

WELCOME



This is a time of immense change, the enormity of which is proclaimed at every news

cast. How does this translate for career seekers and employers in agri-food?
For one thing, many people are in transition, and experiencing new challenges at work, school, and home.
It has become an area of common ground and common ground is a good place to start and re-start. Starting speaks to new beginnings and hope for the future.
Especially for those just beginning their secondary and post-secondary education, or those seeking fulfilling, rewarding careers in agri-food.

In this guide, as well as common ground, we will be exploring common interview questions. Employers allowed us to gain insight into typical interview questions and answers. Drilling down on these questions enabled us to advise on how job seekers can stand out.

Going back to school could be the answer to a career re-start, or on the flip side, a complete waste of time and money. How do you determine whether to go back to school? When does it pay off both personally and professionally?

It is an exciting time to be in the agriculture and food industry as we manage through some of the most compelling issues of our time. Whether it be climate change, food security, or health and wellness, agriculture has a key role to play. Lately some of the greatest contributions are coming from agricultural technology or "ag tech." We are proud to partner with ag tech organizations that are delivering solutions to societal challenges, without compromise to food quality, safety and nutrition.

Even in times of a pandemic, jobs are being created, reinvented, and reimagined in agriculture and food. We will examine some of the ways that COVID-19 has impacted the agri-food labour market and how you can increase

chances of opening doors in this essential industry.

We give interview ideas on what makes people stand out and mistakes to avoid. Once on the job, this guide also gives tips and tricks to setting up a home office that rocks productivity. It also gives ways to manage difficult work relationships, mental wellness, and more.

For how to best utilize this Career Guide or AgCareers.com for your career search, no matter the stage of your career path, take a look at page 38 to learn how we can help with your next choice.

On behalf of our industry partners and AgCareers.com, thank you for taking the time to explore the Career Guide for all our futures. Happy AgCareers!

Kathyn Dar

Kathryn Doan - Director, Global Business Development, AgCareers.com

AGCAREERS.COM CANADIAN TEAM



MELISSA BRINN Sales - Canada & International



CHRIS MCLOUGHLIN
Sales - Canada & Australia



LINDSAY GARIEPY
Project & Events Manager



PAUL LANDER
Director of Digital Marketing



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- Human Resources
- Finance

AND THE AGRICULTURAL WORKPLACE

by Erika Osmundson, AgCareers.com Director of Marketing & Communications

I DON'T KNOW ABOUT YOU, but I'm tired of the "new normal"! There is very little normal about what has taken place due to the COVID-19 pandemic. From virtual learning and events to face masks and social distancing, this pandemic has thrown normal right out the window.

Now, not that it has been all bad. If we look for the good, we're bound to find some. AgCareers.com recently held our Ag & Food HR Roundtable, and yes, it was virtual this year! Throughout the sessions, which covered high interest issues in recruitment and retention within the industry, presenters shared many positives. Positives that shed light on why the agriculture and food industry is where you want to work, even during the unprecedented times of a pandemic!

THE COVID IMPACT ON THE AGRICULTURAL WORKFORCE

There has been and continues to be a talent gap between the number of jobs available within the agriculture and food industry and the number of students coming out of universities that can fill these roles. Even with increased unemployment, the agriculture industry still has demand. For those that have technical skills or trade experience, the need is even greater.

The pandemic highlighted the industry's status of "essential." We need few other professions as much as the one that feeds, clothes and fuels the world.

In this time of uncertainty, we found the general public stopping and noting their food and where/how it is produced.

EMPLOYER PREPAREDNESS

Agribusinesses held steady. According to a recent AgCareers.com poll conducted as the pandemic hit, 94% of participating agricultural employers felt the organization had an above average plan in place to deal with COVID-19. Employees that responded ranked their employers high in this category as well (73%).

While other industries such as travel/ leisure and retail services were taking tremendous hits to staff management, the agribusiness industry weathered the storm much better. Only 22% of participating employers in the above-mentioned poll stated that they needed to take action to manage their staff such as furloughs, layoffs, or reduction in hours.

We also saw recruitment and hiring maintain balanced levels. Seventy-six percent of employer respondents to a May poll said that they planned to continue with hiring as projected. Through the AgCareers.com network of clients we saw this trend play out. While we saw a slight dip in activity on the AgCareers.com job board at the onset of the pandemic, employers quickly settled and actioned to move forward-realizing that quality talent was available, and the

needs of the organizations and operations couldn't wait for the pandemic to pass.

INTERNSHIPS & SUMMER WORK EXPERIENCES - WHAT WE LEARNED

While we know there were the unfortunate few who could not continue with their internship/summer work experience as planned, many agricultural employers were able to keep their programs going. From the poll, 59% of employers responding could proceed with their internship/summer student programs as planned this past summer. Another 10% had to make some alterations, like delaying start dates or reducing hours.

But one of the biggest changes was notably that many students found their program to be virtual! There were skeptics all-around-students unsure if a virtual program would be meaningful and employers wondering if they could trust students to take on the accountability of a virtual internship/ summer work experience.

What did we learn? The worry was for not. The employers and students that AgCareers.com talked with disproved the skeptics. Students could get value out of a virtual experience. Employers saw student's step-up to the plate and prove they were up for the challenge.

We don't know vet what next summer will look like, but this summer has >>>

proven that companies and students can make virtual internships and summer work experiences work. If we remain virtual next summer, expect to see even better virtual experiences.

STUDENT RECRUITMENT ON CAMPUS THIS FALL

At the Roundtable, several university career services professionals joined in a panel to discuss what they think student recruitment will look like on campus this fall and perhaps the remainder of the year. You guessed it, virtually!

For many companies that weren't onboard with virtual or remote before the pandemic have learned that their businesses and employees can be just as successful, if not more in a remote setting. Organizations are finding cost savings in the forced lack of travel while maintaining targets. We'll see some of these virtual and remote aspects hold on even after the pandemic is gone.

Getting comfortable with virtual recruitment and a virtual workspace is one way to set yourself apart from your

other candidate competition. Explore virtual career fairs, virtual interviewing and virtual networking. Reach out to alumni through social and engage in events through online portals. This is a bit of the new reality and showing you are an early adopter will take you far.

