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INTRODUCTION

Searching for a job can take a lot of time and energy. You may become overwhelmed and may not know where to start. Perhaps you have been turned down a few times and are feeling discouraged. You may ask yourself, what if I never find a job? What if my qualifications are not good enough? Maybe you've resigned yourself to accepting any job you're offered, even if it doesn't appeal to you.

People do get discouraged when they feel that things are out of their control. However, things don't have to be completely out of your hands when you're looking for work. There are a number of steps you can take to increase your chances of finding the job you want. You have to be prepared to take the initiative and put time and effort into your job search. An effective job search can take weeks, not just a few hours.

You may ask, what can possibly take so long? Perhaps you think that looking for work is only a matter of looking through the classified ads in the newspaper or going to your local Canada-Saskatchewan Career and Employment Services office. No! This is not the case. When searching for a job there are three main steps involved, all of which take a great deal of time and energy to complete effectively. Putting time into your job search will result in the following:

- ◆ You will feel like you have taken charge of your future
- ◆ You will know what your experience, qualifications, and goals are
- ◆ Your chances of finding a job that fits into your plans for the future will have greatly increased.

THE THREE MAIN STEPS IN CONDUCTING AN EFFECTIVE JOB SEARCH ARE:

- ◆ **Prepare a Resume**
- ◆ **Conduct a Job Search**
- ◆ **Handle a Job Interview.**

These three steps are crucial. This handbook will provide you with instructions for working your way through each of them. Put time into your search. In the end, you will be rewarded.

Surfing For Work

*Check out www.sasknetwork.ca "Job Seekers".

WHAT DOES THE INTERNET HAVE TO DO WITH FINDING A JOB?

Traditionally finding a job involved a copy of today's newspaper, a ball point pen and a good pairs of shoes. Today's job search has been touched by technology just like the rest of our lives. If you want to spend your time and energy wisely, "surfing" the internet for job opportunities is an important part of your job search.

To help you use the internet to its full potential we have included suggestions through out this booklet on how to use this tool to enhance your job search strategies.

BUT I DON'T HAVE ACCESS TO THE INTERNET AT HOME, HOW CAN I STILL FIND A JOB?

Often you can access the Internet at:

- ♦ Parents
- ♦ Grandparents
- ♦ Aunts and Uncles
- ♦ Friends
- ♦ Local Career and Employment Service Office (see useful contacts)
- ♦ Local Library
- ♦ Internet Cafes
- ♦ High School
- ♦ Post-Secondary Institution
- ♦ Community Based Employment Service Offices
- ♦ Community Centres.

THE RESUME

*Check out www.sasknetwork.ca "Job Seekers-Looking for Work-Job Search Tools and Strategies".

TIPS

- ♦ Write your resume with the most commonly used language
- ♦ Use strong action words
- ♦ Clearly set off headings, sub-headings, using large margins and spacing
- ♦ Outline your accomplishments and experiences
- ♦ Use a computer and its available formats such as bolding and underlining
- ♦ Print on quality paper that is white or light in colour
- ♦ Use a font style that is easy to read
- ♦ Staple pages of resume
- ♦ Proof-read your resume
- ♦ Keep it short, two pages is long enough
- ♦ Include a short simple cover letter
- ♦ Be honest

WHAT IS A RESUME?

A resume is a quick, easy to read summary of your educational background, work and volunteer experience, and skills. It is an advertisement designed to present and sell your skills and abilities to an employer. The first contact an employer may have with you is through your resume. Your resume allows the employer to see at a glance how you can contribute to their workplace.

TYPES OF RESUMES

Your resume can be created using a number of different formats. In order to choose the format that will work best for you it is important to consider the strong and weak points of each type of resume. What you include and how you include it can be critical to you getting an interview. There are 4 formats used most frequently.

- ♦ Chronological
- ♦ Functional
- ♦ Combination
- ♦ Electronic

WHAT IS THE RIGHT RESUME FOR YOU?

Descriptions of the various resume formats are given in this section. Review the following information and decide which format you want to use. Certain employers may prefer one format over the other so it would be wise to research your prospective employer before writing your resume.

Chronological Resumes

Characteristics:

- ♦ the most commonly used type of resume
- ♦ education and experience are listed separately in reverse chronological order, starting with your most recent experience and working backwards
- ♦ list of employers, dates of employment, and responsibilities are included.

