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**JOB SEARCH  
PROCESS**



**Frontenac  
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# JOB SEARCHING

## WHAT IS JOB SEARCHING?

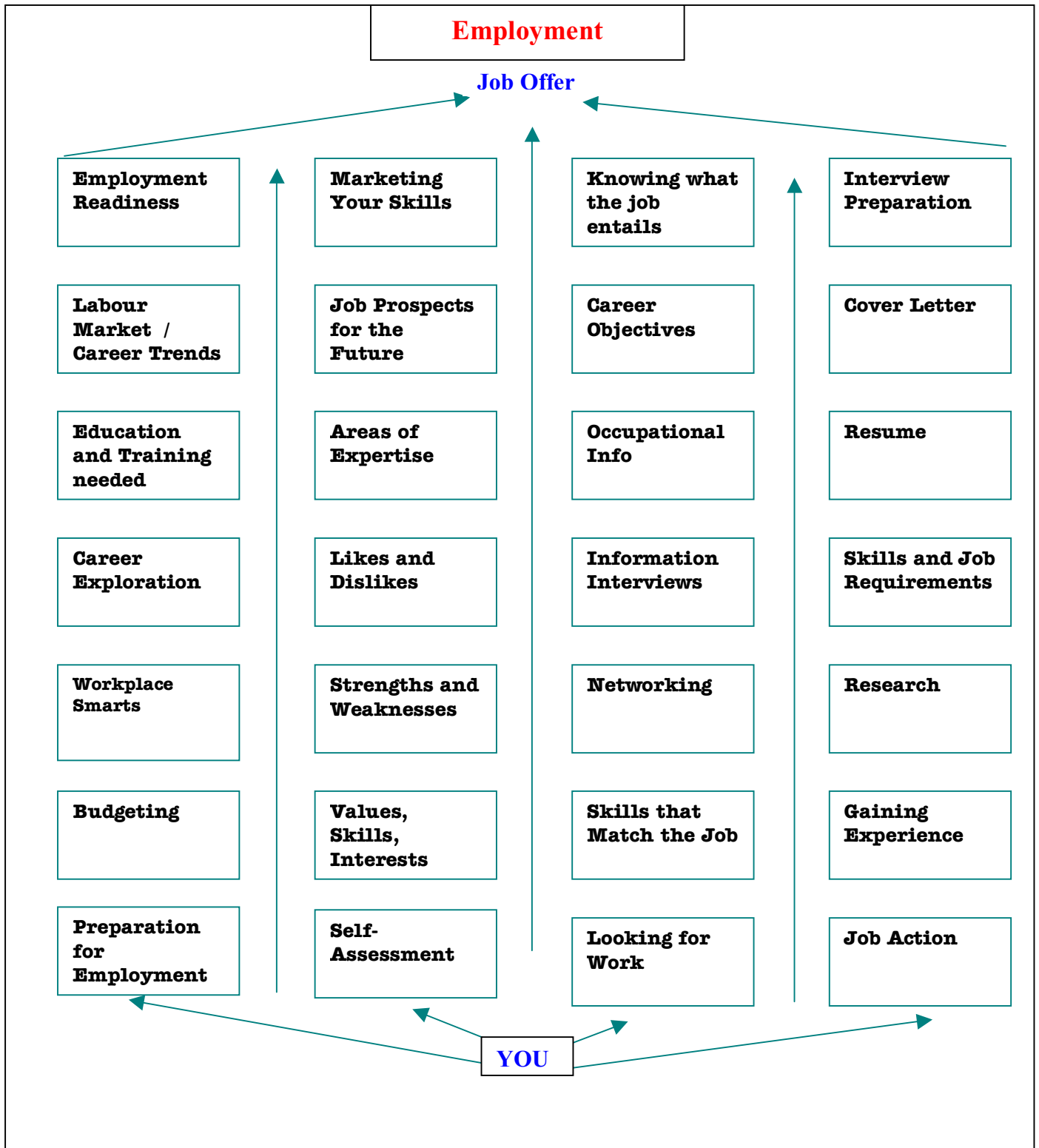
Job Searching is an action plan that you take in order to obtain the work you want. It is a full-time job. It takes time and patience. It is demanding, frustrating and sometimes feels like you are on an emotional roller coaster. It requires responsible decision making, planning and believing in oneself.

