



POSITIONS WE STAFF

Wordprocessing
Clerical/Data Entry
Secretarial
Executive Assistance
Administrative Assistant
Reception
Desktop Publishing
Research Analyst
Research Clerks
Office Manager

CGA, CA, CMA
Accounts Receivable/Payables
Payroll
Finance
Bookkeeping
Facilities Management
Purchasing

Technical Analyst
Help Desk
Web/HTML Design
CLF, HTML Conversion Specialist
Technical Writer
Strategic Analyst
Project Mangers (Certified)
Business Analyst
Applications Developer

How to contact us

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Welcome to Access Corporate Technologies Inc.. Our company is focused in providing HR services to Federal Government departments in areas such as Administrative, IT Professional, Engineering, and Finance. We are proud of our Multicultural division which specializes in Diversity and Equality in the Work Force. Our goal is to work with candidates of all levels, providing them quality service and opportunity for employment in a variety of occupations.

Why Temp or Consult?

Why would people prefer temping to permanent positions?

- ✓ Temporary employees choose this form of employment for several reasons, depending on personal and professional objectives.
- ✓ Flexibility of schedules
- ✓ Allows time to finish education or pursue other interests
- ✓ Free Time for training opportunities
- ✓ Ability to "earn while they learn" as they assimilate into their newly chosen industries
- ✓ Enhances their resumes and skill sets
- ✓ It's a good way into a permanent position
- ✓ They like the variety and diversity of the jobs they are assigned
- ✓ A good way to re-enter the job market

We welcome every new candidate that joins our team

ACCESS IS AN EQUAL OPPORTUNITY EMPLOYER

Interviewing Techniques

- In the workforce there are many qualified individuals competing for the same available job opportunities. How you do on your interview, may determine whether you get the job or not.

Before the Interview

- Prepare Yourself
- Role Play. Use mirror or video camera to see what kind of image you project.
- Assess interviewing skills. Strengths and Weaknesses e.g. Nervous habits, speaking rapidly, talking too loudly or softly
- Find out some commonly asked interview questions; a) tell me about yourself, focus on academics and experience, top 5 things I want this person to know about me. b) What do you see yourself doing 5 years from now, realistic, clear, job related goals. (Not a famous movie star.) C) Strengths: don't just talk about strengths-related to the position d) Greatest weakness: I have difficulty with this, and this is how I get around it.
- Decide on what questions you would like to ask and practice them.
- Practice tailoring your answers to show how you meet the company's needs.
- Research the department, find out what their mandate is (Internet)
- Professional Suitability: overall appearance, clothes should be clean, pressed and shoes polished. Make your hair neat, your nails clean, and you are generally well groomed. (Dress for Success)
- Prepare extra copies of your resume, references and security clearance information)
- Arrive early. Plan to arrive 15 minutes before the interview

Code of Conduct

- Punctuality. Be on time! Give yourself plenty of time and give yourself allowances for such things as bad weather and traffic.
- Team Player. We want to see you as a team player, be able to get along with others. (Teamwork is considered an ideal system of working, as a person who comes across as "know it all may be seen as not cooperative, arrogant and inflexible. It is important to show confidence as well as humility and good listening skills.
- Organization. Stay organized and able to save time and help others.
- Understanding. Able to understand and read written information. Clarify assignments and time lines and your manager's expectations.
- Appearance. Neat, tidy and dressed appropriately according to the position, at all times.
- Supervision. Ability to work without close supervision and ability to work under pressure.
- Professionalism. Demonstrate positive attitudes and behaviors.
- Personal Issues. Refrain from receiving or making personal phone calls, and scheduling personal appointments during working hours.
- Accountability. You are an employee of Access Corporate Technologies, if you can't make it into work for any reason, call the office and speak to someone to advise them. Do not leave a message try to speak to a live voice

When starting a Contract DON'T Forget

- Once you are established with your desk, introduced to your coworkers and have been provided with a telephone, email and fax number
- Send an email to us with your coordinates indicating how we can contact you (i.e. email, telephone number etc...)
- If you are not set up with an email account, call your representative or recruiter to provide us with a telephone number where you can be reached.
- Down load a timesheet to keep track of your hours.
- Every Friday send in a signed timesheet with your total hours worked
- Access will accept timesheets until Monday noon
- In order to provide you with Direct Deposit a Void Cheque is required

Payroll

- Please note for Direct Deposit, pays will be available in your accounts every Friday morning after 6:00am for hours worked the previous week.
- Pay stubs are mailed every Wednesday to your home address.
- If there are any changes with your banking information, please advise our accounting division ASAP via email.
- If there are any changes in your mailing address, please advise accounting ASAP via email.
- Statutory Holiday are as follows:

New Year's Day
Good Friday
Victoria Day
Canada Day
Labour Day
Thanksgiving
Christmas
Boxing Day