Use this format when:

- ♦ the job you are applying for is in line with your experience and educational background
- ♦ your employment history is stable and consistent.

Avoid this format if you have:

- ♦ performance problems
- ♦ not grown or advanced with your work
- ♦ made many job changes
- ♦ had long duration's of unemployment
- ♦ have decided to change your career
- ♦ do not meet all the skill, experience, or education requirements.

Functional Resumes

Characteristics:

- ♦ emphasizes your skills and accomplishments rather than when or where you got them
- ♦ may exclude past employment history entirely or may only highlight past employers leaving out job titles or responsibilities

- ◆ Information is organized by category or area. Each category provides a description of the skills, credentials, or accomplishments you have gained from work, volunteer experiences, co-op terms, etc.

Use this format when:

- ◆ you have held few jobs or several unrelated jobs
- ◆ the position you are applying for is outside your experience or training
- ◆ there are long gaps between jobs in your work history
- ◆ your career has taken a number of turns
- ◆ you are re-entering the work force after being unemployed for long time
- ◆ you have frequently changed jobs
- ◆ you want to highlight or target your background and skills that are of interest to the employer.

Combination Resumes

Characteristics:

- ◆ chronological and functional formats are combined
- ◆ your skills and abilities are highlighted and targeted at the job for which you are applying
- ◆ your past employment history along with your responsibilities and accomplishments are emphasized and support the functional section of your resume by showing where you developed your skills and abilities.

Use this format when:

- ◆ you want to highlight your transferable skills which are skills you have acquired through experience and can be transferred and used in other employment areas
- ◆ you have a consistent work history with demonstrated growth
- ◆ you have nothing you want to de-emphasize

Electronic Resumes

Characteristics:

- ◆ a chronological, functional or combination resume that can be emailed, scanned, posted or provided in a multimedia format.

Use this format when:

- ♦ an employer is capable of receiving your resume in this format
- ♦ you want to post your resume on an electronic job bank
- ♦ your skills are displayed best in a multimedia format such as a web site or on a CD.

More and more employers are accepting electronic resumes in the form of online applications, emailed resumes or paper resumes they can scan. You must remember when preparing a resume in any of the electronic formats to keep it very basic when it comes to style and layout.

The employer may use a system for "electronic applicant tracking" rather than reading the resumes themselves. This system uses a computer database with built-in artificial intelligence that reads and extracts information from the resumes. If the text of the resume is hard for the computer to read, the information does not get into the database. Even if the employer does not use a database to assist with sorting applicants, it is important to keep your resume simple because the employer may not use the same word processing software as you. If your resume is too fancy it will become unreadable when they open it up. One way to help avoid this is to save it in one of the most basic formats called ASCII or as a .txt file.

When you are creating an electronic resume remember the following:

- ♦ do not use fancy text styles like italics, underline, shadows, or reversed colors
- ♦ do stick to commonly used fonts like Arial and Helvetica and keep the size between 10 and 14 points
- ♦ do not condense the spacing between letters
- ♦ do not use vertical or horizontal lines
- ♦ do not use graphics
- ♦ do not use a two column format (like a newspaper)
- ♦ do not use bullets or tabs
- ♦ do use spaces to separate sections or categories
- ♦ do bold or capitalize section headings
- ♦ do list phone and fax numbers and email addresses on their own lines
- ♦ do use white or light colored paper if you are submitting a paper resume, just incase it is scanned
- ♦ do not staple or fold your resume. Staple holes may be read as letters and folds may distort the text when it is scanned

- ♦ do use nouns instead of verbs when you are describing your qualifications. Employers searching through the database can only search by key words, and those key words are most often nouns.

When should you use your Resume?

The main reason for using a resume is for the purpose of getting an interview.

Your resume can be used in the following ways during your job search:

- ♦ enclose it along with a letter when applying for a job in writing
- ♦ attach it to the application form you've fill out
- ♦ leave it with the employer after you have visited his or her office on a cold call
- ♦ take it with you for your scheduled interview so you are able to refer to it when responding to questions.