Getting prepared for Job Searching will alleviate much anguish and frustration. Finding answers to questions that may pop up during your Job Search will enable you to proceed with your Job Search in a systematic and methodical manner.



Following is a simple job search flowchart that takes the complexity out of Job Searching and takes into consideration steps that assist in a realistic job search, beginning with you. Where you fit on the job search continuum will determine where to begin your job search.

# THE EMPLOYMENT FLOW CHART



# JOB SEARCH QUESTIONS

## Q1. What type of work would I like to do?

**Know yourself!** What are your strengths, likes, dislikes, goals, interests, and values. Where do you see or vision yourself. Write down the pros and cons of the desired work. How do you see yourself fitting in?

There are many self-assessment quizzes or programs that are free that will assist you with determining or qualifying what you like to do best and/or where your strengths and interests are. Refer to website: [www.employmentservicesonline.com](http://www.employmentservicesonline.com) Career Planning button – Self-Assessment Quizzes). The Frontenac Employment Resource Centre has other assessment tools on site, FREE.

## Q2. What are the job duties, requirements and qualifications needed for the position you want?

There are many ways to determine what the duties or tasks of the job are, the requirements of the job and the qualifications needed for the job or position.

- a) For each occupation, the Federal Government (HRSDC) has printed a **National Occupational Classification and Description binder and an Index of Titles book**. (This information can be found through the Labour Market Information link indicated on our Web Home Page or <http://www23.hrdc-drhc.gc.ca> ).
- b) **Newspaper ads**. Generally, employment ads in the newspapers, no matter what type of occupation, will nicely display the performance criterion or job duties and qualifications needed for the position.
- c) **Internet**. The Internet will post positions for various companies, organizations, and job-hunting sites and will detail the requirements and qualifications for the positions.
- d) **Informational Interviewing**. Often times, arrangements have been made whereby possible employers have provided time to impart information to job seekers who wish to find out what certain jobs entail and what requirements are need for those jobs.

## Q3. Where can I get information on Job Searching?

Information is found in many ways. The Resources are numerous. Books, videos, Employment Resource Centres, Libraries, Internet, Job Developers, Career Counsellors, and Mentors can advise you on where the jobs are and how to find a job. Assistance on effective ways to develop and compose a Resume and Cover letter, the Internet, the latest Labour Market trends, and How to Network is also offered from these resources; but the first step is to Begin!

#### **Q4. What do I need to do in order to get the work I want?**

You need to assess your skills, education, experience, values, and what type of work appeals to you. (Refer to our web site [Career Planning](#) button - Self Assessment Quizzes) Scroll down to Self Assessment and Quizzes.

#### **Q5. What is a Career Plan and a Career Path?**

A **Career Plan** is a logical set of steps for a realistic strategy that you create in order to acquire the job want now and in the future. Many aspects need to be considered when planning. These may include experience, qualifications, education, remuneration, timelines, age and advancement. Some questions to think about are “Will this look good on my resume?”, “How will this work enhance my career direction?”. When you plan your career journey you can control your direction.

A **Career Path** is the route you plan to take in order to get you where you want to be in the future. Considerations needed are patience, a positive attitude, values, workplace culture and lifestyle. Think strategically about every career move you make.

**Career Planning and Pathing** together assist in career direction and scope. Plans may change at any given time, thereby altering the path. Consider second or third career options! Keep an open mind and keep your options open.

#### **Q6 Self-assessments – What do they do?**

Self-Assessment quizzes or tests are totally up to the job seeker. These are indicators that provide a surface assessment about you. The measurement they determine, as a result of the answers to their questions, may sometimes be a good match and may sometimes not be a good match. They introduce the job seeker to various employment related questions and this in itself can provide the job seeker with insight into what they like and don't like.

