



Cliff Kanto, CMA
Managing Partner

TYPICAL JOBS INCLUDE:

- CFO
- VP Finance
- Director of Finance
- Corporate Controller
- Controller
- Assistant Controller
- Financial Reporting Manager
- Accounting Manager
- Senior Accountant
- Business Analyst
- Cost Accountant
- Financial Analyst
- ERP Consultant
- Tax Manager
- Tax Specialist
- Treasury
- Internal Audit/SOX
- Intermediate Accountant
- Junior Accountant
- AP/AR/Payroll Clerk

Message from the President

Thank you for the opportunity to represent you! We are aware of the major impact a job search has on your life and we take that responsibility very seriously.

Mercer Bradley Inc. Staffing Professionals have placed hundreds of individuals in new opportunities changing their lives for the better and hope to do the SAME FOR YOU!

What sets us apart from our competitors?

- Extreme Customer Service
- Access to outstanding opportunities – not advertised
- Guidance throughout the entire process
- Assistance with your resignation
- A lifetime relationship built on trust
- Free resume evaluation
- Appraisal of your “marketability”
- Best trained recruiters
- Cash incentives for referrals

We have established relationships with many of the best companies and are very knowledgeable of the job market. Once we have determined “YOUR” top priorities, we will know which companies could offer you the type of opportunity you are seeking. Thank you again, for the trust and confidence you have shown in our ability to represent you.

Please feel free to contact us to assist you in your search.

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Make Yourself More Marketable—Part 1

ISSUE: *Unstable Work History.*

TIP: Many employers will hire you - they just won't pay our fee. Once you obtain a job – stay there for at least 18 months to 2 years. We can then market you to our “best clients!”

ISSUE: *Only have “casual” attire.*

TIP: You need to purchase interview attire at “least” one step up from business casual. Women – Jacket, skirt or slacks. Men – Jacket, slacks, shirt, and tie. First impression is vital so this is one investment that will pay off!

ISSUE: *My last employer will not give me a good reference.*

TIP: You need to get references from all of your past employers. There are employers who will not give a strong reference because they are not pleased you left. This can be overcome if your other references are “stellar!”

ISSUE: *Do not have good credit.*

TIP: This will prevent you from applying for positions at financial institutions or any others that involve handling money. These companies conduct background checks which do involve a credit check. You will have a better chance of getting a job within a small to mid size company who do not screen out based on your credit. Make sure you check your credit report at least annually to prevent errors!

Self Assessment

Are you interested in learning about your strengths?

Please feel free to visit our website to access our Self Assess Option.

www.MercerBradley.com

For a limited time, we are offering a discounted assessment. This service usually retails for \$99. Please contact your local office directly or visit us at:

www.MercerBradley.com.

What other candidates say about using our services:

"With the expedient and professional help of Mercer Bradley, I was able to find a role that fits the stage I am at in my professional career."

"I found my experience with Mercer Bradley to be candid, communicative and professional."

"My experience dealing with Mercer Bradley has been a very positive one."

"My experience with Mercer Bradley has been nothing but positive - they have treated me as a person, not another number on their books and have provided support and feedback whenever I have needed it"

Please contact your local office:

Vancouver:
604.601.8275

Fraser Valley:
604.592.8344

Winnipeg:
204.926.8525

What to Expect from Us

- Comprehensive Profile Form and Inventory emailed to you in advance.
- A thorough interviewing process that identifies what has to be there in order for you to make a career move.
- Confidentiality throughout the entire process.
- YOUR priorities become OUR priorities.
- We take our "direction from you."
- We will assess your marketability and resume.
- You will have access to opportunities that are "NOT" advertised.
- Detailed information on the opportunity and company will be provided to you in advance of your interview.
- We will assist you in negotiating a competitive salary and benefit package.
- You will receive feedback after interviews the minute we receive it from our clients. If you do not get an offer, we will obtain and share tips that can help you with future interviews.
- We will assist you with your resignation from your current position. Once you start your new job, we will follow-up to make sure you are enjoying your new position. We will pay you for any referrals you send to us, who we place in a job.

Make Yourself More Marketable—Part 2

ISSUE: *Gaps in employment.*

TIP: You need a sound explanation for any gaps in employment. Always give "positive" reasons for gaps and make sure you have exact dates. It is very advisable to work temp or contract while seeking employment. It helps make you more marketable and fill in gaps!

ISSUE: *Need substantially more money.*

TIP: Your salary offer depends greatly on your experience, ability to interview, and past salary history. Employers always look at what you earned last year (and they are asking for copies of your T4) as a guideline for their offer. Ask if there is paid overtime which can provide you with the monies you are seeking. If there is no OT, you may have to also work a part-time position until you are able to increase your salary level!

ISSUE: *Terminated from last job.*

TIP: If you were terminated from your last job, it is very difficult for us to assist you with your next career move. Our clients pay a fee to us for identifying top talent. Many of our clients will not interview someone who has been fired. You can either accept a temp or contract position which could lead to a full-time position, or you can interview on your own – where there is no fee involved.