WHAT DOES GOING TO THE OFFICE LOOK LIKE THESE DAYS

We are talking about more than just being in a square building. It is what you'll encounter as you go to an office, whether a summer experience or new graduate opportunity. You may have heard of a shift in the employment market and that it is now an employer's market; meaning that employers have the upper hand because there are plenty of candidates on the market. Well, that isn't entirely true for the agriculture industry. Plus, this industry is humble and prides themselves on quality—that means for talent too.

You may have more competition through the recruitment process but demonstrate the key employability skills, like reliability, communication, work ethic, and resiliency. Support those with your technical expertise. Your industry specific expertise will get you in the door, but it is likely your employability skills that will win the interviewer over!

Let's just talk about resiliency briefly. As a student or young professional that has lived through the pandemic, if you've managed through these challenging times, you are resilient. This is something that employers stereotypically feel that young professionals lack, but the pandemic has just opened your examples for interview questions on this topic!

Agricultural employers, or at least the good ones, still focus on their employees and providing a culture that is safe, compassionate, and fun. Look for these things (or those things you are passionate about) in future employers. The pandemic has not created an employment crisis within the agriculture industry as of now. Don't panic and take the first job offer just because. Instead, take a job that you can see yourself enjoying and excelling in! AG



STANDING OUT IN A VIRTUAL INTERVIEW

Cynthia Cole, Recruitment Manager for De Lacy Executive Recruitment, shared some valuable tips on how students can stand out in a virtual interview.

- Be mindful of new processes—virtual is the new normal
- Dress appropriately
- Test technology—practice with a friend if possible
- Set the scene—avoid background noise and cluttered spaces
- Convey enthusiasm—let the employer know you are excited
- Address the pandemic—yes, you can ask about how their company has dealt
- Give a compliment—if you've experienced something good in their process, tell them

A video interview is still a great way for you to assess the company! Look for ways that the employer steps up in the virtual setting to help you recognize why you should work for their organization.



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WHAT LABOL

by Kathryn Doan, AgCareers.com Director of Global Business Develop

simply put, Ag Tech, is enabling the agriculture industry to grow and do more

AGRICULTURAL TECHNOLOGY, or

with less. These professionals are working simultaneously to deliver sustainability with more nutritious food, healthier land, higher yields and reduced manual labour.

Canadian consumers are concerned about the impacts of agriculture and food production on climate change, and they are expressing those concerns with their purchasing dollars. Consumers want sustainable qualities without missing out on food quality. Also, tastes are changing and include novel ingredients, world food, alternative proteins, local food, and nutraceuticals.

The solution is agricultural technology's seemingly endless applications facilitating the production of quality, nutritious food, more sustainably throughout the supply chain. Some solutions involve cutting waste through operating more directly with producers (i.e. consumers purchasing directly from farms or their online stores). Other solutions involve sensor supported, data-driven, decision making, used by some fruit field crop producers, orchards,

and vineyards to decrease water and inputs consumption, while maintaining or even increasing yields at the same time as increasing efficiency and sustainability. Still others include efficiencies in food processing where they are combining food, plant and animal sciences, such as breeding for specific traits that improve both cultivation and culinary experiences.

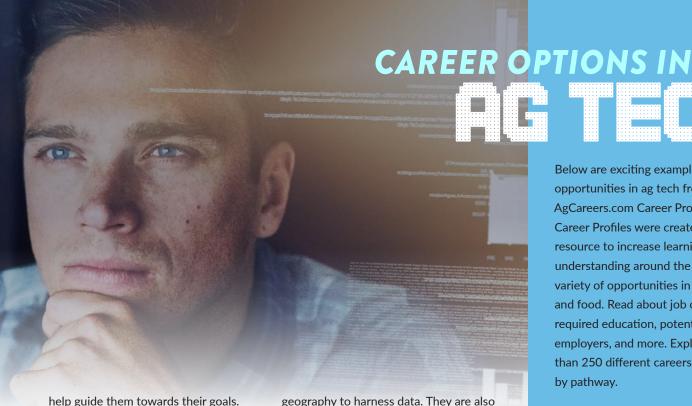
Stephen Betthany, Director of Operations, Robes Inc. has long been associated with green ventures starting with the Greenbelt Foundation. When asked "is the Cannabis industry Ag Tech?", he described a compliance-based industry that often grows indoors and where tech is essential to meet the "rigours of the supply chain." For those companies integrated from cultivation to consumer, those rigours include reporting on physical quantities and product specifications to Health Canada and other concerned agencies during cultivation, harvest, processing, transportation, packaging, and marketing.

High-quality assurance standards, regionally based high growth organizations and so much compliance, led the cannabis industry to sensor

technology and in turn automatic data capture. The industry is working in partnership with Seneca College on both software development to support business and compliance requirements as well as course curriculum for those seeking a career in the cannabis industry.

In the farming world, sensor and robotic technology that supports data collection and reduction in manual labour could be the next frontier. Manual labour is one of the greatest challenges on farms due to availability, cost, and social change. Any technology that can augment manual labour represents value as well as higher level, higher wage employment opportunities for those involved in developing and selling the technology.

COVID-19 has increased comfort levels with technology and highlights its usefulness. "Still though, producers often need an incentive to capture data," says Betty-Jo Almond, General Manager at AgSights. Once captured, further data analysis is not pursued, so there is no apparent value. Although, many would benefit from just a little more information in an easily "digestible format" to understand where they are and to >>>



help guide them towards their goals.

AgSights, are developers of farm, ranch, and supply chain management solutions, Go360 bioTrack and bioLinks Meat Shop. Go360 bioTrack is a comprehensive herd and flock management system that flexes with the type of operation, bioLinks Meat Shop is an inventory management/tracking, traceability system that seamlessly links to Go360 bioTrack for field to fork movements and information tracking that can be used by the farmer, processor, retailer, and consumer with privacy and security. The information collected by bioTrack and bioLinks is in demand by big customers like McDonald's under the requirements of their sustainability program.

