation between work and home
- Confidentiality within organizations is standard.
- Social conversations in the workplace (“water cooler” talk)
 - Current events, sports and personal recreation pursuits (books, video games, music, movies, travel, volunteerism)
- Topics not typically discussed: Religious or political beliefs, personal family or financial challenges
- Pros and Cons to discussing salary in the workplace (taboos, commission based, pay gaps)

How can you start to understand the **culture at a new workplace?**



What is culture?

1 SURFACE CULTURE Easy to Spot

2 UNSPOKEN RULES Visible If You Look Closely

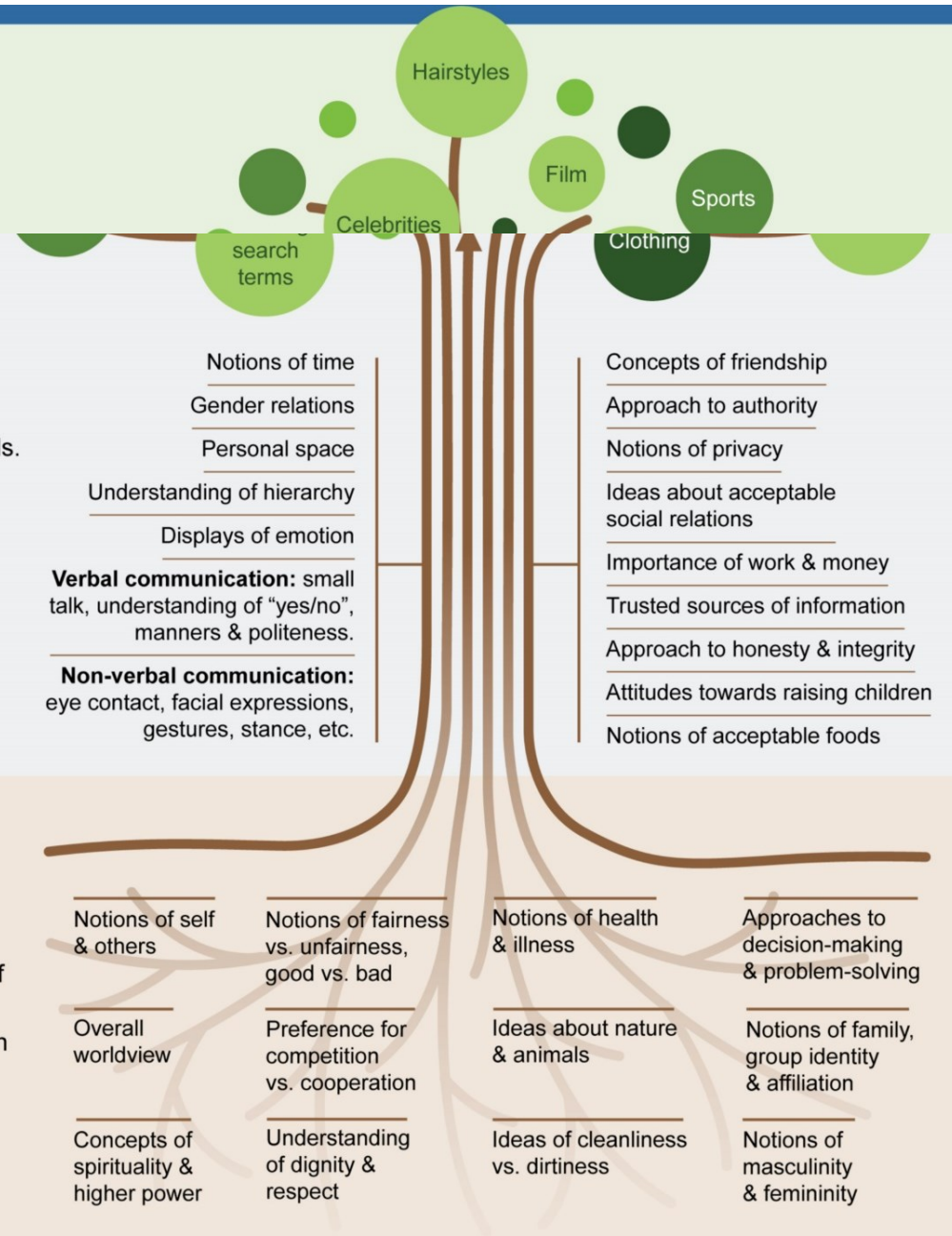
- These rules and norms govern behavior and relationships.
- They are seen as “common sense” by locals.
- Knowing the social rules will help you build trust and form friendships.
- **Social culture**; it’s how you interact, socialize and communicate!

