



Provided by



Plan to Get A Job

Kids Help Phone 1-800-668-6868

Literacy Link South Central acknowledges and appreciates the support of Local Board 15 serving the counties of Oxford, Elgin and Middlesex.

WHAT'S INSIDE ...

This job planner/organizer, has been created to help you with your job search. It is small and easy to carry. Use it as a guide and record each step of the job search process you have completed. It has valuable resources to help you access several locations in your community.

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Notes, Reminders, To Do...

SELF TALK

Here are some samples of positive thoughts that will help you keep from getting frustrated. Repeat them to yourself when you are feeling down.

- ☺ “There are a lot of jobs available. I am going to find work soon.”
- ☺ “I have many good qualities that people like.”
- ☺ “Everyday offers me something new to learn.”



Here is space to make up your own positive thought:

GOAL SETTING - YOUR MOTIVATION!

List three (3) reasons why you are looking for a job.

1. _____
2. _____
3. _____

PERSONAL INFORMATION (USE TO FILL OUT APPLICATIONS)

Street Number/Name _____ Apartment/ Unit # _____

Postal Code _____ E-mail address _____

Telephone Number _____ Fax # _____



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Oxford County

Oxford County School of Continuing Education

Fanshawe College-Woodstock Campus
1-800-265-9257 or (519) 421-0144

Tillsonburg & Dist. Multi-Service Centre

The Livingston Centre
Tillsonburg, ON
(519) 842-9000

Thames Valley District School Board

Community and Education Services
Woodstock, ON
(519) 539-4821

Elgin County

Fanshawe College

St. Thomas Campus
(519) 663-2030

Thames Valley Dist. School Board

Community Education Centre
South Region
(519) 633-6402

YWCA St. Thomas

St. Thomas
(519)631-9800

Centre For Lifelong Learning

498 Talbot St.
St.Thomas, ON
(519) 631-7468

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NUMBERS TO CALL TO UPGRADE YOUR SKILLS AND FURTHER YOUR EDUCATION

Middlesex County

**Centre for Lifelong Learning
St. Patrick Campus**
London, ON
(519) 659-1224

Strathroy Adult Learning Centre
Strathroy, ON
(519) 245-5439

Fanshawe College
London/Middlesex Campus
London, ON
(519) 452-4150

Thames Valley District School Board
Adult Basic Education
London, ON
(519) 452-2960

London Community Schools Association
One-to-One Tutoring
London, ON
(519) 452-2960

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Education History

School Name _____

Certification received _____

Location (address) _____

Subjects studied _____

From _____ To _____

School Name _____

Certification received _____

Location (address) _____

Subjects studied _____

From _____ To _____

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Work History

(Start with your most recent position.)

Company Name _____ Position Held _____

Location (address) _____ Reason for Leaving _____

Responsibilities/Duties _____ From _____ To _____

Company Name _____ Position Held _____

Location (address) _____ Reason for Leaving _____

Responsibilities/Duties _____ From _____ To _____

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Interview Questions

Fry, Ronald W. *101 Great Answers to the Toughest Interview Questions*. 1991.

Medley, H. Anthony. *Sweaty Palms: The neglected art of being interviewed*. 1993.

Will, Gary. *How to Prepare for an Employment Interview*. 1996.

Internet Use

Bolles, Richard Nelson. *Job Hunting on the Internet*. 1997

Dickel, Margaret Riley, et al. *The Guide to Internet Job Searching 1998-1999*. 1999.

Glossbrenner, Alfred. *Finding a Job on the Internet*. 1995.

Kennedy, Joan. *Electronic Job Search Revolution*. 1994.

Feeling Good

Canfield, Jack. *Chicken Soup for the Soul*. (A series of books with different topics.)

Davis, Jim. *Garfield, The Me Book*. United Feature Syndicate Inc. 1990.

Robbins, Anthony. *Notes From A Friend*. 1995.

Webster, Richard. *Seven Secrets of Success. A Story of Hope*. 1997.

* Look for the books in your local library. They may be together in an employment section.

**A B O O K L I S T *
F O R E X T R A J O B S E A R C H H E L P**



General Job Search

- Beatty, Richard H. *The New Complete Job Search*. 1992.
Latas, Michael. *Job Search Secrets: 301 that can work for you*. 1993.
Stevenson, Ollie. *101 Great Answers to the Toughest Job Problems*. 1995.

Cover Letters and Resumés

- Edited by Career Press. *Resumés! Resumés! Resumés!* 1992.
Farr, J. Michael. *The Quick Resumé and Cover Letter Book*. 1994.
Hansen, Katharine. *Dynamic Cover Letters*. 1995.
Jackson, Tom, and Jackson, Ellen. *The New Perfect Resumé*. 1996.

