

THE EMPLOYMENT OUTLOOK



Newsletter 1

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SOUTH FRONTENAC COMMUNITY RESOURCE CENTRE

EMPLOYMENT SERVICES FOR THE FRONTENAC MUNICIPALITIES

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SERVING THE FRONTENAC MUNICIPALITIES

The South Frontenac Community Resource Centre is an employment resource centre that provides comprehensive employment related service, support and assistance to everyone in the Frontenac Municipalities.

Located in Sydenham, Ontario at 2779 Rutledge Road, the Centre officially opened in October 2000. Since the opening of the Centre, job seekers, employers, many businesses and organizations have benefitted from this service.

We continue to serve the entire community through two access points:

1. At our physical location on Rutledge Road and
2. Virtually on our web site at www.employmentservicesonline.com

Funded by the Government of Canada and the Limestone District School Board, the South Frontenac Community Resource Centre (SFCRC) has been extremely fortunate in being able to provide seven computers on site that have reliable and fast Internet access, up-to-date employment resources for both individuals and employers as well as career development and assessment tools.

Approximately 200 clients per month access the Centre. We have a broad client base consisting of employers, unemployed, and employed, people of all ages and

various educational and occupational levels.

Some people are in career transition, or looking to re-enter the workplace, job seeking, posting jobs, or needing career direction. Some need resume and cover letter assistance, interview tips and information about the new job market and Labour Market demands. It is amazing the kinds of employment related questions and concerns that arise. It is even more amazing for clients when they find answers to their questions as well as information on how to resolve their concerns.

We receive continuous positive feedback from our clients such as:

“One-on-one attention. It is in Sydenham! Professionalism - you are treated like a person. Staff - they know their jobs and share those skills with you.” Susan Hitchcock

“I would highly recommend the centre to individuals who are looking for employment opportunities and who need additional information on interviewing skills, cover letter preparation, resumes and computer training and support.” Karen Phillips

We constantly receive feedback like this and this creates an even more engaging environment at the SFCRC. By the way, both of these people found employment.

We provide the most up-to-date career information and assistance for our job seekers so that their main goal can be fulfilled

- that of obtaining employment. And it happens, a lot! And for employers - we post their jobs on our job posting board and on our Web site. We also have established a labour pool for short term work; this is beneficial for both job seekers and those looking to hire on a short term bases.

GETTING THAT JOB!

MAKE A PLAN AND PLAN TO SUCCEED

Prepare:

- assess yourself, situation and circumstances. Are all of these 'right' for you to get a job?
- know the job you 'fit' best in
- is your resume up-to-date and does it reveal your skills, experiences, accomplishments and does it set you apart from others? Does it also reflect how your experiences and skills fit with the position applied on?
- everyone is unique with unique characteristics and skills. If you have something that is unique that matches the employment you are seeking, then it needs to be mentioned either in the cover letter or resume.
- make sure your cover letter addresses vital points
- get prepared for the interview

Explore:

- search and keep searching and researching. Job hunting is a full-time job in itself.
- read the job ads and determine from these ads what the job requires
- speak to people in the field of work that you want
- arrange 'informational interviews' to find out more about what employers are looking for in prospective employees

Be Informed:

- find out what the Labour Market Information says about future job prospects.
- research the companies or organizations where you would like to work
- find out more about the new work in the new economy
- find out what skills employers most desire.

TERMS OF ENGAGEMENT!

One of the services we provide for everyone is that of engaging job seekers in their job search. This connection initiates the drive towards a successful job search and finally employment.

Our terms of engagement for job seekers follows:

- one-on-one individual care for resume and cover letter development, information on interview tips, and overall job search
- providing a safe, trusting and respectful environment
- establishing a sense of being absolutely connected to the cause
- a sense of autonomy
- guidance in exploring career resources
- feeling comfortable with their resume
- feeling comfortable with technology for exploring the job market
- ensuring friendly, welcoming and knowledgeable staff are there for them
- believing and learning that they have skills, experience, and knowledge that are definitely marketable in today's job market.

SKILLS AND THE JOB MARKET

ESSENTIAL SKILLS NEEDED IN TODAY'S JOB MARKET



The Conference Board of Canada has produced a pamphlet that defines three major Employability Skills that are needed for today's dynamic world of work. These are: Fundamental Skills, Teamwork Skills and Personal Management Skills.

FUNDAMENTAL SKILLS are skills that are needed as a base for further development. You will be better prepared to progress in the world of work when you can:

- communicate
- manage information
- use numbers
- think and solve problems

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

- demonstrate positive attitudes & behaviors
- be responsible
- be adaptable
- learn continuously
- work safely

TEAMWORK SKILLS are skills and attributes needed to contribute productively. You will be better prepared to add value to the outcomes of a task, project or team when you can:

- work with others

- participate in projects and tasks
(For further details check out this site: www.conferenceboard.ca/nbec). These pamphlets are also available in our office.