"The key is to keep it simple," says Chris Cameron, CEO of AGSI "and cellphone-based as most everyone carries their phone in their pocketalways accessible. Also, provide the connection between the data and value of the data to encourage producers to collect it." AGSI are software and database developers using the power of partners in Go360 bioTrack.

New Ag Tech opportunities for food preparation are also opening with cloud kitchens, a centralized licensed commercial food production facility where one to dozens of restaurants rent space to prepare a delivery menu. Food kits like Hello Fresh and delivery services like Instacart are also using tech to provide new opportunities to serve clients. Both scenarios are seeing an upsurge in demand from consumers due to COVID-19.

At AgCareers.com, we are responding with additional virtual opportunities for industry and potential talent to interact, with more educational opportunities for job seekers and employers, and with greater exposure and connections than ever before. We are also listening to our customers to identify trends and anticipate, communicate, and link talented people with rewarding careers in agriculture and food. AG

Below are exciting examples of career opportunities in ag tech from the AgCareers.com Career Profiles. The Career Profiles were created as a resource to increase learning and understanding around the great variety of opportunities in agriculture and food. Read about job duties, required education, potential employers, and more. Explore more than 250 different careers organized by pathway.

Food Scientist • Biochemist •

Geospatial Analytics Specialist • IT Analyst • IT Configurator • Mobile Application Developer • Software Developer • Web Developer • Precision Ag Specialist • Molecular Biologist • Data Analyst • Production Manager Labour Manager • Plant Geneticist Supply Chain Coordinator Pest Management Specialist • Customer Service Representative • Research Technician • **Environmental Compliance Manager** Animal Geneticist
 Operations Manager • Agricultural Engineer • **Bioinformatics Scientist** • Environmental Engineer • Farmer • Agricultural Economist • Food Technologist • Food Engineer • Public Relations Specialist • Food Animal Veterinarian • Herd Nutritionist • Entomologist • **Veterinary Pathologist** • Plant Pathologist • Climate Change **Analyst**

www.agcareers.com/career-profiles





YOU GOOGLE "resume templates" and find examples full of decades-long work experiences and glowing accomplishments. It's sometimes daunting for students to build their first resume after viewing experienced professionals' resumes. You may ask yourself where to start, or if you can even

Get your confidence in check, because there are a few very striking differences and expectations between beginner and experienced resumes. Students can really stand out with several resume techniques.

Bill Baker, Talent & Culture Programs Lead for J.R. Simplot Company shared a positive aspect about new grads, "They typically don't have bad workplace behaviours engrained yet; oftentimes more experienced workers know how to do one thing very well, but lack breadth." He recommends, "Students showcase the variety of things they've done to learn new technologies and keep their skills sharp."

Whereas professional resumes focus on work experiences and accomplishments, student resumes focus on education and skill development.

LENGTH

Concise, to-the-point, and easily readable are vital characteristics for every resume, no matter your career stage. One-page

resumes are recommended for those building their first resume, entry-level applicants, students, and recent graduates. If your resume spills over onto a second page, immediately think TMI. Cut the fluff, unnecessary filler words, and irrelevant information.

EDUCATION

Education is front and center on the student or new grad resume and appears near the top. "Students and recent graduates should include their GPA if it's above 3.0," said Tom Heady, Leader - Campus Recruiting at Elanco Animal Health. "If a student leaves GPA off their resume, it can be misinterpreted as not good," added Heady.

On the other hand, there's no need to advertise a GPA below 3.0, so keep it off. You may also include your major GPA if it's likely to impress. Required resume data includes expected or actual graduation date, degree(s), and school. You may also add areas of concentration and special recognition.

Traditional students may not possess extensive work histories, but classes also provide experience. Baker recommends that students, "Show projects and topics learned, not just your degree."

"Relevant coursework or projects that align to the role you're applying for are crucial for students," added Baker.

Feature key courses and upper-level major-related classes that relate to the desired career pathway.

In contrast, experienced professionals shift their education section toward the bottom of their resume and omit GPA, specific classes, and maybe even the graduation year.

EXPERIENCE

After you've been in the work world for a few years, the experience section really takes over most of the resume. Experienced professionals feature their experiences in reverse chronological order (most recent first) and typically omit secondary school or university jobs.

However, part-time or summer jobs are often the bulk of experiences students can share. How do young professionals illustrate their valuable experiences in a resume? Filling in this section of the resume can be the most intimidating part for students.

Certainly, highlight any summer work and internships related to your field of study and/or the potential job. All work experiences, no matter how insignificant they seemed at the time, help you build valuable employability skills transferable to full-time work after university. "There are two ways to describe these jobs; sticking to the basics by minimizing the experience, or going beyond to >>>

expand on what value you added to the organization," noted Heady.

Those secondary school work and part-time jobs in university such as babysitting, food service, family farm, retail, or pet sitting illustrate your work ethic, flexibility, attention to detail, willingness to learn, prioritization, customer service, communication, and time management skills.

Students can also emphasize language fluency and certifications. Reference certifications you've obtained that are above and beyond requirements for your field of study, such as an occupational safety certificate, CDL, A+ certification, or project management certificate.

Students shouldn't perceive their limited experiences as a lack of skills; many students could teach master classes in balancing multiple commitments between the classroom, homework and projects, extracurricular activities, volunteering, and family commitments, plus searching for an internship/summer work experience or job.

Study abroad opportunities also build students' experience section, illustrating the understanding of global and diverse issues, language, and willingness to explore.

ACHIEVEMENTS

Employers expect experienced professionals to go beyond listing duties on a resume and focus on accomplishments with quantifiable results. Students don't have years of on-the-job achievements to promote in their resume. However, students may weave recent and timely involvement with organizations and associations into their resume experience and skills sections. Heady advises students that, "Most recent is most relevant." Baker agrees that students should only list

secondary achievements if relevant.

"One of the most important characteristics we look for in a student resume is leadership potential," said Heady. This is illustrated by students that have had leadership roles in school, specifically elected roles. "If students will practice their leadership skills on campus, we believe that they will more likely tackle a leadership role at our company," added Heady. Baker echoed the importance of conveying leadership skills on a resume, "Holding roles in student organizations where they've demonstrated leadership capabilities makes a student's resume stand out."