Strive to engage at this level; make it your goal.

3 DEEPLY-HELD BELIEFS Challenging to Uncover

- These are underlying values and notions of truth, identity and society.
- This level impacts the worldview of locals in ways even they may not grasp.
- Higher levels of the culture tree “grow” out of these elements.
- **Core culture**; it’s how you understand ethics, power, love, life and the planet.

Start with awareness; build insight over time.



Employment Standards 101



In Manitoba employment standards exist to protect both employees and employers. The government has regulations with respect to:

- **Wages & deductions** - all employees **MUST** be paid a minimum wage (\$15.30/hr)
- Overtime hours
 - **Overtime** hours are those hours worked beyond the designated per day/week agreement or contract
 - Employees must be paid a minimum of time and a half (1.5 x their wage for overtime hours worked)
 - Overtime hours can be requested by employer or must be allowed/acknowledged by the employer*
- **Leaves & Vacations** (Bereavement, Parental, Medical)
- Ending employment
 - **Amount of NOTICE** employees and employers must provide when terminating employment
 - You must be paid for all **COMPLETED** hours of work and earned vacation time

What employers expect of YOU

- ✓ Arrive early and be ready to work at start of shift
- ✓ Contribute to the team & clearly communicate issues and needs –
 - Active listening and sharing ideas – meetings and beyond
 - Respect other people’s opinions – this means do not criticize or put down people
 - **If you are unsure, ask!**
 - Additional training & learning- formal or informal: colleagues and supervisors can support/refer
 - Mistakes happen. Report those that impact your team, clients or the bottom line (\$)
- ✓ Remain on task and efficiently manage your “unstructured” work time
 - Minimize personal calls or social media at work
 - Learn what’s expected – additional tasks and projects and their priority status
- ✓ Follow-through and meet deadlines



What you can expect from **EMPLOYERS**

Note: If you are part of a union you will also have standards as part a collective agreement

- ✓ Regular and timely payment of wages
- ✓ Communicate your duties and responsibilities
- ✓ Equitable treatment, free from discrimination or abuse
- ✓ Safe work environment
- ✓ Work breaks - 30 minute unpaid break after every five consecutive hours of work (Coffee breaks – morning or afternoon breaks may be provided, either paid or unpaid)
- ✓ Rest days, vacation time and leaves in accordance with your contract and labour standards
- ✗ Vacation time / paid vacation time in your first year of your employment



Your right to safe work



Free workshops
held throughout
the year:
safemanitoba.com

- You have a Right and Responsibility to Safe Work!
- When starting a new job it is important to learn:
 - Who to talk with if you have a health or safety question
 - Emergency and health & safety protocols
 - What hazards exist on the job and how to protect yourself
 - What to do if you get hurt
 - If the workplace is covered by Workers' Compensation (WCB)
 - Where first aid and safety equipment are located
 - WCB appeals can be made with support from the Worker Advisor Office



Make a good first impression at work



What can you do your first few days at work to make a good first impression?



What does “enthusiasm” look like?



Attributes of good employees and coworkers?





Thinking about my Attributes - Think, Pair, Share



What does it mean to be flexible and adaptable?



Would you consider yourself to be flexible and adaptable? Provide an example



In terms of employment, how do these attributes play an important role in your professional success?