10 EMPLOYERS MOST WANTED SKILLS

1. TAKE INITIATIVE
2. CONNECT WITH OTHERS
3. COMMUNICATE
4. SOLVE PROBLEMS
5. GIVE 110 PERCENT
6. THRIVE ON A TEAM
7. RADIATE POSITIVE ENERGY
8. ENJOY LEARNING
9. MANAGE INFORMATION
10. UNDERSTAND NUMBERS

A closer look at these ten most wanted skills by employers reveals that these fit within the Fundamental, Personal Management and Teamwork skills listed by the Conference Board of Canada as listed above.

TRANSFERABLE SKILLS



What are transferable skills? We hear of this so often but what does it mean?

Transferable skills are a set of skills that people can transfer from one job to another.

Examples of transferable skills follows:

- a willingness and eagerness to learn
- good verbal and written communication skills
- team work
- commitment
- dedication and enthusiasm
- problem solving and analytical ability
- organizational skills
- adaptability and flexibility
- information technology skills
- reliability and honesty

These skills travel with people everywhere they go. Sometimes certain skills are stronger in some people and not so strong in others. It is your job to know what skills you have, what ones are stronger than others and know how these fit with future job prospects.

HARD AND SOFT SKILLS

We often hear of hard and soft skills. Lately, employers are equally interested in hiring those that have strong soft skills as well as hard skills.

HARD SKILLS are those skills that are have been gained by education, learned through work experience and training. For example the following would fall into the hard skills category:

- proficient in MS Office Suite
- ability to program in XML, Java, HTML, Linux
- keyboarding at 90 wpm
- ability to assemble and weld various pieces of metal accordingly

SOFT SKILLS are those skills relating to people. These might include:

- leadership
- ability to get along with others
- organizational skills
- communication skills
- innovative
- self-starter
- enthusiastic

Soft skills are skills that penetrate the workplace. They create the environment that everyone works in. Working in an environment where soft skills are utilized positively, in conjunction with hard skills, will promote a positive work experience, thus resulting in high quality work with a high productivity level; just what an employer needs!

RESUME POINTERS !



Did you know....

“Most resumes are initially read for 15 seconds or less” (www.cdm.waterloo.ca)

A resume will open doors for you. When creating your resume, factor in the following: Intention, Style, Content and Neatness.

INTENT:

- to convince the reader that you are the excellent candidate to be considered for an interview
- to reveal honesty, integrity and excellent work ethics

STYLE:

- every position contains a “work culture”. Create a resume that reflects or mirrors the type of position applied for.
- target or tailor your resume. No tricks!

CONTENT :

- include at the beginning of the resume a short-list of your experiences, qualifications, skills etc., under such headings as Summary of Experience, Profile, Highlights, etc.
- keep your resume fresh and up-to-date.

NEATNESS :

- a neat, clean orderly resume speaks many words
- word-process unless otherwise directed

(For more details on creating a resume pick up our free Resume Package which details, Resume pointers, Do’s and Don’t’s, Types of Resumes, as well as Action verbs describing relevant skills.)

CAREER QUESTIONS?

Question?

What education, training, or experience do I need to become a _____?

Answer!

The National Occupation Classification (NOC) produced by the Federal Government identifies all occupations by code, and details descriptions of every occupation in the Canadian Labour Market. This is the NOC simply stated.

It provides a short description about the occupation, examples of titles of other occupations within an occupational group, main duties, employment requirements, and additional information.

When beginning to explore different career opportunities it is important to take many things into consideration. As you begin to explore, these things become questions, and it is important to have these questions answered.

Web site address for the NOC is: www.hrdc-drhc.gc.ca/noc. We also have all this information located at the South Frontenac Community Resource Centre as well as available Internet access.

Question?

I have sent out plenty of resumes and I haven't heard from anyone. What could be wrong?

Answer!

Some things you may consider are:

1. Does your cover letter and resume reflect your skills that are required for the position.
 2. Do you have the skills, education, and experience required for the position.
 3. Is the format of the resume appealing and easy to read.
 4. Does the tone of the cover letter and resume exhibit enthusiasm and interest in the position.
 5. Does your resume provide a snapshot of or a summary of your unique qualifications at the beginning.
 6. Have you tailored your resume to fit the job you are applying for?
 7. Does your resume include a specific accomplishment that you have made?
 8. Does your resume market you as the best person for the position.
 9. Does your resume provide the prospective employer with what he asks for. For example, sometimes employers ask for a hand written resume.
 10. Have you kept a list of all employers that have your resume and have you done any follow-up phone calls.
- Finding work is a full time job. Keep in mind that most jobs are found through networking. Networking includes: families, friends, friends of friends, attending workshops and speaking to other people, informational interviews etc. Begin to establish a network; you will be surprised at the results!

MOTIVATION AND YOU

Knowing what motivates you will help you to succeed at work. Everyone has certain characteristics that when inspired causes them to be more innovative, creative, involved, and thus more productive.