Accomplishments from volunteer involvement (especially measurable achievements) are ideal student

"One of the most important characteristics we look for in a student resume is leadership potential."

Tom Heady, Elanco

resume builders. Students can enhance their resume with extracurricular and leadership work. Go beyond club membership and volunteerism to highlight the leadership roles you've taken on for these organizations. This involvement showcases your passions and how you give back.

The student or new graduate resume is often one of your last chances to brag about scholarships, honour societies and programs, and student awards. Take advantage of the opportunity to emphasize your student achievements as resume builders; get a few years under your belt and these student awards are no longer applicable, nor appropriate. AG

STUDENT RESUME **BASICS**

Required:

- **Contact Information**
- Education
- Experience

Optional (select up to 3):

- Skills
- **Profile or Summary**
- Awards & Honours
- Volunteer Experience
- **Extracurricular Activities**
- Certifications/Training
- Languages

Limit optional sections to 3 max: try to group several under the same sub-head if possible, for example: 1) "activities" may encompass volunteerism & extracurricular or 2) incorporate "languages" into education or experience.







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INTERVIEWS can often follow the same course, similar questions, similar answers, almost as if the process is scripted. Employers are used to hearing the same answer, so as a job seeker, you must be original to stand out.

The most common questions asked in interviews include things like: "Tell me a little about yourself." "What are your weaknesses?" "What are your biggest strengths?" "Why do you want this job at this company?" Standard answers to these questions often follow a similar pattern of candidates talking about their qualifications and relating everything back to work. This may make sense, since it is a job interview after all, but this is not what makes people stand out.

The best way to make a lasting impression at a job interview is to be personable and demonstrate some of your skills within the interview. When asked, "Tell me a little about yourself," don't go into your education and work background, because the employer already knows this through your resume. Instead, talk about yourself as a person, what motivates you, how you work in a team environment, your interests, an interesting fact about your background, and make it conversational rather than robotic. Relay how your interests and motivations will make you an invaluable addition to their team.

Another time to make a good impression is when answering what your strengths and weaknesses are. Most people will talk about their strengths and weaknesses in terms of roles or job responsibilities, which is good to have, but add more about you as a person.

When it comes to strengths, answer in two ways: why you would be a good fit for the position, and why you would be a good fit for the company. For the position, it is good to relate to your job history and hard skills that relate to the role. When it comes to being a fit for the company, talk about how your personality relates to that of the company and what they stand for. By answering this question in both ways, you will send a clear message

to the employer about what makes you a good worker and a good fit for the company's culture. Take the same approach when discussing weaknesses.

The same logic applies when it comes to answering why you want the position at that company—answer it in two parts. First, talk about how the position relates to your work experience and what skills are transferable. Then discuss what you know about the company and why you want to work with them. By answering a question in two ways, it shows the employer that you were prepared and that you understand the value of soft skills in the workplace.

The main takeaway about impressing in an interview is to not sound scripted, to be yourself, and to be descriptive with your answers. Remember, a lot of companies are looking for a person who has both the hard and soft skills required to do the job as well as someone who will be a good fit within their company culture. AG



Why choose Canada West Harvest Centre or CLAAS?

As expressed by **Alan**, CLAAS North America Graduate Program participant.

Because many company employees come from Agricultural backgrounds, we tend to go back home and work on the family farm I really like that we are always thinking about the customer and their needs as many of us work our own fields alongside them. We are all in this together.

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www.cawhc.com www.claas.jobs



Canada West Harvest Centre





This project was funded by the Canadian Agricultural Partnership, a five-year federal-provincial-territorial initiative.





by Debomitra Dey & Soniya Katekar, FoodGrads

ARE YOU SEEKING JOBS in the food industry? Wonderful that is the first step. For obvious reasons humans won't ever stop eating—this industry is unstoppable. Food has been a part of our lives forever; humans have been known as food gatherers.

The food industry is one of the most dynamic industries after electronics and telecommunication and IT. The phrase there's always room for improvement applies and is seen in the evolving food industry. Due to the advent of globalization, food travels fast. Consumers have access to the world's different food commodities due to the marvels in food processing. You can have cuisines from around the world.

Therefore, you have made a great decision by studying Food Science and Technology—as there are many career options open for you to choose from. The food industry consists of agriculture, meat, bakery, dairy, cereal-based product, fruit and vegetable, novel food processing, logistics, governing bodies, auditors, marketing, retail, food safety and quality management, nutraceutical and functional food, flavours, and more.

In this article, we'll review the different job opportunities your degree can offer you. Food industry jobs are not limited to working in quality assurance,

production units and R&D facilities, it goes beyond that.

Due to so many options, it can be difficult to choose the path. This guide will help you find a job that matches your interests. The best way to know your area of expertise is by either working (as an intern) in the industry or entering the research field during the four years of undergraduate studies. You can also gain perspective by talking to other students

THE FOOD SECTOR HAS **EVERYTHING!** EVERY TASTE HAS AN INDUSTRY CATERED TO IT. EVERY FOOD WE CRAVE, EVERY MEAL HAS AN INDUSTRY CATERED TO MEET THE NEEDS. "

and mentors who are already employed in the industry.

If you have interests in sales and marketing you can choose to work as a techno-commercial executive or key accounts manager. These jobs need solid technical knowledge and good communication skills. If you are keen on enterprising, there are opportunities for starting a small food processing unit or a consulting service. You could start a food service unit.

Along the same lines, if you are passionate about science venture into the field of science (food) communication, where you can either work for a publishing house or edit scientific manuscripts through a university/private enterprise.

Talking about jobs in research—after graduation, students can consider research-based jobs like working as a research associate, or pursue a doctoral degree. These jobs are for those who are highly determined, dynamic and enduring. Research jobs are tough; you need to possess good writing and communication skills and the zeal to think and innovate.

As for teaching, if you are passionate to share your learning and give back to the food science community, teaching jobs can be very rewarding.

