



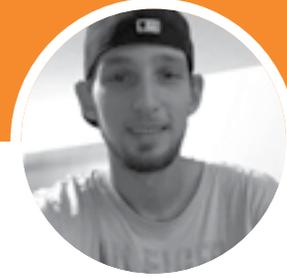
YOUR JOB SEARCH

workforce
WindsorEssex
YOUR LOCAL EMPLOYMENT PLANNING COUNCIL



SUCCESS STORIES

In Windsor and Essex County there are many organizations that can help you with your job search. Use workforcewindsorsex.com/tool to learn more about the services that will fit your needs. Read the following testimonies to learn what people are saying about employment services in our region.



ST. CLAIR COLLEGE EMPLOYMENT CENTRE

“I’m very grateful for the help and support I got in the Youth Job Connection program at the St. Clair College Employment Centre. For months I tried but I couldn’t get a job. In YJC I got to do a placement with the Amherstburg Ferry as a Deck Hand and I got hired after full-time and I’m still working there today.”

- **Vinny Allen**



WINDSOR WOMEN WORKING WITH IMMIGRANT WOMEN

“WWWWIW has provided me (and my family) great support in order for us to establish a new life in Windsor. They have given me an opportunity to be employed as a housekeeper. I informed them that I want to establish a small business to provide residential cleaning services. They accompanied me to Windsor Essex Small Business Centre. Now I have a registered business and in a matter of months, we are not just accepting residential cleaning services but also commercial cleaning which gave us a better opportunity to grow as a business. This program truly gave me that chance to reach my dream and succeed in life. I am a proud WWWWIW client and supporter!”

- **Diana Espinola**



COLLÈGE BORÉAL

“Collège Boréal helped me to find quickly a job. But because of my health issues and not being able to operate heavy machines, I decided to go to a different program. All I can say, that the Second Career was a door for me to get into other programs that will help me in better job opportunities. The staff were instrumental in guiding and supporting me throughout the funding application process. I have referred more than 2 persons to Collège Boréal for help in their job search as well as the Second Career Program.”

- **Jalal Sholi**



YOUR JOB SEARCH

As you search for a job we hope that you will connect with our local employment service providers who can help you. You can learn more about these employment services at:

[WORKFORCEWINDSORESSEX.COM/TOOL](https://workforcewindsorsex.com/tool)

Many of these services are open during the day, however, some offer late hours once or twice a week to meet the needs of your schedule. You can also use the ideas included in this toolkit to help you get started in your job search.



NEWCOMERS TO CANADA

CANADIAN EXPERIENCE

Volunteer placements will give you experience and can be a reference for future job applications. You can volunteer by giving your time and skills for free to help an organization.

Having a part-time job, internship or temporary job will help you learn about the Canadian work environment and will give you experience.

INTERVIEWS AND RESUMES

Interviews and resumes may be done differently than what you are used to. Your employment counsellor can help you learn how to write your resume.

Practice sample interview questions with a friend or employment counsellor.

Research the company you are interested in working for.

Be sure to dress and act professionally. Your employment counsellor will be able to offer you helpful hints on what this should look like.

JOB SEARCH

Employment centers can tell you about available jobs.

Many employers post their jobs to online websites such as Indeed, Workopolis and Job Bank.

Attend job fairs to see what positions employers are hiring for and to meet local employers.

Think of the people who you know- this is called your “network”. Your community may host networking events for you to meet more people.

Make a “networking business card” where you include your name, contact information, credentials, and a very brief description of your goals.

Do an informational interview with an employer to learn about their company and what they are looking for in their employees.

TRANSPORTATION

Use public transit when available. See if someone can give you a ride or if you can bike to an area with public transit.

Consider opportunities to carpool with people who live or work in the same area as you.

Bike or walk if possible.

SOFT SKILLS

Soft skills include skills such as communication, teamwork, adaptability and problem solving. Employers are looking for these skills. Identify your soft skills by thinking of experiences when you have used them.

Note skills that need improvement and look for opportunities to practice them in everyday life. Volunteering is a great way to work on these skills. To improve your skills, look for training opportunities in the community and search online for tutorials.

LANGUAGE

Try conversational English group classes that are available to you through local libraries and newcomer services.

Volunteering gives you a great opportunity to practice your English or French language skills.

