

Job Search Skills Program



The job search program can be tailored to the individual needs of your client and includes the following:

- One-on-one assistance, typically involving four client visits
- Provision of a comprehensive manual (outline listed below) and CD with links to online job search resources
- Tips and coaching on job search fundamentals, interview skills, and job offer negotiation
- As required, more in-depth assistance in areas of particular need (such as mock interview situations)
- Assistance with resume and cover letter development
- For clients in the Ottawa or Toronto areas, we forward an electronic newsletter called Peter's New Jobs, which offers over 100 new postings in the Ottawa or Toronto area on a daily basis

Beginning Your Job Search

- Setting up: tools, environment, and support
- Gather the facts
- Consider keeping an employment portfolio
- Evaluate yourself
- Goals and perspective
- Getting your mind in gear

The Resume

- Chronological format vs. other formats
- Structure of the chronological resume
- Consider your wording carefully!
- Use "action verbs"
- Resume length
- Executive resumes
- Template and design notes
- Finalizing your resume
- Sample resume templates

The Job Application

- Why should I fill out an application?
- Tips on completing an application form
- Sample job application

The Cover Letter

- Structure of the cover letter
- Cover letter examples
- General cover letter for your desired position

References

- Get permission to use references
- Reference contact list
- Reference letters

Job Searching

- Creating a plan
- Tracking
- Job search methods
- Responding to job ads
- Job posting websites
- Posting your resume online
- Career fairs
- Using recruiters and agencies
- Unsolicited approach
- Networking
- Research
- Hands-on methods of job searching
- Information interview
- Job shadowing
- Volunteer placement

The Interview

- Preparing for the interview
- Tips for a successful in-person interview
- Tips for specific interview situations
- Practice with sample interview questions
- Sample questions – providing examples of skills and qualities
- Sample questions – suggested responses to tough questions
- Discussing gaps in your resume
- Gaps due to a disability
- Avoiding disclosure of a disability
- Disclosing a disability
- If you were fired from a job
- Pre-employment testing
- Following up

The Offer

- Verbal and written offers
- Negotiating the offer
- Preparing to negotiate salary
- Example of salary negotiation
- Negotiating other elements
- Employment contract