This is just a snapshot of the various jobs a new graduate can choose from to have a successful career in the food industry. Explore different job profiles, learn and speak to people that work in the food industry to learn about their jobs and what motivates them to work in the industry. All the best on the journey to find a job that meets your interests. AG

The AgCareers.com Career Profiles



We passionately believe in a future in which no animal suffers from a preventable disease.



We provide advanced, preventive animal healthcare. We develop vaccines, parasiticides and pharmaceuticals that protect animals against disease and pain. And we develop new therapies to help those who care for animals to manage chronic diseases more effectively, limiting pain and slowing down disease progression.

We care for well beings, animals and humans. This is why our commitment to preventive care matters. This is what inspires us.

We are here to anticipate and prevent diseases, enabling those who raise and care for animals to focus on their wellbeing.

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building your PRODUCTIVITY IQ

by Erika Osmundson, AgCareers.com Director of Marketing & Communications

YOU ARE ASSIGNED A TASK and you complete it. That's productivity, right? Sure, that is the very basic sense of productivity, but like many things, being a productive employee means so much more!

Last year we explored ambiguity IQ (visit Career Guide under Resources on AgCareers.com). In this edition, let's continue to build and get comfortable with another key employability skill that employers sometimes feel young professionals lack. Your Productivity IQ!

WHAT IS PRODUCTIVITY?

In its truest definition, it is the state or quality of producing something measured in terms of the rate of output per unit of input. Blah! What a completely boring definition unrelated to people and the workplace. When we look at productivity as it relates to the workforce it is huge for managers and leaders in business.

Yes, you are a bit of an investment to the organization and they are measuring what they get out of you compared to what they put into you. It is important to remember that. But this isn't to say you are just a cog in the wheel. Most employers understand productivity of employees directly results from the environment and culture of the organization.

In this article we'll focus on ways that you can gain productivity experience, demonstrate your productivity standards to employers, and continue to build your productivity.

PRODUCTIVITY MINDSET

Productivity and accountability go hand in hand. To be highly accountable, you must ask yourself what more can I do or offer. The same can be said about a highly productive employee. It isn't just getting a list of assignments and working down the list in a literal manner.

Employers say that productive employees work through each task exploring ways to complete the task and find efficiencies. Thinking about how their actions could help or hinder others within the business.

Then once they finish, it isn't "I'm done, I'll go home." It is seeking additional opportunities to learn, grow, and assist. Productivity is truly a mindset and you can be a highly productive employee if you choose to be!

PRODUCTIVITY EXPERIENCE

Work experiences are the best way to gain and show your productivity prowess. Internships and summer work experiences provide many opportunities to take on unique projects and work. You will have the opportunity to work through and develop strategies on how best to complete things. Watch others around you and your boss to see how >>>



they approach project work. What are tips and tools they utilize to be productive? How can you adapt those for your personal use?

Ask questions! Employers don't expect you to know everything or how to do everything. By asking questions you gain insight into how to most effectively ask for help and input, which is a way to heighten your productivity for the future.

Once you complete a project, give a rundown of how you tackled the project to those you are sharing the outcomes with. Listen for feedback through this process. You'll hear things like, "I hadn't thought about doing it that way," or "Did you consider doing it this way?" You might also hear "You should have done this." Don't let that squash your spirit. Hopefully, you run into the later scenario less than the earlier, more positive scenarios.

Ask for more to do. In our experience at AgCareers.com, summer students complete projects much faster than we typically expect. If this is the case for you, and you've done a thorough job and not just rushed through, ask if there is something else you can help with. Your employer may not have something right that minute, but they'll find it impressive and find more to give you in the future.

While summer experiences provide a great opportunity for productivity experience and growth, you can apply this mindset to many other places to help you sharpen those skills, such as school projects, part-time work, academics, and lifelong learning. If you put in the effort and strive to be a highly productive person doors in many aspects of your life will open.

DEMONSTRATING PRODUCTIVITY

As we've mentioned, productivity is big for employers and they'll go to extraordinary lengths to try to assess your productivity and work ethic in an interview. Questions that typically are used to gain this insight go something like: "Tell me about a time when you had a big project. What steps did you follow to accomplish the objective? What was the outcome?" Those behavioural-based questions that ask you to reflect on a situation and walk the person through the process ending with the outcome really can shed light.

Remember from above, that part about a cliff notes rundown-that is the practice for answering these types of questions. An important part of nailing these types of questions is to be thorough but concise in your response. Don't be too short that you don't provide enough detail. Don't be too long that you include a bunch of unimportant details. Knowing the question assesses productivity and work ethic, as you practice for this type of question, think like the interviewer. What is it about this experience that I'm sharing with them that will help them understand my level of work ethic, productivity and problem-solving?

In your resume you can also demonstrate productivity. Use measurables to quantify your work. How many projects did you complete? How many marketing campaigns did you run? The more you can put a quantity on things, the more you make it easy for the reader to understand your output.

Your productivity IQ is less about IQ and more about your mindset. You get to control how an employer sees your productivity level. It will be measured in the effort that you put forward! There are lots of exceptional career opportunities and career success for employees that put productivity excellence at the top of their list! AG

productivity TIPS

Here are some productivity tips from the pros at AgCareers.com!

- PRIORITIZE: What's due first?
 Urgent? Ask your supervisor for help prioritizing if needed.
- DON'T WAIT until the last day before a project is due—it's not like cramming for a test the night before.
- Find ways to MOTIVATE yourself through the mundane tasks.
- TAKE NOTES during meetings real pen and paper, handwritten notes!
- MAKE LISTS.
- Utilize ONLINE CALENDAR SYSTEMS, like Outlook. Setup reminders for project due dates and follow-ups.
- CLEAN your workspace—this can jumpstart your productivity. You'll feel less distracted and more focused on getting work done.
- BLOCK TIMES for specific projects or tasks and stick to those commitments. Set a timer if needed.
- A good PLAYLIST always helps!
- Work on BIG PROJECTS that take focus when you are naturally at your best!
- LEARN from those around you talk to people to gain insight and ideas.
- PAUSE TO MEASURE progress, re-evaluate, realign to the goal.
- Set your PHONE ON DND (put the cell phone down) when you need to hunker down and focus.
- Force yourself to TAKE BREAKS throughout the day to clear your head.