Meet with someone who works in a job you would like. They can give advice on specific work words you should know.



THE LABOUR MARKET

It is important you know what types of jobs and skills are needed in our area. Ask your employment counsellor for information on this.

Visit www.workforcewindsorsex.com for more information.

CREDENTIALS

You may find that your credentials are not recognized in Canada. Focus on the skills you gained through employment in your home country and how they relate to the job you are applying for.

CULTURAL DIFFERENCES

See if you can go with someone to work for a day or volunteer to learn about the Canadian workforce.

HOPE AND CONFIDENCE

You may find your job search process to be frustrating. Don't lose hope during this time. Know that finding a job can be a difficult and time consuming task. To stay focused try:

Setting realistic and attainable goals.

Remind yourself of your strengths and the successes you have had.

Place yourself in a positive and encouraging environment.

In the midst of your job search make sure you take the time to do the activities you enjoy doing: playing on a sports team, spending time in nature, doing activities with family and friends.



WINDSOR WOMEN WORKING WITH IMMIGRANT WOMEN

“WWWIW is an amazing organization that assisted me in finding employment. They provided genuine care and support in order for me to navigate and understand the labour market that lead to different employment opportunities. The program has given me opportunities to improve on my existing skills and learn new skills that I need to be ready in the future.” - **Cheryll Reyes**

PEOPLE RECEIVING ONTARIO WORKS

INTERVIEW

Practice your interview answers with a friend or employment counsellor.

Provide examples of the skills you have gained from past employment.

Ask questions to show interest in the company.

Research the company as you prepare for your interview.

Bring and know your updated resume.

Dress and act professionally.

JOB SEARCH

Let the people in your network know that you are looking for employment.

Customize your resume to each job posting.

Post your resume on online job boards such as Indeed or Workopolis.

Follow job posting instructions for submitting your resume.

Look for opportunities at job fairs, on company websites, and on social media.

EXPERIENCE

Consider taking a short term job, internship, or volunteer placement to gain experience. This may lead to permanent employment and could serve as a future reference.

Highlight the skills and personality traits you've developed through the various paid and unpaid experiences you've had. Show them how those skills could be used in the job you are applying for. These are your transferable skills.

Highlight your willingness and ability to learn. Include examples of how you have done so in the past.

NETWORKING

Consider who you are connected to. These are the people who are in your network who may be able to share job opportunities or advice with you. This includes everyone who you know, such as adults from children's activities, club members, friends, family, former colleagues and fellow volunteers.

Create business cards that you can share with potential employers and people in your network. Include your contact information and highlight your skills, credentials and goals.

HOPE AND CONFIDENCE

You may find the job search process to be frustrating. Try not to lose hope during this time. Rest assured-finding a job can be difficult and take a lot of time. To stay focused try:

Setting realistic goals that you can reach.

Remind yourself of your strengths and the successes you have had.

Place yourself in an environment with positive and encouraging people.

Don't forget to take the time to do the activities you enjoy doing: playing on a sports team, spending time in nature, and doing activities with family and friends.



MULTICULTURAL COUNCIL

"I arrived in Windsor, Ontario on February 5, 2016. Since arriving I received assistance from both Raghida Feghali, Orientation Specialist and then was referred to Colin Grimmond, Pre-Employment Coordinator for pre-employment assistance. He referred me to the Unemployment Help Centre for their Hospitality & Tourism. I was successful in attaining a Hotel Receptionist/Night Auditor position on June 14, 2016 at the Howard Johnson Plaza Hotel. I am very appreciative to the staff of the MCC in assisting me thus far!" - **Lama Tabrah**



TRANSPORTATION

Use public transit when available or see if someone can give you a ride or bike to an area that has public transit.

Consider opportunities to carpool with people who live or work in the same area as you.

Bike or walk if possible.

SOFT SKILLS

Soft skills include skills such as communication, teamwork, adaptability and problem solving. Identify your soft skills by thinking of experiences when you have used them. Note skills that need improvement and look for opportunities to practice them in everyday life, such as through volunteering, training opportunities in the community and with online tutorials.

DIGITAL SKILLS

Search for local training that is available to you through free workshops, online tutorials, employment services, private organizations and schools.

Share with employers your willingness to learn technology that you will use on the job.