Career Management Attributes

Workplace education Manitoba (2015)

6. ADAPTABILITY & FLEXIBILITY

Someone who *Is Adaptable and Flexible*:

- Is open to new ideas and new ways of doing things
- Copes effectively with changing priorities and expectations
- Anticipates and adjusts positively to changing and uncertain situations
- Looks for workable ways to overcome difficulties
- Demonstrates resilience and persistence when unexpected challenges happen

Your first 30 days on the job



What to expect:

- Intensive learning, training and job shadowing
- Lots of introductions and names and roles to remember
- Put in more time, focus and energy compared to coworkers
- To be directed but not micro-managed
- Opinion may not yet be as valuable
- It takes time to learn culture and procedures

What to do:

- Develop a time and information management strategy
 - Arrive early!
 - To-Do Lists
 - Calendars (schedule alerts and reminders)
 - File Folders, Notebooks
- Self-care: eat healthy, get plenty of sleep, exercise and breathe fresh air
- Ask lots of questions! Take notes.
- Learn about internal communications processes – intranets, software, etc.
- Get to know coworkers, find a mentor and build a good relationship with your supervisor

College of Dietitians of Manitoba / Standards of Practice



LOG IN



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- c) Acknowledge and respect clients' rights to autonomy and decision making over their own health.
- d) Advocate for and guide changes on behalf of clients to support their health and well-being when required.
- e) Manages available resources effectively and efficiently in meeting the needs of the client.

Standard 4. Collaborative Practice

Standard

Dietitians partner with clients and team members in the collaborative and coordinated provision of professional services.

Expected Outcome

Clients can expect Dietitians to provide collaborative, professional, client-centred services.

Standard 4. Collaborative Practice Standard

Dietitians partner with clients and team members in the collaborative and coordinated provision of professional services.

Think, Pair & Share

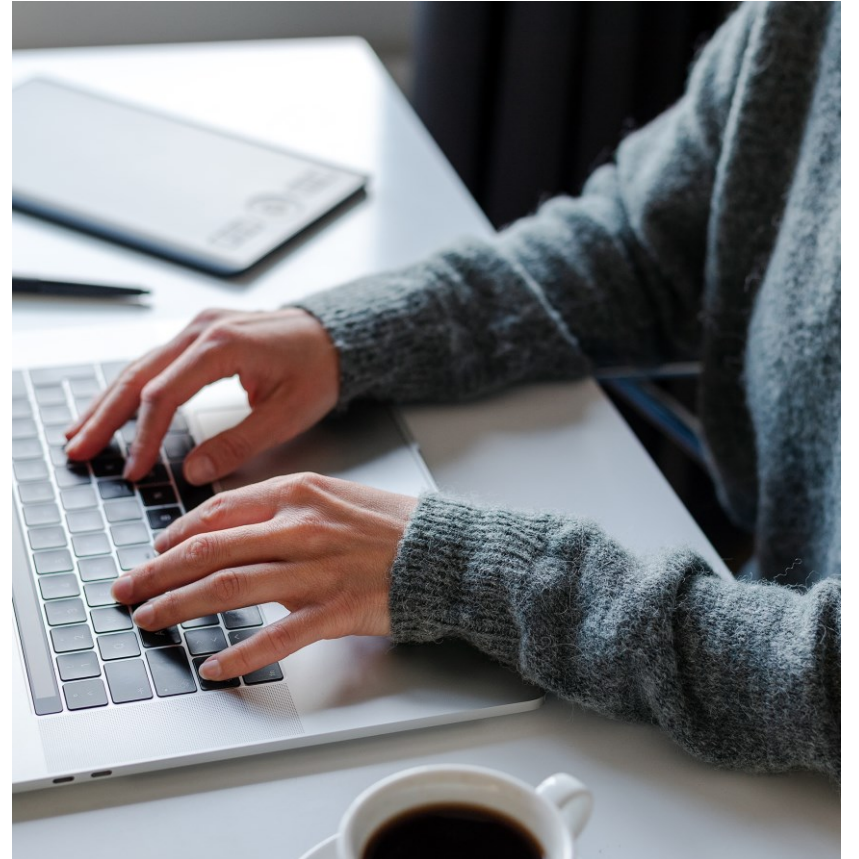
What does professionalism look like in the context of Collaborative Practice?