ISSUE: *Freeze when tested.*

TIP: Some clients test skills or conduct personality testing prior to hiring. If you freeze up when testing, practice at home on one sites like typingtest.com and you'll be amazed how comfortable the testing process will become. This is the only way an employer can judge your skills and computer proficiency. The trend has become "more" testing and you don't want this to prevent you from accepting your dream job.

ISSUE: *Don't have a current resume.*

TIP: Your resume should be one page and should NOT be a job description. Put a brief outline of your responsibilities and then put three bullets under each employer highlighting your personal accomplishments. If you have ever saved an employer time or money, include that information. Make sure your "job objective" is not limiting. Many resumes are also screened out for errors. Make sure you proofread your resume.

Referral Program

Ask us about our Referral Program. Help your friends and associates by referring them to us and we'll pay you up to \$500!! You become eligible for the bonus once your referral has been placed with one of our clients for at least 90 days. No limit to the number of referrals!



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Counter Offers—Part 1

You've been offered a new position with a company that will allow career growth, new opportunity, and more rewards for the contributions that you make. After careful deliberation and a lot of soul searching, you have accepted or decided to accept the new position. However, upon tendering your resignation, your employer asks you to stay. A meeting is held with you and your decision to leave is called into question. Emotional appeals are made to you to not break up the team. Proposals are made to make you reconsider your choice to leave. This process is known as a counter-offer. This is very common in a competitive marketplace but it can come as a shock to find that your decision is not being willingly accepted.

Counter-offers usually take the form of:

- Money or some other tangible benefits
- Increased responsibilities/promises of future promotions
- Changes in reporting structure (especially if an inter-personal conflict exists)
- Promises for upcoming salary reviews
- Remarks about the new company or job
- Emotional pressure to reconsider - guilt/anger tactics

Counter-offers are often made with some form of flattery or guilt:

- " You're too valuable, and we need you."
- " You can't desert the team/your friends. "
- " We were just about to promote/raise you, and it was confidential until now."
- " Why would you want to work for another company?"
- " Why didn't you tell me you were unhappy?"
- " How can you just throw away what you've built here?"
- " I know what it is like out there, you won't find another company like ours."
- " The President wants to meet with you before you make your final decision."

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Steps to a Successful Goodbye—Part 1

The first impression you make on a new job is important, but so is your last one. In a volatile workplace, your resume is likely to become dotted with career changes and new skills. Being flexible and adjusting emotionally as you leave one job and prepare for another are essential career-survival skills.

How you leave says a lot about you, whatever the circumstances. The process of leaving isn't about packing a box and moving to a new place. It's about cementing relationships and establishing a network that will ensure you a place in the business world. It's also about realizing that the desk next to you at a future employer may be occupied by your former boss.

To stay emotionally grounded while saying good-bye and beginning your transition, apply the following 10 strategies:

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Self Assessment

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Consider these points:

- Is this a stopgap measure to allow a manager time to postpone dealing with the problem?
- If a new title, promotion, etc., is offered, why did it take a resignation to surface it?
- Is the manager trying to buy time to replace you at his or her convenience?
- Will the reason or reasons for wanting to leave reappear in a different form?
- Is the manager trying to protect his/her image with upper management?
- If money is offered, where is it coming from? A future raise pushed up? (Never disregard accountants and budgets.)
- Acceptance of a counter offer may leave your loyalty suspect.
- Three quarters of the people accepting counter offers are gone within a year - and half of those are gone within three to four months.

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Winnipeg:
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Steps to a Successful Goodbye—Part 2

1. Express your appreciation and stay connected.
2. Let go.
3. Leave your office in top shape
4. Create a morale-building file.
5. Don't be critical.
6. Prepare, reflect and move on.
7. Take time to play.
8. Recognize the value of friends.
9. Analyze your financial status.
10. Be open to new possibilities.

Starting over is part of career advancement in today's turbulent workplace. Successfully ending the final chapter of one job will give you a good start in the first chapter of a new one.

Counter Offers—Part 2

Much research and many surveys have been completed over the years to measure what happens to employees who accept counter offers.

Only 6 out of 100 employees are still with their company after 12 months, and 2 important points become apparent:

- **Salary was hardly ever the prime motivator for resigning – more money didn't ultimately change the true state of the culture**
- **Things didn't take long to return to the way they were before the resignation**

Before accepting a counter offer, ask yourself why your employer has made the offer. There is a strong possibility that the cons will outweigh the pros and you will realize that your decision to resign was right after all.

- **Why are they suddenly trying to make you feel guilty about leaving and making all sorts of promises to make you stay?**
- **Why don't they just accept that you've decided to leave and wish you well?**
- **Why are they making it so difficult for you?**

Holding firm to a decision to move on in your career is an expression of faith in your ability to decide your own future.