EMPLOYMENT GAPS

Identify the skills you have developed and used during your time out of the workforce, such as volunteer experiences, personal goals, care giving, educational accomplishments and social group activities.

Try to reconnect with former references or find new references that can verify your skills. Your employment counsellor may be able to serve as a reference for you.

REJOINING THE WORKFORCE WITH EXPERIENCE

Demonstrate that you are familiar with technology. Consider creating and using a LinkedIn profile.

Ask questions in the interview that showcase your professionalism and the soft skills you have gained in the workplace.

Show interest in the role and what you plan to do for the company.

TRAINING

Explore provincial funding options for low-income recipients.

Find “work while you learn” opportunities. These may be available through skill trades occupations or internships.

Explore the free training options that you may have access to through employment services.

Look into online learning and other non-traditional training sources such as private training providers.



UNEMPLOYED HELP CENTRE

“I was a student this past winter at the Unemployed Help Centre in the TIOW (Targeted Initiative for Older Workers) program. I found the course to be very helpful to me and the other students in my class as well. The material was relevant for those of us who needed to be updated in the latest programs in Microsoft and had some previous knowledge of computers. I definitely feel more confident when I apply for jobs and I am much more pleased with the way my resume looks. I would definitely recommend this program to others.” - **Shirley Harshaw**



RECENT POST-SECONDARY GRADUATES

INTERVIEW

Make a good first impression.

Smile, make eye contact, introduce yourself, and give a firm handshake.

Dress appropriately and be well groomed.

Research the company and position ahead of time to show you are a good fit.

Prepare questions about the company or the position in advance. Practice answering common interview questions in front of a mirror, camera or friend.

Build your confidence before the interview by reminding yourself of your achievements.

Highlight your skills and achievements using examples from past experiences.

EXPERIENCE

Volunteer to gain new skills.

Consider taking a starter job when you graduate to build work experience. Many employers like to see that you have worked in the “real world”.

Keep your resume updated with the skills you gain through these experiences.



NETWORK

Consider who you are connected to. These are the people in your network who may be able to share job opportunities or advice with you. Attend alumni events and join committees or clubs to learn about employment opportunities, and meet new people!

Ask past educators for advice on how to get involved in the sectors you want to work in.

Attend as many networking events and job fairs as you can to expand your network. Make a “networking business card” where you include your name, contact information, credentials, and a very brief description of your goals.



SKILLS

Employers look for soft skills such as communication, responsibility, teamwork and initiative in the people they hire. You may have started to develop these skills through group work, school projects and extra-curricular activities.

Note skills that need improvement and look for opportunities to practice them in everyday life. Explore opportunities in the community and search for online tutorials. Communicate to employers the skills you acquired during your education that can transfer to a job.



NEW CANADIANS’ CENTRE OF EXCELLENCE INC.

“First I came to the New Canadians’ Centre of Excellence to improve my English language skills and through that I had learned that they offer employment services which helped me to find my current job and establish my career in this field. I am still working with Dr. M Moussa Optometry Profession Corp. which was my first place to start working with.” - **Joseph Chachati**



AS SOMEONE NEW TO THE WORKFORCE...

Show employers you are mature enough for the job by being professional.

Highlight your paid or unpaid experience.

Emphasize your willingness to learn and contribute to the company's success.

Consider conducting an informational interview to learn more about a local employer or sector that you are interested in.



JOB SEARCH

Make sure your resume has no errors, is easy to read, and highlights your skills.

Post your resume on online job boards such as Indeed or Workopolis and sign up for job posting alerts.

Use social media sites, such as LinkedIn, to network online and build your brand.

Do an informational interview with an employer to learn about their company and what they are looking for in their employees.

Contact an employment service provider for help with your job search.

Know the job market to learn what jobs are in demand and where you can use your skills (see our Labour Market Information resource for more information).



COMMUNITY LIVING ESSEX COUNTY

“I really appreciated the support I received to prep for my job interviews. I also think Career Compass found a great job match for me. The job coaching done at my work was also very helpful.” – **Kyle Girardin**

UNDEREMPLOYED

You may feel like your current job does not make full use of your skills, experience and knowledge.

We hope that the following strategies will be helpful as you look for a job that better matches your abilities.