To demonstrate this standard, Dietitians will:

- a) Contribute professional knowledge to discussions and interactions with clients and team members.
- b) Clarify and explain their professional roles and responsibilities in discussions with clients and team members.
- c) Respect clients' and team members' perspectives and responsibilities, while acknowledging overlapping roles and scopes of practice.
- d) Consult with and/or refer as required, when the needs of clients may be more appropriately met by another Dietitian or team member.
- e) Effectively manage conflict with clients and team members.
- f) Communicate clearly and respectfully with clients and team members, at all times to facilitate collaboration.
- g) Use discussion with colleagues as a means to resolve or interpret ethical issues and conflicts in practice.

Email Etiquette

- Avoid abbreviations
- Err on the side of formality and be mindful of salutations (if you don't know, ask)
- Assume good intent
- Keep it short and concise (less is more)
- Use signatures and templates
- Learn shortcuts
- Be thoughtful in your response, especially if you are upset



ACTIVITY: WRITING PROFESSIONAL EMAILS



Review professional email.



Discuss: What could be misinterpreted? Any first impressions?

ACTIVITY: EMAIL SAMPLE 1

Hi Meg,

Yikes can you believe what just happened in the meeting? Could his face been any redder?

Deanna

ACTIVITY: EMAIL SAMPLE 2

Subject: Hello?

Hey Dug,

Did you see my last email? I was wondreing if you were on vacation or something since I had not heard from you.

It's been so nice out lately, hasn't it? I took my dog out for a walk yesterday and couldn't believe how nice it was outside! OMG, do we ever deserve some nice weather. Do you have a dog, Doug? If you do, I highly recommend going to St. Vital Park as its my fave! 😊_

I'm reaching out to inqiure about a client. My client realy needs help with developing an exercise plan. Please let me know if their is a good time to discuss further.

See ya around, Dug!

Anita

Effective **COMMUNICATION** in
the workplace prevents
misunderstandings and promotes
healthy workplace relationships



Tips for communicating with others at work

- If unsure how to address people, then ask
- Be aware of your body language and tone of voice
- Listening skills are just as important to communication as is talking
- Assume good intent
- Be aware that managers may not be able to share certain information
- Select an appropriate channel (i.e., often depends on what the topic is and/or urgency) for communicating with work colleagues and clients, such as emails, instant messaging, face-to-face interactions, and video conferencing
- How you interact with EVERYONE matters



UM Competencies Framework

- The UM Competencies Framework was designed to help students identify and articulate the competencies (knowledge, skills and dispositions) they acquire through their education.
- One of the competency areas is **self-leadership**, which is the ability to manage one's behaviors, thoughts, and emotions in an intentional and productive way, and to take responsibility for choosing one's actions and reactions

UM Competencies Framework: Self-Leadership Category

- **Self-Awareness:** Accurately assesses one's emotions, beliefs, values, motivations, positionalities, biases, behaviours, strengths, and areas of growth. Learns from feedback and past experiences to develop personal insight.
- **Self-Regulation:** Monitors and manages one's emotions, impulses, and thoughts to choose behaviours that are well-matched to one's circumstances and goals.
- **Initiative:** Independently seeks out and recognizes existing or possible opportunities and challenges, evaluating personal expertise and context to propose or take appropriate action.
- **Adaptability:** Demonstrates flexibility to change one's actions, approaches, plans, methods, goals, or perspectives in response to new information, differing views, or unforeseen circumstances.
- **Time Management and Prioritization:** Sets and negotiates priorities, allocates time effectively, and engages in effective work habits to accomplish personal or professional goals.



Group Activity

1. As a student, how/when have you used the competencies listed within the self-leadership category?
2. What helps to determine a student's success while at post-secondary?

Case Study

HH, a dietitian employed at a hospital, finished her last shift prior to her vacation. She was, however, “on-call” because she traded days with a colleague a few weeks earlier. After a quick dinner, HH changed clothes and headed out to the neighborhood pub to join in a birthday celebration for a close friend. She had three drinks and was thoroughly enjoying herself, thinking of her upcoming flight to the Bahamas. She heard her work cell phone, and since the pub was noisy, HH went to the washroom, called the hospital, and was informed by the unit nurse that a young, anorexic patient was adamantly refusing to comply with the dietary regime she and the unit dietitian had agreed upon. HH returned to the party, telling her friends that a young woman who is anorexic and in the hospital was “being difficult” to nursing staff and that she had to go leave and go into work. HH said her good-byes and drove to the hospital. A nurse who worked at the hospital happened to be in the pub, observed what happened, overheard HH’s comments and informed her supervisor the next day.