#### **Q7 Who is hiring?**

Be aware of who is hiring. It will be critical in your job search. Certain occupations are in higher demand than others. Check the [Job Futures](#) website, [www.jobfutures.ca](http://www.jobfutures.ca)

#### **Q8 What are the most recent Labour Market Trends in Occupations?**

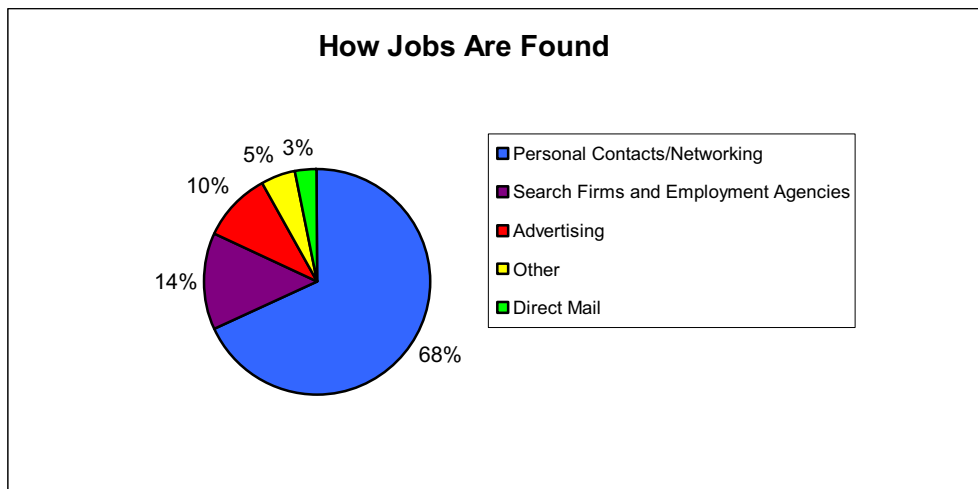
There are many books that futurists project what occupations will be most likely hiring in the future. Also refer to Stats Canada Web site [www.statisticscanada.ca](http://www.statisticscanada.ca) and the Labour Market Website – [www.labourmarketinformation.ca](http://www.labourmarketinformation.ca)

## Q9 Where do I begin to look for work?

There are many areas where you can begin to look for work. Some examples are: newspapers, magazines, Employment Resource Centres, Recruiting firms, Internet, and cold calling to companies, informational interviewing and through a Network system.

## Q10 How do I develop a Networking system?

Networking is important. Getting to know people and letting them know that you are job seeking can open doors for you. Let people know your worth and what you can do. It will help in the job search. A network of people may consist of family and friends, friends of friends, neighbours, grandparents, aunts and uncles, childrens' friend's parents, clubs, and volunteering.



(Source: Richard H. Beatty, Get the Right Job in 60 Days or Less, 1992)

## Where are jobs advertised?

Employment Resource Centres  
The Internet  
Classifieds ads in Newspapers  
Temp Agencies  
Window signs  
Bulletin boards at various organizations  
Publications (Businesses and Industries)  
Web sites from companies  
Media (Radio and TV)  
HRSDC Job Bank

**Q11 Is my Resume up-to-date, easy to read and the best it can be?**

Make sure your resume is up-to-date and easy to read. (Refer to [Resume Tips](#) for pointers. This package is obtainable online at [www.employmentservicesonline.com](http://www.employmentservicesonline.com) under the Job Resources button and hard copy from the Frontenac Employment Resource Centre in Sydenham, Ontario.

**Q12 How important is a Cover Letter?**

Cover Letters are the first introduction to the employer. Make it be successful. Ensure that your cover letter is well written, addresses pertinent job related information, articulate, free from errors and formatted appropriately. (Refer to [Cover Letter Hints](#).) As above this information can be obtained from the [www.employmentservicesonline.com](http://www.employmentservicesonline.com) website or the Frontenac Employment Resource Centre.