INTERVIEW

Make a good first impression.

Smile, make eye contact, introduce yourself, and give a firm handshake.

Dress appropriately and be well groomed.

Research the company and position ahead of time to show you are a good fit.

Highlight your skills and achievements using examples from past experiences.

Prepare questions about the company or the position in advance.

Practice answering common interview questions in front of a mirror, camera or friend.

Build your confidence before the interview by reminding yourself of your achievements.

EXPERIENCE

If you are underemployed, you are still gaining valuable experience in your current employment. Keep track of all of the tasks that you do and the skills you gain. These may be relevant when applying for future jobs.

Volunteering is a great way to gain experience in the workforce.

NETWORK

Consider who you are connected to. These are the people in your network who may be able to share job opportunities or advice with you. Attend alumni events and join committees or clubs to learn about

employment opportunities, and meet new people!

Use social media sites, such as LinkedIn, to network online.

Ask past educators for advice on how to get involved in the sectors you want to work in.

Attend as many networking events and job fairs as you can to expand your network. Make a “networking business card” where you include your name, contact information, credentials, and a very brief description of your goals.

SKILLS

Employers look for soft skills such as communication, responsibility, teamwork and initiative in the people they hire. You may have started to develop these skills through group work, school projects and extra-curricular activities. Make note of skills that need improvement and look for opportunities to practice them in everyday life. Explore opportunities in the community and search for online tutorials. Communicate to employers the skills you acquired during your education that can transfer to a job.

Employers also like people to have basic digital skills. Look for opportunities through local organizations and online to update your basic computer skills.

EMPLOYMENT GAPS

Identify the skills you have developed and used during your time out of the workforce, such as volunteer experiences, personal goals, caregiving, educational accomplishments and social group activities.

Try to reconnect with former references or find new references that can verify your skills. Your employment counsellor may be able to serve as a reference for you.

Consider doing a skills-based resume instead of a chronological one. An employment service provider can help you with this.



CITY OF WINDSOR EMPLOYMENT AND TRAINING SERVICES

“Since Second Careers program I have been hired and compensated for my service more than I have ever been paid in the past. I feel confident and happy knowing that I took the time to get more education in my field by going back to school. I am a Camera Operator and Director this is now my job! Wow! I started July 9th, 2016 I am working in the field that I was trained to work in. The training did assist me in gaining skills to maintain employment. I am definitely better prepared to look for work.” - **Shanie Evans**

REJOINING THE WORKFORCE WITH EXPERIENCE

Demonstrate that you are familiar with technology. Consider creating and using a LinkedIn profile.

Ask questions in the interview that showcase your professionalism and the soft skills you have gained in the workplace.

Show interest in the role and what you plan to do for the company.

Explore programs and classes that are available to older workers.

JOB SEARCH

Post your resume on online job boards such as Indeed or Workopolis and sign up for job posting alerts.

Attend job fairs to meet employers and learn about available jobs.

Contact an employment service provider for help with the job search.



UNEMPLOYED HELP CENTRE

“The Unemployed Help Centre is extremely resourceful and helpful. The classes they provide help people in need to gain a chance at getting their GED and help people get a start in career jobs. The employees here are friendly and are willing to go above and beyond to help.” - **Leslie Wilton**

WHAT IS LABOUR MARKET INFORMATION?

Labour market information (LMI) is information about the jobs in any location. It can be affected by things such as geography, population, the economy, technology, etc. Experts collect labour market information by looking at trends and statistics, and by talking with employers.

LABOUR MARKET INFORMATION (LMI) INCLUDES INFORMATION ABOUT:

Jobs that are available in certain locations or sectors

Salaries

Employers that are hiring or laying off

Working conditions

What employers are looking for in the people they hire

Job areas that likely will grow or shrink

Unemployment rates

The education or training that is needed for certain jobs or sectors

Information about the people who are working in a location or sector



SOUTH ESSEX COMMUNITY COUNCIL

“My employment consultant was very friendly and helpful with reworking my resume and sharing job postings. All of the assistance resulted in me being able to get this new job and training.” - **Charmaine Bretzlaff**

HOW DO I FIND LABOUR MARKET INFORMATION?



1) THE INTERNET

The internet can be a great start to finding labour market information. It is important that you use reliable and up to date websites when doing your online search. You can use the following websites on the right to find labour market information.