ACTIVITY: CASE STUDY

1. Did HH behave in a professional manner? Why or why not?
2. What would be the most likely concerns of the nurse who observed this situation?
3. What would be the most appropriate action of HH's supervisor upon learning about HH's behaviour?
4. If you were HH's colleague and were in the pub that night, what would you have done?

Cell Phone and Social Media Discussion

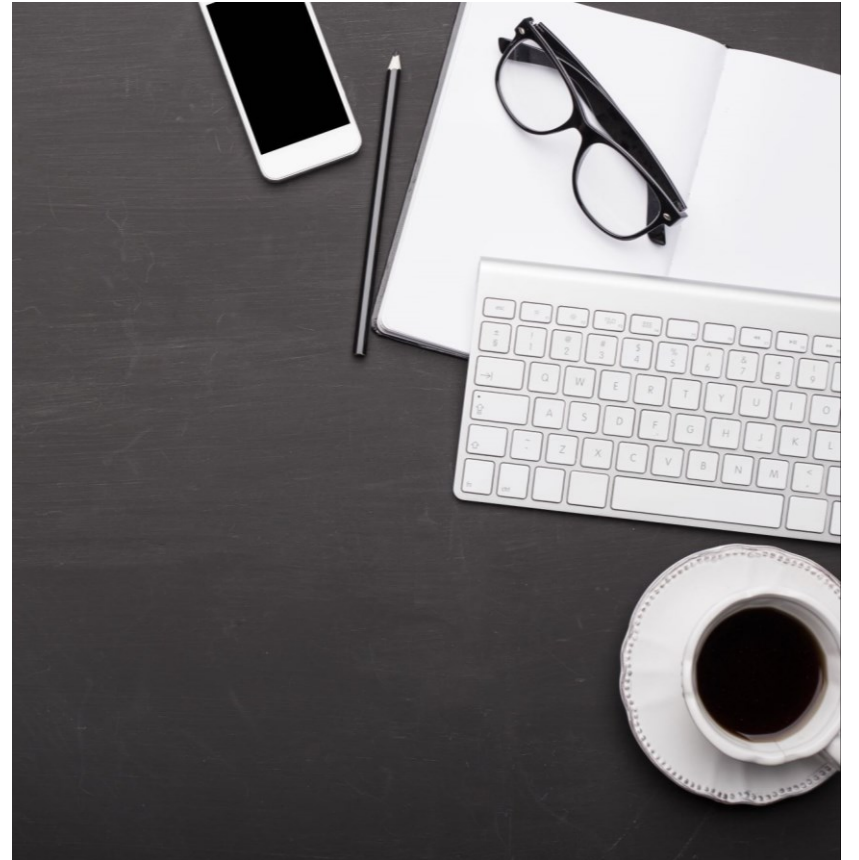


1. What are people's thoughts on appropriate use of phone at work?
 - Phone call, texting, and email depending on urgency/severity – check with employer
2. What do you want people to know about you online? Things to consider?
3. Awareness of your surroundings in conversation

Understanding expectations of employers and clients

Takeaways

1. Be mindful of what you post on social media
2. Ask for consent when posting about others
3. Be aware of how your message might be interpreted and anticipate outcomes
4. Understand the expectations of your employer when it comes to cell phone use (i.e., use on breaks or use as part of your job)
5. Be mindful of what you share conversationally at your place of employment (i.e., oversharing18 18 yet.)