When you think about the type of work you want, perhaps you should consider the following motivators. Which of the following would best motivate you.

Check off the ones that apply to you and keep these in mind when job searching.

- Self-respect (feeling good about yourself)
- Leadership (being the one who offers direction)
- Creativity (being artistic or innovative)
- Integrity (doing the "right thing")
- Change (looking for new experiences)
- Money (having money)
- Power (influencing others)
- Independence (being on your own)
- Variety (doing a lot of different tasks)
- Cooperation (being part of a team)
- Challenge (overcoming obstacles)

"The best way to predict your future is to create it" Unknown



TRADES AND CONSTRUCTION

"Over the next five years, about a fifth of new employment will be in skilled trades. Opportunities will be driven by the heavy rate of retirement expected in the next

decade. Some companies are offering major incentives to get young people into these trades". (Ontario Prospects 2003)

JOBS THAT LOOK PROMISING

HEAVY-DUTY EQUIPMENT MECHANICS

Workers in this trade repair, overhaul, and maintain the mobile heavy-duty equipment used in construction, forestry, mining, material handling, landscaping, land cleaning and farming.

INDUSTRIAL MECHANICS

(MILLWRIGHTS)

Industrial mechanics, or millwrights, install, maintain and repair industrial machinery and mechanical equipment. Millwrights will increasingly need to use electronic testing and measuring equipment their work

DRYWALL INSTALLERS AND FINISHERS , PLASTERERS AND LATHERS

Drywall installers and finishers install and finish drywall sheets and various types of ceiling systems. Plasterers apply plaster and stucco to ceilings and to the interior and exterior walls of buildings. Lathers install support framework for ceiling systems, interior and exterior walls and building partitions. Labour market outlook is good.

GLAZIERS AND METAL MECHANICS

Glaziers prepare, install, and replace glass in residential, commercial and industrial buildings on the exterior walls of buildings and other structures, and in vehicles furniture and other products. Labour market outlook is good.

WEB SITES FOR MORE INFORMATION :



Canadian Apprenticeship forum: (provides links to all provinces)

www.caf-fca.org

Ministry of Colleges, University and Trades
www.edu.gov.on.ca/eng/training/apprenticeship/appren.html

Red Seal

www.red-seal.ca

Opportunity Knocks (hot careers in trades):

<http://realm.net/opportunityknocks/>

Ontario Construction Secretariat:

www.iciconstruction.com

Ontario Construction Industry (Understanding market trends)

www.iciconstruction.com/site/stats/statistics_market.html

Canadian Automotive Repair Service and Careers

www.carsyouth.ca

Ontario Skills Work (A view of all trades)

www.skillswork.com

We have all this information at the South Frontenac Community Resource Centre and Internet Access too!

OTHER INTERESTING WEB SITES:



www.hrdc-drhc.gc.ca

www.jobfutures.ca

www.salaryexpert.com

www.jobsetc.ca

www.skillnet.ca

www.worksearch.gc.ca

www.gov.on.ca

Some Books to Consider:



How to Get a Job and Keep It - Susan Morem

The Unofficial Guide to Finding the Perfect Job - Robert Orndorff

The Unofficial Guide to Hot Careers
- Shelly Field

5 Steps to Professional Presence

- Susan Biler and Lisa Scherrer Dugan

Managing Your Image Potential

- Catherine Graham Bell

CAREERS IN MOTION

Careers are constantly changing and so we must change too!

You have heard phrases like: continuous learner, job retention, new economy and new jobs for the new millennium. Perhaps then, the best way to think about work now, and in the future, is to think about how the work that you want to do, will fit into the new work force and question how you can manage to keep from becoming static, or motionless. We must be ready and willing to change.

It is important to plan and path your career and it is also important to never feel stuck in one. If you plan and path your career and everything falls into place; that is wonderful. If it happens that it does not fall into place, you may just have to take some new steps.

“Make sure you visualize what you really want, not what someone else wants for you.”

-Jerry Gillies

NEW TIP

APPRENTICESHIP SUBJECT PATHWAYS

The Apprenticeship Subject Pathways is a resource that will help employment counselors, educators, students, and parents determine which secondary school English, mathematics and science courses would most benefit students who intend to begin or continue an apprenticeship on completion of an Ontario Secondary School Diploma, or who want to upgrade their education in preparation for work in skilled trades or occupations. Although apprenticeships in more than 130 trades are available in Ontario, nearly 90 per cent of this province's apprentices are completing apprenticeship training in the 56 trades focused on in Apprenticeship Subject Pathways. (Ontario Prospects 2003)
 Electronic information available from www.edu.gov.on.ca/skills.html

SOUTH FRONTENAC COMMUNITY RESOURCE CENTRE EMPLOYMENT SERVICES

- **Employment Resources**
- **Services for the Individual**
- **Services for Employers**
- **Helpful Resources**

For details please contact us

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