**Q13 What is the purpose in researching a company?**

Research the company where you have applied for work. Be as knowledgeable as possible about the company; it will give you a competitive edge when answering interview questions.

**Q14 What are the types of Interview Questions and what is the purpose behind them?**

Interview questions can be of all types. Most recently, behavioral type interview question seems to be popular with employers. It enables an employer to determine if you have the drive, enthusiasm, and teamwork skills. Every question is important and the manner in which you answer the question is even more important. Be Prepared! (Refer to [Interview Readiness](#))

**Q15 How do I prepare for an Interview?**

A Job Seeker must be prepared for the Interview and the Interview Questions. (Refer to the Perks and Pitfalls and questions in the [Interview Readiness](#) booklet).

# MORE JOB SEARCH TIPS

## *Employers' Most - Wanted Skills List*

1. **✦ Take Initiative.** People who are self motivated and don't require a lot of direction. Who don't just do the work, but look for ways to do it better.
2. **✦ Connect with Others.** People who are friendly and sociable and who enjoy meeting and being with others and who are able to build and keep solid working relationships.
3. **✦ Communicate.** People who can clearly and completely communicate their ideas and messages to others, verbally and in writing. People who are able to read and understand many kinds of information. People who listen to and understand what others tell them.
4. **✦ Solve Problems.** People who can think logically and critically and are able to come up with creative solutions to problems or new ways of doing things. People who take responsibility for, and stand behind, the decisions they make.
5. **✦ Give 110 percent.** People who are reliable and can be counted on to do their work carefully and completely. People who get to work on time and go the extra mile.
6. **✦ Thrive on a team.** People who are emotionally stable and honest with others. People who are flexible and can adapt to the styles of other team members. People who make positive contributions to projects and other tasks.
7. **✦ Radiate positive energy.** People who are confident about their abilities and are able to let others know what they do well.
8. **✦ Enjoy learning.** People who are eager to learn new ideas and new skills as their jobs evolve.
9. **✦ Manage Information.** People who are comfortable using technology to find information, plan a schedule, manage a budget or complete a task.
10. **✦ Understand numbers.** People who are competent in basic math skills. Who can plan and maintain a budget.
11. **✦ Practice safe work.** People who work carefully and follow established procedures. Who keep the workplace safe for themselves and others.

# EMPLOYABILITY SKILLS 2000+

## Fundamental Skills

Those skills, which provide the basic foundation to get, keep and progress on a job and to achieve the best results.

### Communicate

- Read and understand information presented in a variety of forms (e.g., words, graphs, charts, diagrams)
- Write and speak so others pay attention and understand
- Listen and ask questions to understand and appreciate the points of view of others
- Share information using a range of information and communications technologies (e.g., voice, e-mail, computers)
- Use relevant scientific, technological and mathematical knowledge and skills to explain or clarify ideas

### Manage Information

- Locate, gather and organize information using appropriate technology and information systems
- Access, analyze and apply knowledge and skills from various disciplines (e.g., the arts, languages, science, technology, mathematics, social sciences, and the humanities)

### Use Numbers

- Decide what needs to be measured or calculated
- Observe and record data using appropriate methods, tools and technology
- Make estimates and verify calculations

### Think & Solve Problems

- Assess situations and identify problems
- Seek different points of view and evaluate them based on facts
- Recognize the human, interpersonal, technical, scientific and mathematical dimensions of a problem
- Identify the root cause of a problem
- Be creative and innovative in exploring possible solutions
- Readily use science, technology and mathematics as ways to think, gain and share knowledge, solve problems and make decisions
- Evaluate solutions to make recommendations or decisions
- Implement solutions
- Check to see if a solution works, and act on opportunities for improvement

## Personal Management Skills

The personal skills, attitudes and behaviours that drive one's potential for growth. You will be able to offer yourself greater possibilities for achievement when you can:

### **Demonstrate Positive Attitudes and Behaviours**

- Feel good about yourself and be confident
- Deal with people, problems and situations with honesty, integrity and personal ethics
- Recognize your own and other people's good efforts
- Take care of your personal health
- Show interest, initiative and effort

