



Name: Katerina Vink

Rap: A42 Class: Math 9

Due: Friday, November 8<sup>th</sup>, 2019

## The Assignment: 8692

Name of your host: Alisa Vink Relationship to you: Sister

### The Interview:

1. **What is your job title?** HR Assistant (Human Resources Assistant)
2. **What is your job description?** Support the Human Resource functions for students, staff and faculty in the Department of Orthopaedics and the Department of Emergency Medicine of UBC.
3. **What are the duties and/or tasks you perform at your job?** As an HR Assistant, Alisa is responsible for developing job descriptions; supporting day-to-day recruitment/HR activities; hiring and onboarding students and staff; initiating and coordinating (clinical) faculty appointments, reappointments and promotions; maintaining HR records; tracking and processing salary increases; and preparing documents related to employee transactions.
4. **What qualifications do you have for this job in the following areas:**
  - a) **Training?** Most training for this employment has been on the job, and going off of experience. Alisa is currently working towards getting her CPHR (Chartered Professional in Human Resources) designation.
  - b) **Education?** My sister has a University degree and a Human Resource Management certificate in progress.
  - c) **Experience?** 6 years of administrative experience (Tri-City Dance Centre) and over 1 year of management experience (Physio Room).
  - d) **Skills and attributes (personal qualities)?** Skills and attributes an HR Assistant must have are the ability to problem solve; high level of attention to detail; being a people-person; ability to communicate well; active listening; being able to responsibly deal with confidential/sensitive information; being able to complete and/or prioritize deadlines; being able to advise others; being able to interpret policies; being able to collaborate in a team as well as work well individually; critical thinking skills; provide assistance and emotional support; provide training and/or instruction in areas of expertise. My sister

checks all these boxes.

5. **What are some of the things you like about the job?** Alisa likes that she can develop a lot of the supports, development and implementation of policies, procedures and resources. Likes that she can create lots of things. Her job is never the same—lots of variety. Really enjoys that she can provide guidance and advise managements and faculty members. Alisa also enjoys taking part in initiating orientations for newcomers working at UBC. Likes that this job is task-oriented, likes having deadlines and things to strive to, likes to be the go-to person for HR related things, likes problem solving, and researching material when needed.
6. **What are some of the things you dislike about this job?** Sometimes the workload can become overwhelming. Alisa says it is stressful to deal with many deadlines and priorities.
7. **How do you anticipate this job changing in the next 5 years or so?** In terms of what my sister does specifically, she predicts a promotion in the near future—her position may be growing to an HR Coordinator, to take on more responsibilities. Within 5 years, she may not be working with the same company, moving onto becoming an HR Generalist or an HR Specialist (go into a specialty, i.e. just recruitment, just compensation and benefits, etc.). However, in terms of the job ‘HR Assistant’, my sister believes there will not be any major changes to how the job gets done, as it is a fairly standard and all-around job.
8. **Other question (s): Do you like this type of work setting?** Alisa says she likes the traditional 9-5, and working in a calm office space. She also states the stable salary and the good benefits are appreciated by her.

### **Student Reflections:**

#### **1. Give three reasons why you would like this job:**

- a) Stability and certainty—looking from a positive perspective, this is not a dangerous job, or one that would mean the possibility of drastic changes and measures every day. The job of an HR Assistant is relatively simple, and it is easy to guess what would be going on day-to-day.
- b) In terms of environment, the department building my sister works at is in the city of Vancouver—in the middle of modern civilization and situated around many stores, major events, etc. I always wanted to work in the city, as I feel it would be nice.
- c) The salary and benefits are great (working for UBC (and the government)).

## 2. Give three reasons why you would not like this job:

a) My dream is to either become a police officer/detective or a highschool English teacher. That being said, I know from my heart that being stuck in an office from 9 to 5, sitting on the spot, and staring at a computer screen all day, would make me feel antsy and anxious—I know that for me, I need a job where I am moving and continuously doing *something*.

b) For me personally, being in situations where I have to always be presentable and respectful is stressful for me—not that I am not, but when it is pressured onto me it makes me anxious. I would like a work environment that is more free, less strict than an office.

c) Even though the work that an HR Assistant does is relatively simple—dealing with emails, handling papers and documents, organizing and holding meetings, etc.—I can see myself being very bored and unhappy if I was doing that all day every day.

## 3. Is this job for you? Why or why not?

No, this job is not for me. Like I stated above, the content of work that comes with this job, as well as the work environment and expectations, would not be a good match for me and my preferences and comfortableness.

## 4. Explain the value of the TOKTW experience in relation to your ideas about your post secondary (after high school) plans (education?, training?, travel?, work?).

I think this experience was beneficial for me because it granted me the opportunity to gain a potential interest in a certain type of job (albeit in vain) and to give me a chance to see first-hand what a (typical) workday looks like. This type of experience (TOKTW) is very beneficial for students when thinking about their post-secondary education. A student may be very excited to, after they graduate, start training to become a kindergarten teacher. However, after one day trying to teach little kids, TOKTW helped them find out that that type of environment is not for them. The student is now able to determine a future job that would really make them happy. For example, after spending a day at the office, I know that I wouldn't want to end up working there, so I can definitely rule out getting a degree in something like accounting. I noticed I disliked the formal atmosphere, yearning to be able to feel at ease and free. I would like to be a highschool English teacher, because I love learning and think I would enjoy teaching others what I might find to be interesting—especially teaching those who *want* to learn. TOKTW can also be beneficial in that it shows students that people need to learn, work hard and train to become good at what they do. If a student were to go to work for one day, and absolutely love every aspect of what they learned and did, TOKTW could help in that very early on, children could recognize what they like, and start preparing and even training for their future.