CAREER SERVICES

474 UNIVERSITY CENTRE



OUR WEBSITE

umanitoba.ca/career-services



RESUMÉ LEARNING CENTRE

Drop-in times, appointments + e-mail feedback



Attend career events + wrkshps

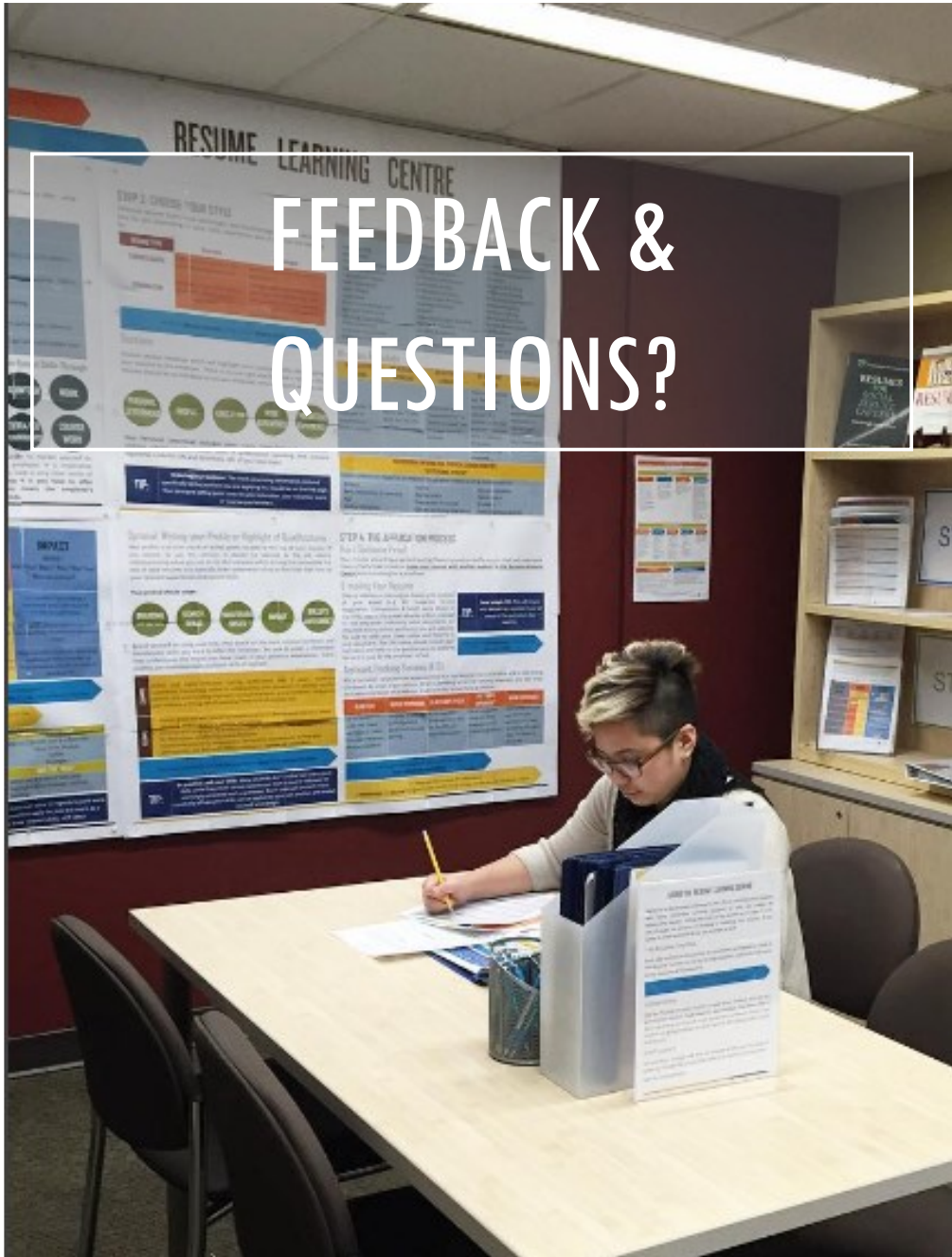
Umconnect.umanitoba.ca



APPOINTMENTS Front desk — 204-474-9456



Career Mentor Program Sept — Apr



Workshop Evaluation (In-class & Student Group)

1. Date *

Please input date (M/d/yyyy)

2. Class code (e.g. COMP 4620) *

Enter your answer



QUESTIONS...?
Shout 'em out!