### **Be Responsible**

- Set goals and priorities balancing work and personal life
- Plan and manage time, money and other resources to achieve goals
- Assess, weigh and manage risk
- Be accountable for your actions and the actions of your group
- Be socially responsible and contribute to your community

### **Be Adaptable**

- Work independently or as a part of a team
- Carry out multiple tasks or projects
- Be innovative and resourceful: identify and suggest alternative ways to achieve goals and get the job done
- Be open and respond constructively to change
- Learn from your mistakes and accept feedback
- Cope with uncertainty

### **Learn Continuously**

- Be willing to continuously learn and grow
- Assess personal strengths and areas for development
- Set your own learning goals
- Identify and access learning sources and opportunities
- Plan for and achieve your learning goals

## Work Safety

- Be aware of personal and group health and safety practices and procedures, and act in accordance with these.

## Teamwork Skills

The skills and attributes needed to contribute productively

### Work with Others

- Understand and work within the dynamics of a group
- Ensure that a team's purpose and objectives are clear
- Be flexible: respect, be open to and supportive of the thoughts, opinions and contributions of others in a group
- Recognize and respect people's diversity, individual differences and perspectives
- Accept and provide feedback in a constructive and considerate manner
- Contribute to a team by sharing information and expertise
- Lead or support when appropriate, motivating a group for high performance
- Understand the role of conflict in a group to reach solutions
- Manage and resolve conflict when appropriate

### Participate in Projects & Tasks

- Plan, design or carry out a project or task from start to finish with well-defined objectives and outcomes
- Develop a plan, seek feedback, test, revise and implement
- Select and use appropriate tools and technology for a task or project
- Adapt to changing requirements and information
- Continuously monitor the success of a project or task and identify ways to improve

(Source: The Conference Board of Canada – [www.conferenceboard.ca](http://www.conferenceboard.ca))

## JOB SEARCH CHECKLIST

- You have identified your skills, your interests and your values
- You have decided on your career plans and path
- You know your transferable skills
- You have developed your resume and composed a cover letter.
- You have begun to network
- You know where to search for jobs
- You are persistent and patient in the job search
- You have checked the Labour Market Information
- You are prepared for an interview
- You have done research on the firm interviewing you
- You have followed-up with a thank you letter or phone call after the interview

## CAREER WEB SITES

[www.employmentservicesonline.com](http://www.employmentservicesonline.com)

Web site for the Frontenac Employment Resource Centre with a wealth of information about Job Searching, Resume creation, Cover Letter development, Interview Techniques, Career Development, Labour Market Information and links to other Web sites.

[www.workinfonet.ca](http://www.workinfonet.ca)

Career information and links to other Web sites.

[www.hrdc-drhc.gc.ca/career-carriere](http://www.hrdc-drhc.gc.ca/career-carriere)

The Career Information Site: Information about career planning and work opportunities.

[www.ele-spe.org](http://www.ele-spe.org)

Electronic Labour Exchange: an on-line employment service that matches work to people and people to work.

[www.jobfutures.ca](http://www.jobfutures.ca)

Information on work prospects. Explore The Job Futures 2000 web site to find valuable information about today's careers, education and training and future trends in Canada's workplace.

<http://jb-ge.hrdc-drhc.gc.ca>

The Job Bank: a list of work opportunities through Human Resources Skills Development Canada

[www.labourmarketinformation.ca](http://www.labourmarketinformation.ca)

Labour Market Information Service: job market conditions in local areas.

[www.worksearch.gc.ca](http://www.worksearch.gc.ca)

Work Search: information on work opportunities and work search techniques.

[www1.on.hrdc-drhc.gc.ca/ojf/ojf.jsp](http://www1.on.hrdc-drhc.gc.ca/ojf/ojf.jsp)

Ontario Job futures: Explore the Job Futures 2000 website to find valuable information about today's careers, education and training and future trends in Canada's workplace.