



Centre Partenaires pour l'emploi
Partners for Employment Centre

**YOUR RESOURCE AND YOUR EXPERTS IN
EMPLOYMENT**

GUIDE FOR AN EFFECTIVE JOB SEARCH

2020

**EMPLOI
ONTARIO**

Job Research

Every day, several jobs are advertised, some of them may interest you. Job seekers usually use classified ads, job banks and / or radio ads to find a job. Some may succeed in finding employment with these tools; however, they will not always be the solution to finding a job. In some cases, employers do not advertise jobs at their company for certain reasons. One of it is because they do not want to have to go through lots of resumes, interview people and hire strangers. Many employers prefer to hire someone they already know or who is referred to them through a known intermediary. That said, the right impression and connections are very important aspects in finding a job. Not to mention that your skills, abilities and knowledge are also essential to getting a job.

Because not all jobs are posted in the community, you need to be persistent in your search and it should be thorough. Do not be afraid to speak with people in the community to find out where there are jobs available in the area.

This guide on finding a job will provide you with tips and advice on how to find your ideal job.

Take action!

Many people believe that job hunting is about writing a fantastic résumé, e-mailing dozens or even hundreds of résumés and waiting for the deluge of phone calls. In fact, it is important to take sustained and determined action, because finding a job is a job in itself. You have to establish an action plan, determine the paths you want to take and note your initiatives and results. Several tools are available to support you in your job search. This guide offers you ideas on tools to develop and techniques to help you land a job.

Staying Motivated

When looking for a job, it is important to keep a positive attitude. Why? In order to stay focused on your goals, to increase your focus and to feel better about yourself. You will see, employers will be more likely to hire you. Finding a job can get quite daunting at times, so it is very important not to be discouraged. Motivation is the key to success. In addition, a positive attitude can make a big difference in any kind of work-related situations.

1. Networking

Tap into your knowledge network: networking can be the most effective tool in finding you a job. Call everyone you know who works for companies that interest you and tell them you are looking for work.

Each of the people in your network has unique knowledge, experience and connections that can help you. However, there is more: the people who are part of your network have their own network. By interviewing someone, you are also exploiting other people's networks.

Make a list of contacts from every aspect of your life:

1. **Family and friends:** father, mother, brothers, sisters, uncles, aunts, friends and neighbours
2. **Work and volunteerism:** supervisors, former colleagues and fellow workers, former employers, voluntary and community organizations
3. **Leisure:** coaches, teammates, members of committees and social clubs
4. **Education / training:** teacher, secretary, director, fellow students

2. The Hidden Market

It is important to do a job market research to find the potential jobs that may be of interest to you. A newspaper article could probably provide information about a new business that is starting or an industry that is expanding.

Here are some sources of information to explore:

- Knowledgeable people - you may know someone who works for this organization or industry
- Annual reports, internal company newsletters, the organization's public relations or communications department or their website
- Articles or media reports on the organization or sector
- Professional associations

3. Call or meet with employers

Locate local organizations: The Yellow Pages and business directories are great tools for targeting employers.

Contact local businesses: you have a list of employers, but do not know if they have jobs available. Start by calling them or going to meet them and ask to speak to the person in charge of human resources.

- Obtain information about the company
- Ask the receptionists for help, they are your allies
- Ask for the name of the manager or person responsible for hiring and make sure you know how to pronounce his name correctly
- Find out about the different positions available
- Contact the person responsible for hiring to make yourself known

During the call, make note of your results and other information for your follow-up call.

Steps to follow for phone calls

- Give your name
- Ask for the name of the person responsible for hiring
- Call the person responsible by name
- Ask if there is a job opportunity
- Ask to send your resume

It is important to note that employers are often very busy and may not have the time to discuss with you the different jobs available in their company. Do not take it in a negative light. If this happens, you can chat with the receptionist further or do your research on your own. Even if you do not manage to speak to the employer, you can still go and bring your CV and show your interest in a future application.

4. Information Interviews

Meet potential employers: The information interview is a great way to learn about a job or profession while expanding your network. To gain valuable experience that will help you prepare for job interviews and plan your professional future, use this technique.

Objectives

- Make yourself known to potential employers
- Obtain information on various positions in a particular field
- Make new contacts and expand your network of potential employers
- Discover the hidden market

Prepare

- Find out about the person to meet
- Call to get an appointment with the person (be very brief)
- Present yourself professionally without applying for a job, but asking for advice
- Depending on the time available, talk about your skills and goals

Questions to Ask

- **To the person consulted in the particular field**

- What skills are required and what qualifications are required to work in this field?
- What diplomas or training is essential?
- Can you describe a typical working day for me?
- What in particular do you like about your job and what are your challenges?
- Do you know other people that I would benefit from meeting?

- **About the company**

- Make sure you know their goals and products
- How many employees does your business have?
- What is your hiring policy?
- Do you think this field is growing?

Suggested Scripts

Option A: “Hi, my name is _____, and I understand that you are the (or work as the) _____. I’m currently exploring this career occupation as a possibility for the future. Could I take about 10 minutes of your time to find out more about what you do (your occupational field)?”

Option B: “Hi, my name is _____. A mutual acquaintance, _____, suggested that I give you a call. He/she said that you would be the right person to talk to about potential work in your field (occupation). Would you have the time to talk right now? I would only need about 10 minutes of your time.”

If You Get a Negative Response

Expect some people to refuse to help you, but that should not put you off. Try the following answers:

Worker: "I'm too busy to talk right now."

You: "Thank you for your time. Could you recommend another person I could speak to?"

Worker: "I'd like to help you, but I have too much work to do right now."

You: "Thank you for your time, and I understand that you are busy. Is there a more convenient time that we could talk?"

5. Searching for Employment on the Internet

Consult the websites of each organization. If you are targeting a particular organization, check their home page to see if they have a vacancy section or write to them through their site to offer your services.

You will also find a multitude of websites that post positions. Here are a few examples:

Local

Partners for Employment Centre
Explore your Options

www.pecpe.ca

www.jobsinhearst.com

Service Canada

www.jobbank.gc.ca

Click on "Job search" and then on "Browse jobs".

Government of Canada jobs

<https://www.canada.ca/en/services/jobs/opportunities/government.html>

Province of Ontario

The Ontario Public Service Careers

www.gojobs.gov.on.ca

Career Planning, Learning, Employment

www.onwin.ca

Career Edge - Canada's Internship Organization

www.careeredge.ca

Semi-public Sites

Culture Works

www.cultureworks.ca

Jobs in Canadian Colleges and Universities

www.edujobscanada.com

Canadian Library Association

www.cla.ca

Other Useful Websites

www.allstarjobs.ca

www.workopolis.com/en/

www.emplois.ca

www.fepsearchgroup.com/

www.eluta.ca

www.canjobs.com/

www.handicapemploi.com

www.travelbestjobs.com/

www.hcareers.ca

www.mployd.com/

www.jobboom.com/en

www.monster.ca/

ca.indeed.com/

www.simplyhired.ca

www.jobsinhearst.com

www.ziprecruiter.com