

# MANAGE YOUR OWN CAREER!

10 tools to help active job searchers and engaged employees become creative, innovative and passionate workers

TOOL 2 of 10

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# Know your options

## Tool Overview

Once you have gained some insight into yourself and understand your goals, you in a great place to consider all the options available to you. Developing a clear focus and a solid plan for finding a job is the key to getting what you want in the world of work.

As an active job searcher you will take full responsibility for gaining the support you need to be successful in your search for employment. You will create a strategy for your job search and will gather all the information necessary to ensure that you are making good decisions that will benefit you now and in the future.

### Consider This ...

Make an appointment and have someone **trained in employment support** help you navigate through your available options and come up with a plan for finding a job you can be excited about!



## Self-Assessment Quiz

Use this quiz to identify your strengths and pinpoint areas for improvement.

	YES	NO	SOMEWHAT	N/A
1. I know where to go in the community to get assistance with my job search and career plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I am aware of jobs that are available in the community and understand which ones I am qualified for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I know what companies I want to work for now and in the future.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I have researched companies that interest me to see how I would fit in the organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I know what additional skills I need to gain in order to get the job I want.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Get the Help You Need!

The first step in getting the help you need is knowing where to find it. There are many service providers within Windsor-Essex available to provide you with employment assistance for free!

### Know Where to Go

211 Windsor-Essex  
<http://windsor-essex.cioc.ca/>

### Know Where to Go

Ministry of Training Colleges and Universities  
<http://www.tcu.gov.on.ca/eng/search.asp>

Google this: *Employment Ontario Service Providers*

*"Spend eighty percent of your time focusing on the opportunities of tomorrow rather than the problems of yesterday."* - Brian Tracy

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**workforce**  
WINDSOR-ESSEX  
INVESTED IN A WORLD-CLASS WORKFORCE

## Get Focused

Too often, job searchers feel panicked to find immediate employment. As a result they send out resume after resume without really considering how their skills, interests and overall goals align with the wants and needs of the company they are applying to.

Remember, there is no sense applying for jobs where you are unqualified or uninterested. What's better is to come up with a strategy for your job search that considers all of your available options and has a sharp focus on work that is available, of interest and within your range of skills.

### Do Your Homework

*Find out more about employment in the community by:*

- looking at a **business directory**
- visiting company websites
- performing an online search
- understanding **promising occupations**
- reading local news articles
- following companies on Social Media
- volunteering in your spare time
- reading local **labour market information**
- attending local career fairs
- asking your network for information

### Give This a Try . . .

Look beyond the obvious information and uncover the mission, vision and values of each organization you research. Search for their training programs, corporate culture and reputation within the community. Now evaluate your own values, skills and goals and determine if the company can help you to get ahead.

## BE IN THE KNOW!



### THINK ABOUT IT!

*Be an **active job searcher** and gain knowledge about potential employers as a way to give yourself an **edge over other job searchers!***

**Google this:** *labour market information*

### Know Where to Go

Windsor-Essex Volunteer Database  
<http://windsor-essex.cioc.ca/volunteer/>

### Get The Experience

Once you have focused your search for employment you may realize that there are some gaps with respect to your current skill set and the requirements of the positions you consider to be ideal.

### Know Where to Go

Voluntary Sector Connector  
<http://www.vsconnector.ca/>

**Don't be discouraged!** Consider the value of **volunteering**. This is a great way to gain the skills you'll need for the future and is perfect for bulking up your resume. Keep in mind that community focused companies like community focused employees . Get involved!

## Key Terms

**Business Directory:** a website or publication that lists all businesses within a certain category or region

**Employment Assistance:** services designed to assist individuals in finding employment, in many cases free of charge

**Labour Market Information:** information about occupations, wage rates, unemployment rates, employment outlooks, education and training, and economic trends and conditions

**Promising Occupations:** jobs that will be in demand in the next 3-5 years in Windsor-Essex

**Volunteering:** the act of performing unpaid services for the purpose of developing new skills and acquiring new contacts

## Targeted Company List

**Instructions:** Think about companies that interest you and use this tool to focus your job search

### A List Companies:

*These are companies I would consider to provide me with a great opportunity to achieve my career goals. I would be thrilled to work for these companies.*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### B List Companies:

*These are companies I would consider to provide me with an opportunity for advancement and the ability to work towards achieving my career goals over time. I would like to work for these companies.*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### C List Companies:

*These are companies I would consider a starting point in achieving my career goals. Working for these companies would provide me with the skills I need to advance within my career journey.*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Company Research Worksheet

**Instructions:** Think about the companies you are targeting and use this tool to gather information.

**Company Name:** \_\_\_\_\_

**Industry:** \_\_\_\_\_

**Company Size:** \_\_\_\_\_ **Number of Years in Business:** \_\_\_\_\_

**Company Location(s):** \_\_\_\_\_

\_\_\_\_\_

**Competitors:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Products Sold / Services Provided:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Additional Information:**

\_\_\_\_\_

\_\_\_\_\_

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