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DURING THE COVID-19 GLOBAL

PANDEMIC, the normalcy of your daily life was more than likely altered in some way. For many, this means working from home, schooling from home, staying at home. As much as you always loved coming home at the end of a long day, having no choice but to be home creates some less pleasant feelings. It has proven hard for many people to feel motivated, to separate life from work, and to see the level of productivity you would see in the office. Here is some advice for combating these issues and rocking your remote workspace.

HAVE A DESIGNATED WORKSPACE

Separating your work area from the rest of your living area will help to simulate the idea that you are going to work.

Tori Coleman, Program Coordinator for the Texas Tech University Career Center, said having a designated work area has proven very helpful. "If you designate a space, you aren't constantly clearing away or sharing the space for other purposes and can be fully focused when you are 'at work.""

She said it will also provide some much-needed distance from the bed you'd rather be sleeping in and the couch that keeps calling your name. Coleman said the best designated workspace is one that is out of the bedroom, away from the clutter, and in a well-lit area.

TAKE BREAKS

Donna Srader, Assistant Director of Texas Tech University Career Center, said working from home requires extra discipline she never considered before.

"I have to force myself to stop and take breaks each morning and afternoon," Srader said. "A short walk or 15 minutes spent outside reading can make a positive difference in my level of energy and enthusiasm."

ACT LIKE YOU'RE IN THE OFFICE

Jessica Bartow, Talent Solutions Specialist with AgCareers.com, said it is important to act like you are going to go into the office. She said she wakes up early, does a workout, enjoys some quiet time, and dresses like she is going to work even though she works from a home office.

"If I were to roll out of bed right before 8:00, I wouldn't be physically or mentally ready to tackle the day," Bartow said.

STAY CONNECTED TO COWORKERS

"Be intentional," Bartow said. "Catching up about daily life can be more challenging when your coworker isn't right next to you, physically."

It may be more important than ever to check in on people. She said reaching out to coworkers gives them a chance to talk about how things are going outside of work.

CLARIFY WORK EXPECTATIONS

It can be especially difficult to navigate work hours when working from home. Every resource you need is at your fingertips 24/7. Does this mean you are expected to utilize those resources at every waking moment?

Bartow said she would recommend talking with your boss about remote workplace expectations. If your normal workday is from 8 to 5 but your office phone is at home, do you answer it outside those hours?

Communication has always been important, but when working remotely, it is vital. Don't be afraid to ask hard questions. Make sure you and your employer stay on the same page.

Working from home presents unique challenges that you must recognize and work to solve. It sounds nice to be able to stay at home every day until you must separate work from life in the confines of one building. Having your office just feet away from your bed can make "let me lay down quick" a constant thought.

Adjusting to stepping away from work when it means literally step, not get in your car and drive, can be hard. Finding the motivation to get ready is inherently difficult. Rocking your remote work means finding what is best for you and sticking to it. AG



JELP! MY TEAM STINKS

by Bonnie Johnson, AgCareers.com Marketing Specialist

YOUR COWORKERS, colleagues, office mates, comrades, fellow employees, associates, or peers (in other words, the PEOPLE) may cause you to think, "Help, my team stinks!" Well, not literally smelly, it's just that they're not fun, not inclusive or supportive, don't pull their weight, or they're downright rude. What do you do?

Know what you're getting into: Help prevent the problem in the first place by making sure you meet coworkers before you accept the job offer. You'll interview with a manager, but sometimes they'll bring other employees into the interview. If you've made it to the second interview and they still don't introduce you to colleagues, don't be afraid to ask!

Gossip Bias: When starting a job, don't let other employees cloud your perception. Stay away from company gossip or water cooler talk. Just because someone else doesn't get along with Jane doesn't mean you won't. Don't stir the pot by adding your impressions to the conversation, as you're only encouraging coworkers to share complaints with you. If you're constantly fed complaints about peers, you'll begin to believe them. What's fueling your dislike?

Discuss Directly: If you can't seem to get past the differences, discuss the conflicts directly with the

colleague(s). Complaining directly to a manager before trying to solve the issue with the fellow employee can damage coworkers' relationships for the duration of employment.

Up the Ladder: Give it time. If the struggle continues with no improvement, it may be time to speak with your supervisor or human resources. Sometimes an outside perspective is all that's needed to resolve a conflict. If the situation isn't changing, consider transferring to a different department or location if possible. If you can't stand to work another day with your fellow employees, start searching for other opportunities on AgCareers.com before you make a hasty exit! AG

FIRST-TIME JOB SEEKER MISTAKES TO AVOID

by Kristine Penning, AgCareers.com Creative Marketing Specialist

I REMEMBER FEELING very

apprehensive about the job search process my final year of university. While I had a few summer work experiences under my belt, looking for a full-time, salaried job felt like a different ball game. Here are a few things I've learned as an AgCareers.com employee about first-time job seeking.

Creating a Generic Resume: While it's okay to have a resume template ready to go, be sure to customize it to each role you apply to. Adjust your work experience to include only relevant roles with transferable skills and duties listed. Add in keywords from the job description to your resume where possible for each customization you create.

Not Preparing for the Interview:

There are a lot of ways to prepare for the interview, but be sure that you do at least something to prepare. Research the company, practice example interview questions (they are in endless supply on the internet), and prepare some questions to ask your interviewer about the role or company.

Oversharing: Don't sabotage yourself by talking too much or sharing information better left unsaid. Try to keep political views out of the interview—you don't want to clash. And you don't have to let them know you received disciplinary action at your last job—trust me, this won't help.

Inappropriate Dress: Because we live in an increasingly informal world, interview dress has followed suit (no

pun intended). If you show up in a sweater and khaki pants against a fellow candidate in a suit, who do you think will make a better impression on the interviewer?

Entitlement: This advice is coming from a Millennial: you aren't owed anything. You are not owed a job, and you are not owed a CEO-level salary as a new graduate. Humility will make you stand out while entitlement will make employers think twice about hiring you. AG



TOP OF MIND, TOP OF RESUME

by Bonnie Johnson, AgCareers.com Marketing Specialist

YOUR RESUME IS THE REAL first

impression with a potential employer. The top of your resume can make or break your chance to get an interview.

