

Job Search Steps

Name: _____



Job Readiness

How are you going to get a part-time or summer job? Before you begin your job search, there are a few things you need to consider.



Do you have a Social Insurance Number? Every person who works in Canada is required to have a Social Insurance Number.



A positive attitude will go a long way towards a successful job search. Do you have a positive attitude towards work and others? Learn more about yourself...Talk to people around you to get their honest opinions about the attitude you display on a daily basis.



Steps in a Job Search

There are a number of steps you should follow when trying to find a job.

Consider which ones you have done and figure out which ones you still need to do.

1. Assess Your Interests, Skills and Goals

Complete a personal inventory to help you choose the right occupation.

Complete the chart on the next page to create your personal inventory.

Step One: Look In the Mirror	
<i>Answer the following questions.</i>	
1. What are the skills you have to offer?	My skills are:
2. What would you like to do?	I would like a part-time job that involves...
3. What can you do?	I am able to perform the following job related tasks:
4. Where would you like to be in five or ten years?	In five years my goal is to... In ten years my goal is...
5. What are your values?	The type of job I would like to have is one that has the following characteristics:

<p>Step Two: Define your job objective</p>	<p>The type of job that I am looking for is:</p> <p>I have the following skills to meet the requirements of the job above:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <p>I have the following education to meet the educational requirements above:</p> <hr/>
<p>Step Three: Don't be too narrow.</p>	<p>Other jobs that I might find interesting and would consider pursuing as a part-time job include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



2. Develop Job Leads

- a. Identify the job market.
- b. Use different methods to search for jobs.

3. Write Your Resume

- a. Include all relevant information on education and prior work experience.
- b. Include all relevant skills and abilities including extracurricular activities.
- c. References should be included on a separate sheet, listing References Available Upon Request on the bottom of your last page of your resume.
- d. Include a different cover letter for each new job you apply for.

4. Communicate with Employers

- a. Complete application forms correctly - Learn How!!
- b. Contact employers by letter and telephone.
- c. Hand out your resume.



5. Ace the Interview

- a. Prepare yourself for the interview by researching the company.
- b. Make a favourable impression.
- c. Follow up.



6. Perform on the Job

- a. Give a good impression.
- b. Meet work standards.
- c. Get along with supervisors and co-workers.

Categories	Level 1 (50 - 59%)	Level 2 (60 - 69%)	Level 3 (70 - 79%)	Level 4 (80 - 100%)
Knowledge and Understanding ___/5	identifies characteristics of a specific field of work with limited effectiveness	identifies characteristics of a specific field of work with some effectiveness	identifies characteristics of a specific field of work with considerable effectiveness	identifies characteristics of a specific field of work with a high degree of effectiveness
Thinking ___/5	justifies learning goal choices based on personal knowledge of self with limited effectiveness	justifies learning goal choices based on personal knowledge of self with some effectiveness	justifies learning goal choices based on personal knowledge of self with considerable effectiveness	justifies learning goal choices based on personal knowledge of self with a high degree of effectiveness
Communication ___/5	communicates information with limited clarity	communicates information with some clarity	communicates information with considerable clarity	communicates information with a high degree of clarity
Application ___/5	evaluates information to reach conclusions with limited supporting detail.	evaluates information to reach conclusions with some supporting detail	evaluates information to reach conclusions with considerable supporting detail	evaluates information to reach conclusions with thorough supporting detail