2) NETWORKING

You may be able to learn about labour market information by asking people who work in a sector or for a company that you are interested in.



3) JOB ADVERTISEMENTS

Looking at different job advertisements for the careers you are interested in can help you understand what education, training, experience, skills, and knowledge employers would like you to have when applying for a job.



4) THE NEWS

Pay attention to local news sources such as television programs, newspapers, radio stations and websites for labour market information.

TRY SEARCHING ONLINE USING A WEBSITE SUCH AS...

GOOGLE: www.google.ca

Search for “*labour market information for (city/province)*” to find information for a specific location. Make sure that your search result is from a reliable source.

JOB BANK: www.jobbank.gc.ca



WORKFORCE WINDSORSEX:
www.workforcewindsorsex.com

Products
(infographics, videos, blogs, reports, etc.)
Local Labour Market Plan
Local Unemployment Rate
YouTube Channel

MINISTRY OF ADVANCED EDUCATION AND SKILLS DEVELOPMENT:

www.tcu.gov.on.ca/eng/labourmarket/

Quick Facts
Data and Trends
Find an Occupation
Employment Patterns

JOB FAIR GUIDE FOR JOB SEEKERS IN WINDSOR & ESSEX COUNTY

BEFORE THE JOB FAIR:

- Do your **research!** What companies will be there? What are their missions, values and open positions? **Create questions** you can ask the employers based on this information.
- Make sure that your **resume** is up to date, polished, has no spelling errors and is easy to understand.
- For companies that you are interested in, include your cover letter and **customize** your resume. **Bring extra generalized resumes** in case you end up needing them.
- Print out a sample copy of your resume to proof read before printing many copies.
- Identify the best mode of **transportation** for the job fair location.
- Where are the employers located? Make sure you have transportation options before applying for a job.
- Develop your **elevator pitch** and **practice** it ahead of time [*This is a 30 second speech where you tell the employer about your career goals and interests so they can see how you match with their company. Use this pitch as a **short, interesting and memorable way to introduce yourself**.*]
- Be prepared for on the spot interviews. Practice sample questions ahead of time with a friend.
- Bring** a snack in case you end up being at the job fair for a long time.
- Use the washroom ahead of time in case you end up in a long line.
- Dress professionally**, as if you were going for an interview and wear professional, but comfortable dress shoes.
- Consider attending with a fellow **job seeking friend**. *Plan on going separate ways once you arrive and have your departure plan in place ahead of time.*

ON YOUR WAY TO THE JOB FAIR:

- Make sure your behaviour and speech are **professional** from the moment you leave your home.

AT THE JOB FAIR:

- Give yourself enough time** at the job fair to show your interest and enthusiasm to employers.
- Take time to **get comfortable** speaking with employers (try out some “practice” employers first) and then approach your ideal employers with your pitch.
- Be prepared to shake hands and introduce yourself.** *Be aware of your facial expressions and body language.*
- Make sure that the employers are aware of the **skill sets** you have. **For example:** *Being able to speak more than one language.* Identify your **transferable skills** (the skills you have gained in past jobs that would be helpful in the jobs you are interested in) to show employers that you are a good fit.

Ask the employer useful questions, such as:

- What particular skills are you looking for?*
- What's been your experience working for this company?*
- Don't be discouraged if employers are not accepting **resumes on the day of the job fair.** **Use this as an opportunity to connect** face to face with employers.
- Make sure your cell phone is silent and put away.

AFTER THE JOB FAIR:

- Follow up** with employers as per their instructions.
- Consider sending a thank you card or thank you email for any interviews that you had on the spot.*



TO SUMMARIZE:

Do your research

Prepare your resume

Develop your pitch

Go prepared

Dress your best

Be professional

**Show confidence
& enthusiasm**

Ask good questions

Follow up

Are you looking for help with your job search process? Do you need help with creating a resume? Would you like to be better prepared for an interview?

Consider contacting the employment service providers found through this website and learn about their workshops and supports that could help you land your next job!

workforcewindsor.essex.com/tool

The Job Fair Guide for Job Seekers in Windsor & Essex County is adapted, with permission, from the Job Developers Network London-Middlesex JOB SEEKER Job Fair Guide