There's much debate about how to begin a resume. One component that's not debatable is your contact information—the obvious place to start. Who can mess this up, right? Well, there are a few caveats that may inhibit your ability to become a top candidate.

Start with a simple, straight-forward full name, email, and phone number.
Address is becoming optional! Let's look at the 'address' section a little more in-depth as there are a few options.

Since most employer communication is electronic, you have the option to omit a specific mailing address altogether

(this is helpful if you are in transition or looking to relocate, or for safety/privacy reasons). You may also simplify your address to show just your city/province. Some employers will look for local candidates, so keep this in mind when deciding the specificity of your address on a resume. It can be beneficial if you're in the area, or questionable if you're not local; it all depends on your location and the preferences of the employer. The other option for students is including both a university and permanent address.

Your email address should be professional (nothing like teenagedreamZZ@ or stupidgoose20@). If your email address is through your university, make sure you'll have continued access to the account post-graduation.

You may also include links to your social media profiles (especially LinkedIn), your personal website, blog, or online portfolio.

When you're applying online do NOT put your contact information in headers or tables. Data in this format may be accidentally omitted when information is transferred electronically. Either the computer system doesn't read the table/header data, or you copy/paste your resume without the all-important contact details—oops! Imagine all the hard work you've put into your resume; the employer gets your education, skills and work experience and then wonders who is the exceptionally qualified candidate? Where's their contact information? AG

REAL CONSEQUENCES OF Chasting EMPLOYERS

by Kristine Penning, AgCareers.com Creative Marketing Specialist

"GHOSTING," ORIGINALLY A TERM

used to describe the lack of response from someone via text or a messaging app, has spilled over into the working world with employers and employees "ghosting" each other during the hiring process. Though ghosting certainly goes both ways and some employers unfortunately never respond to candidates, ghosting can be one of the worst things you can do professionally.

When You Don't Get the Job: When you get word that you did not get the job you interviewed for, you're likely to experience an array of negative emotions including disappointment and even anger. Your gut reaction may be to just blow off the employer. However, if they have taken the time to interview and consider you as a candidate, the least you can

do is to reply with, "Thank you for the opportunity." It will reflect poorly on you to not respond at all, and employers will remember that.

When You Get the Job: It is mindboggling to employers when they send the exciting news that you have gotten the job you interviewed for, and then you suddenly fall off the face of the earth. It's likely the employer will feel angry and bewildered, as you would if you never heard back after an interview. This feeling won't soon be forgotten, and employers will certainly remember you as the candidate who ghosted them and put them in a difficult position.

You might have "reasonable" intentions for ghosting such as waiting to see if you got another job you applied to. But respond regardless of the situation.

It's okay to graciously decline a job offer, and it's definitely preferable over not responding at all. If you need some time to think, just ask for it.

How Ghosting Can Hurt Your Career: The agricultural industry is tight-knit. What are the chances that you attend a conference and cross paths with the employer you ghosted? Furthermore, employers in agriculture regularly network with colleagues across the industry. What if your name comes up in conversation as someone a fellow employer is considering?

Ultimately, ghosting is never a good idea and will label you as unprofessional and immature. Respond in a graceful way that does not burn bridges or damage your professional reputation. AG

MENTAL HEALTH AMID A PANDEMIC

by Erika Osmundson, AgCareers.com Director of Marketing & Communications

SINCE THE PANDEMIC, mental health has taken on a new perspective to businesses, and agriculture and food employers are stepping up. In a recent survey conducted by AgCareers.com, over 50% of the employees participating said that their employers have specifically addressed mental health in the workplace during the times of the pandemic. This realization that maybe more of us are experiencing these negative impacts because of the uncertain times has made the conversations around mental health easier.

Addressing Mental Health:

Whether you are a student or a young professional, how you show up and address your own mental health will set an example for those around you.

In a recent article from Inc. they talked about "COVID Brain." While it isn't exactly a mental health condition, it is an outcome of additional stress, sleep deprivation due to worry, anxiety, or other mental health triggers. COVID Brain is really about focus or lack thereof caused by the pandemic.

This article provided some practical tips that are so relevant for wherever you find yourself in this pandemic journey.

1. Rethink your stress. Focus on thinking with a positive mindset. Almost like we will our body's response to stress based on how we think about it. The author, Jessica Stillman, mentioned that time and self-compassion are key.

2. Chill out with the right tunes.

Research shows that music can influence a person's mood. Calm or upbeat music might be what you need to regain that focus.

3. Mindfulness. Seems like a "buzzword" but again research proves that things like meditation, intentional breathing, and taking breaks work.

People struggling with mental health are all around-at school, at work, in your community. Maybe you yourself are struggling, whether because of COVID or some other underlying challenge. Being able to speak up and communicate without stigma is a continual road. Perhaps the heightened awareness and conversation due to the pandemic is one good thing COVID can do for us! AG



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The following pages advertise participating schools and programs.



WEIGHING THE OPTION of continuing education

by Kathryn Doan, AgCareers.com Director of Global Business Development

LIKE GENETIC CODE, career pathways are unique to the individual. Unlike genetic code, there are times in life when one needs a career change—sometimes a slight re-direction or at other times a paradigm shift. Whatever the case may be, when is going back to school a good option? Well, the continuing education students we talked to said they considered three things in making the decision. The considerations were: timing, or where the person was on their career path; experience, including a level of experience, knowledge and understanding of career options and; goals, having a clear and specific idea of what you want to achieve.

Most new grads, for example, have less opportunity cost than someone 10

years into their career heading up the corporate ladder with a six-figure income. Losing that earning potential plus tuition, may make a return to full-time education unattractive for many. That being said, at present, there are endless options for continuing education, with many part-time, virtual, and affordable opportunities to learn while balancing work and family.

Experience is one consideration that Alison Carrow, a continuing education student in nutrition, weighed heavily in her decision to go back to school. "I knew I wanted to specialize in something healthy, sustainable and therapeutic but wasn't sure what, so instead of continuing at university after my undergrad degree, I went away, tried

some things and took time to clear my mind and gain perspective on what I really wanted." Gaining additional and new experiences can be eye opening in two ways, first, to gain focus on a specific path and second, awareness of what is possible.