We've all been there at one point or another in our careers. Weathering the emotional pressure isn't always easy. Keep the end goal in mind: positive new change and challenges. Don't let anyone tell you directly or indirectly that you shouldn't trust your own intuition and logic. They are your dreams and aspirations. Trust yourself.

Candidate Portal

Please feel free to login to our candidate portal.
www.MercerBradley.com/CandidatePortal.html
User Name: careers@mercerbradley.com
Password: mercerbradley



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Code of Ethics & Standards—Part 1

As members of the Association of Canadian Search Employment & Staffing services we commit to uphold this Code of Ethics & Standards and to display it prominently in our place of business. We support the principles set forth below and acknowledge that compliance with these principles is in the best interests of ACSESS member companies, their candidates, employees, client organizations, and the reputation of the search, employment and staffing services profession in Canada.

- We will observe the highest principles of integrity, professionalism and fair practice in dealing with clients, candidates, employees and all regulatory authorities; and will respect the confidentiality of records in accordance with law and good business practices.
- We will provide leadership in the adherence to both the spirit and letter of all applicable human rights, employment laws and regulations. We will treat all candidates and employees without prejudice and will not accept an order from any client that is discriminatory in any way.
- We will take all reasonable steps to provide clients with accurate information on each candidate's employment qualifications and experience; and will only present those candidates who have given us authorization to represent their application for employment.
- We will supply candidates and employees with complete and accurate information as provided by the client, regarding terms of employment, job descriptions and workplace conditions.
- We will not recruit, encourage or entice a candidate whom we have previously placed to leave the employ of our client, nor will we encourage or coerce an individual to leave any temporary assignment before the stated completion date.

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About ACSESS—Part 1

As the only association representing the staffing industry in Canada, the Association of Canadian Search, Employment & Staffing Services (ACSESS) provides services to member firms from St. John's to Victoria.

ACSESS was formed in 1998 following the merger of two long established Canadian associations, and today represents over 1000 staffing service offices across Canada. ACSESS members provide placement and executive search services, and temporary and contract staffing to the public sector and virtually every type of business.

ACSESS' mission is to promote the advancement and growth of the employment, recruitment and staffing services industry in Canada.

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Self Assessment

Are you interested in assessing your strengths as a leader?

Are you interested in investing in a tool to give you an advantage in this competitive job market?

Please feel free to visit our website to access our Self Assess Option.

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What other candidates say about using our services:

Thanks again for all your hard work, coaching, and mentoring. As compared to any of the other agencies, you took the time, and utmost patience, to carefully screen, interview, and match. The personal coaching, and follow-up phone calls, are what I appreciated the most about Mercer Bradley.

Anon

[Read more on our Job Seeker's Testimonials page...](#)

Please contact your local office:

Vancouver:
604.601.8275

Fraser Valley:
604.592.8344

Winnipeg:
204.926.8525

Edmonton:
780.702.7234

Code of Ethics & Standards—Part 2

- We will not restrict the right of a candidate or employee to accept employment of their choice.
- We will not misuse membership privileges for the purpose of recruiting a member's staff, or in any way that may otherwise injure our candidates, employees or competitors.
- We will derive income only from clients and make no direct or indirect charges to candidates or employees unless specified by a license.
- We will maintain the highest standards of integrity in all forms of advertising, communications and solicitations; and will conduct our business in a manner designed to enhance the operation, image and reputation of the employment, recruitment and staffing services industry.
- We will recognize and respect the rights and privileges of competitors in the true fashion of individual initiative and free enterprise, and will refrain from engaging in acts of unfair competition.
- We will ensure that our clients, candidates and employees are aware of our duty to abide by this Code of Ethics & Standards and such supporting policies and guidelines as may from time to time be adopted by the Association; and will undertake to bring any potential infringements before the appropriate Association body.

About ACSESS—Part 2

ACSESS is Canada's only national advocate for ensuring professional ethics, standards and best practices in the recruitment, employment and staffing services industry. With the repeal of Ontario's Employment Agencies Act in March 2001, the staffing industry moved to a self-management model in Ontario, as well as in other parts of Canada. As a result, ACSESS plays a pivotal role as Canada's advocate for promoting and ensuring professional ethics and standards in the employment, recruitment and staffing industry.

ACSESS member companies pledge to uphold the Association's Code of Ethics and Standards. They are committed to an industry which gives clients the ability to respond to business realities and changing technologies; and to give workers - at all levels - an ever-increasing range of employment opportunities.

For further information, contact Amanda Curtis, Executive Director, ACSESS, by phone 905-826-6869, toll-free 888-232-4962, or by e-mail at acsess@acsess.org.

Candidate Portal

Mercer Bradley has partnered with HR In Motion to offer you tips and tricks on resume writing, interviewing techniques, etc. To access your free courses, please call your local office to request access or go to our online form at: <http://www.mercerbradley.com/contact-mercero.php>