Volunteer History

Organization Name _____ From _____ To _____
Location (address) _____ Responsibilites/Duties _____
Skills needed to complete these duties _____

Organization Name _____ From _____ To _____
Location (address) _____ Responsibilites/Duties _____
Skills needed to complete these duties _____

References

Name:

Name:

Position:

Position:

Company:

Company:

Contact #:

Contact #:

Name:

Position:

Company:

Contact #:

Special Certification or Skills:

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- Arrive ten(10) minutes early.
- Take off your coat, hat, and sunglasses. Set them aside so they don't distract you.
- If you are chewing gum, get rid of it.
- Check in with the receptionist. Give your full name and the reason why you are there.
- As you wait, try to relax and think positively.

During:

- Greet interviewer with a smile and handshake.
- Maintain eye contact throughout the interview.
- Speak slowly and clearly.
- Ask for clarification if you don't understand a question.
- Don't "put down" past employers or places where you worked previously.
- At the end of the interview, be clear on when they will contact you about the position.

After:

- Follow up the interview by mailing a short thank you note to those who interviewed you. This is a good chance to add anything you forgot to say.

COVER LETTER AND RESUMÉ CHECKLIST

- Is the position that you are applying for clearly defined?
- Is your contact information correct and clearly visible?
- Have you checked for spelling or grammar mistakes?
- Are you submitting the resumé by the closing date outlined in the posting?
- Is it clean and easy for someone else to read?
- Are all the pages there?
- If you faxed your resumé, did you follow up by mailing a hard copy?

INTERVIEW CHECKLIST

Before:

- Rehearse possible questions that you could be asked.
- Prepare some questions to ask the interviewer.
- Do a final check in the mirror to ensure you appear professional.
- Prepare a folder with a pen, blank paper, an extra resumé, and references.
- Review your resumé. Be prepared to expand on any area of it.

VOLUNTEERING

When approaching a place to volunteer, use the following format:

Hello. My **name** is _____. I am interested in volunteering with your organization. Whom would I speak to about this?

What type of volunteer opportunities do you offer?

I am interested in doing _____. What kind of **skills and experience** do I need to volunteer in this position?

How many **hours** would I be expected to commit? Are the hours flexible or will I be put on a regular schedule? The times I am available to volunteer are _____.

What would a **typical day** be like? What would I be required to do?

What is the **process** of applying for this volunteer position?

State who you are and why you are calling anytime you call an organization. This suggestion applies when you are inquiring about a volunteer or a work opportunity.

Places to inquire about volunteer opportunities include:

- | | | | |
|--|---|---------------------------------------|------------------------------------|
| <input type="checkbox"/> Volunteer Centres | <input type="checkbox"/> Bulletin Boards | <input type="checkbox"/> Churches | <input type="checkbox"/> Schools |
| <input type="checkbox"/> Resource Centres | <input type="checkbox"/> Employment Centres | <input type="checkbox"/> Yellow Pages | <input type="checkbox"/> City Hall |

JO B SEARCH AGENCIES

Note: Other agencies have counsellors and resources to guide and support you with employment preparation. Educational institutions and libraries often offer services too.

Middlesex County

Youth Opportunities Unlimited

141 Dundas Street, Unit 200
London, ON
(519) 432-1112

HRCC*

120 Queen's Ave.
London, ON
(519) 645-5503

Le College des Grand Lacs

520 First St.
London, ON
(519) 457-3324

The G.A.I.N. Centre

51 Front St. East
Strathroy, ON
(519) 245-3900

HRCC*

281 Main St.
Exeter, ON
(519) 235-1711

The Career Centre

604-171 Queen's Ave.
London, ON
(519) 657-1113

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**Ingersoll Learning and
Employment Resource Centre**

37 Alma St.
Ingersoll, ON

Elgin County

**Dutton Variety and Gas Bar
197 Main St.**

Dutton, ON

**Mennonite Central
Community Resource
Centre**

16 Talbot St. E.
Aylmer, ON

Alymer Resource Centre

25 Centre St.
Aylmer, On

**This list will change and grow. Ask others where they
go for resources and find ones close to you.**



Several of the locations listed in **Job Search Agencies** offer free Internet access and Job Bank Kiosks which list available postings. Look for these services in the **public library** nearest you. Some other places that offer these services are:

Middlesex County

White Oaks Mall
1105 Wellington Road
London, ON

Oakridge Mall
1201 Oxford St. West
London, ON

L.U.S.O. Centre
608 Hamilton Road
London, ON

Oxford County

Norfolk Mall
400 Simcoe St.
Tillsonburg, ON

Job Finding Club
389 Dundas St.
Woodstock, ON

Buck's Food Mart
74 Main St.
Norwich, ON

Oxford County

Oxford YES
37 Alma St
Ingersoll, ON
(519) 485-6088

HRCC*
200 Broadway St.
Tillsonburg, ON
(519) 688-2420
(519) 539-5655

Community Employment Services
40 Metcalfe St. North
Woodstock, ON
(519) 539-0444

Tillsonburg & District Multi-Service Centre
90-96 Tillson Ave.
Tillsonburg, ON
(519) 842-9000

Tri-County YES
40 Brock St. West
Tillsonburg, ON
(519) 842-9007
(Oxford, Norfolk, Elgin County)

Elgin County

Aylmer Community Services

63 Talbot St. West
Aylmer, ON
(519) 765-2082

HRCC*

567 Talbot St.
St. Thomas, ON
(519) 637-8258

West Lorne

Community Services
160 Main St.
West Lorne, ON

Employment Services Elgin

451 Talbot St.
St. Thomas, ON
(519) 631-5470

*** HRCC Human Resource Centre Canada**

(Note: Other agencies may help with employment preparation. Educational institutions and some libraries offer this service.)

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JOB SEARCHING BY PHONE



Youth Resource Network Canada

1-800-935-5555 (free call)

Youth Opportunities Ontario

1-800-387-5656 (free call)

Job Bank Hotline: (Call the number nearest you for a recording of available positions.)

London Area (519) 645-4575

Woodstock Area (519) 421-1032

Tillsonburg Area (519) 688-3518

St. Thomas Area (519) 631-3764

Other Places To Look For Employment

- Bulletin boards at malls, community centres and grocery stores
- Newspaper classified section (Check the copy at local library.)
- Magazines and community newspapers
- “Help Wanted” signs posted in windows
- Local social service agencies and resource centres
- The place where you want to work
- Educational institutions (secondary school, college, university, adult learning centre)
- Yellow Pages
- Private employment agencies

Job Hunting on the Internet ... continued (Enter your own information)

Website	Labour Market Info.	Skills and Interests	Resumés	Interviews	Job Postings	☎Your Favourite Websites
www.edu.gov.on.ca/eng/career	X	X	X		X	
www.ontariobiz.on.ca/j_obs/main.html	X	X	X		X	
www.youthjobs.gov.on.ca	X	X	X			
www.youth.gc.ca	X	X	X			



Networking: Tell everyone you are looking for work. If you get a “possibility” record it in the “Contact follow through” section. It follows this section.

Family Members Mom, Dad, Guardian, Aunts, Uncles, Cousins.....

☺Contact Name	☎#	☎Contacted	Possibility? / Details

Friends Your friends, friends of your family members...

☺Contact Name	☎#	🕒Contacted	Possibility? / Details

JOB HUNTING ON THE INTERNET



Address www.youth.on.ca							▲
Website	Labour Market Info.	Skills and Interests	Resumés	Interviews	Job Postings	Your Favourite Websites	
www.jobbank.hrdc-drhc.gc.ca	X				X		
www.youth.on.ca	X	X			X		
www.youth.hrdc-drhc.gc.ca/indexhtml		X	X		X		
www.hrdc-drhc.gc.ca/JobFutures	X	X	X				
www.edu.gov.on.ca/eng/training/cepp	X	X	X	X			

Contact Follow Through ... continued

Contact Name or Company Name	☎#, Fax #, Email	Final date to send resume ???	Sent resumé ⌚	Follow up call ⌚	Interview Date ???	Thanks Letter Sent ⌚

Volunteer and Work Experience Supervisors, Co-workers...

☺Contact Name	☎#	⌚Contacted	Possibility? / Details

Others Teachers, Guidance Counsellors, Neighbours, Clubs, Church Members Groups...

☺Contact Name	☎#	🕒Contacted	Possibility? / Details

Contact Follow Through

Contact Name or Company Name	☎#, Fax #, Email	Final date to send resumé ???	Sent resumé 🕒	Follow up call 🕒	Interview Date ???	Thanks Letter Sent 🕒

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Week 13						
Week 14						
Week 15						
Week 16						

Weekly Planner

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Week 1						
Week 2						
Week 3						
Week 4						

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Week 5

Week 6

Week 7

Week 8

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Week 9

Week 10

Week 11

Week 12