Having clear goals of what you want to achieve is also valuable to understanding whether continuing education is the right option. Some are obvious like changing careers from grain trader to veterinarian, a robust educational component would be required! Other career changes that are not so clear could forgo continuing education for other learning options such as volunteering, something as simple as this can give experiences that support goals, rather than more certificates for the wall. To explore further career path options, check out the Education Profiles on AgCareers.com or contact us to learn more about continual education options. AG



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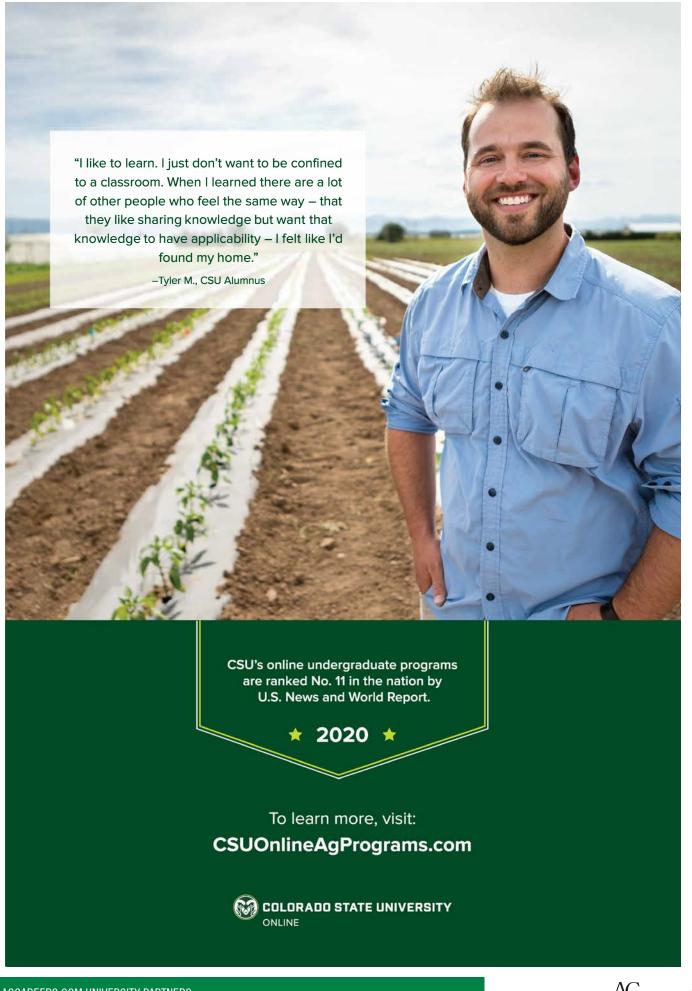
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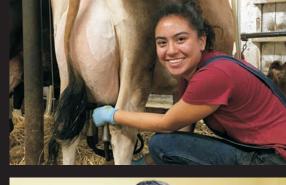


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EVER WONDER what the best employees have or do to set themselves apart? Well, it really isn't a secret and we are here to share with you the top four habits of the best employees.

COMMUNICATION

Yes, it is as simple as being a good communicator. However, that entails more than most people think. First off, a lot of communication is about listening. Be a good listener and focus on what the other person is saying-not your rebuttal. Ask clarifying questions. Listen to understand what the other person is getting at and then formulate your response. Take your turn; clearly and concisely articulating your thought process.

The other part of communication that often gets overlooked is choosing the right medium. Is what you want to say best delivered by email, phone or inperson? Do you need a meeting to cover your agenda or would an email suffice? Who do you really need to include in the communication? We've created a society of meetings and email trails with everyone. Really though, we need to be more mindful of how we communicate and who we include. Time is money!

ORGANIZATION

This isn't easy for some and if organization doesn't come to you naturally, that is okay. There are tips and tricks to help you get there. Let's start at the beginning though, by getting to work on time. Manage your lunch hour if they afford you one—don't schedule a haircut that will take well over your hour timeline in your first month or two. Learn what type of flexibility your organization offers before you take it upon yourself to flex.

Create priorities and understand projects thoroughly. Again, ask questions. If you have a full list of 'to do's' it is okay to talk with your manager about not being able to accomplish everything immediately but ask for input on how you should prioritize your workload. You can save yourself time by asking questions upfront to ask how to accomplish the project or what the desired outcome is. Use technology. There are so many tools at your fingertips to help you stay organized.

ACCOUNTABILITY

Last year in this publication we talked about accountability. This is the idea that you take on and continue to ask what more you can do for your organization. Being accountable in the workplace means that you can motivate yourself to get the work done.

This also has a lot to do with work ethic and problem-solving. It isn't completing your work and expecting to walk out the door for the day. It is asking your manager or team what else you can do to help. It is looking for new ways

to do things and continually working to accomplish and solve problems the organization faces.

TEAM PLAYER

No, you don't have to love everyone you work with, but you have to be a courteous and respectful employee and colleague. As employers focus on company culture, understanding how you contribute to help or hinder the company culture is key. If you are hindering the drive to build a positive company culture, you need to reevaluate.

You can challenge the status quo or those around you but do this respectfully. Again, the ability to ask questions and listen is key.

Being a team player also means how you show up outside of work and the perception you leave within the community. What are you saying about your organization to friends, family and on social media? How do you support your community? If you are passionate about community involvement, ask your employer for support. This is a great way to build an employer brand within a community and be a brand ambassador for your organization.

Step up your game and implement some of these characteristics and qualities to become a top employee today or in the future! AG



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- Login to your account. Select "Post Your Resume" from the main Candidates drop-down menu at the top of the homepage.
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- You also have the option to upload a .doc, .docx, or .pdf file by utilizing "Upload Resume File" below the resume box. Browse and select from your documents.
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The first five students to sign up will be eligible for a virtual mock interview with an AgCareers.com staff member!

The next 20 students to sign up will receive a resume critique from AgCareers.com.