You may also use your resume in other situations such as when:

- ♦ applying for a scholarship
- ♦ seeking admission to an educational program
- ♦ applying for a work visa for a foreign country
- ♦ providing background information for someone who has to introduce you.

Before Starting Your Resume

Self-Assessment

Taking time to know yourself is a key factor in the job search process. Being aware of yourself allows you to make informed choices when exploring and choosing careers. You will probably be more effective and content in the job you choose if it reflects your interests, strengths and values. Most importantly it will allow you be more self-aware and able to market yourself in your resume.

There are various ways to get to know yourself. Consider the following:

- ♦ informal tools may require little or no assistance
- ♦ formal tools may require assistance from a career counsellor
- ♦ a combination of both tools can be used to help you understand yourself better and to make more informed career choices.

No single self-assessment tool provides the ultimate answer to your career choice. Several self-assessment tools may be used. If you need to improve your self-knowledge and understanding try:

- ♦ using printed career resources containing self-assessment exercises which can be obtained from your local Canada-Saskatchewan Career and Employment Services office, colleges, universities, schools and libraries or the Career Information Hotline
- ♦ an appointment with a career counsellor to discuss where you are in the job search process and what self-assessment tools might be of benefit to you
- ♦ taking time on your own to reflect on your values, interests, skills, abilities, accomplishments, personal style, work preferences, and qualities
- ♦ talking with your family and friends. Ask them for information to help you understand who you are and find out things about yourself that you may not be aware of
- ♦ self-assessment tools on the Internet. Check out the various assessment sites listed at:
www.sasknetwork.ca/html/JobSeekers/careerplanning/knowyourself.htm.

*Remember that when you are assessing yourself it is important to think about yourself specifically in a job related setting and to reflect on how your experiences have prepared you for work in that field.

When thinking of yourself, consider the following:

- ♦ career and educational goals
- ♦ talents and abilities you have acquired that would be beneficial in a work setting
- ♦ kinds of people and the environment you prefer
- ♦ salary expectations
- ♦ interests and hobbies both long-term and new
- ♦ experiences you want to emphasize; what you have learned from them. These experiences can include anything from work, volunteer, academic, athletic, artistic, to travel.

Background Preparation

Creating a good resume requires some preparation. Now that you have examined yourself and have thought about your interests, as well as your skills and abilities, you need to outline the things you have done. Think about your educational history, experience and work, interests and activities. Take this opportunity to write all of this information down, and gather any copies of certificates, school transcripts, and examples of your work.

Now that you have all these details in one place you are on your way to creating something called a portfolio. A portfolio can be extremely useful when you want to put together your resume. You can refer to it anytime and it has all of the information that employers want to know about you. If you would like suggestions on how to create a portfolio and what to put in one, visit [SaskNetWork](#) and go to Job Seekers - Looking for Work - Job Search Tools and Strategies.

When you start to write your resume, remember that employers are looking for different kinds of information. Each kind of information makes up part of your resume. There are essentially seven parts that can be included in various combinations depending on which resume type you plan to use: personal information, objectives, skills, educational history, experience and work, interests and activities, and references.

1. Personal Information

All resume formats must contain your personal information. Place this at the top of the first page and include the following:

- ◆ your full name, address (including postal code)
- ◆ a telephone number where you can be reached during the day
- ◆ an email address if you have one that you use on a regular basis.

Your date of birth, sex, social insurance number, health, citizenship, or marital status is **NOT** required as part of your resume.

2. Objectives

The objective should explain to the reader what goal you are trying to attain by providing your resume. Your objective is not a required piece when constructing your resume. But if you choose to write an objective, either keep

it general enough that it does not eliminate you as a candidate, or tailor it each time for the specific job for which you are applying.

3. Skills

A section on skills and abilities are included in all types of resumes particularly in the functional resume. These should be included under a separate heading. This section is where you want to highlight your greatest strengths and qualifications. For example:

- ♦ Do you work well with others?
- ♦ Are you computer literate?
- ♦ Do you have the ability to plan and organize projects?
- ♦ Do you have good communication skills?
- ♦ Are you bilingual?

If you would like more ideas on developing the skills and abilities section of your resume visit: SaskNetWork - Job Seekers - Knowing Yourself - Your Skills and Abilities.

www.sasknetwork.ca/html/JobSeekers/careerplanning/knowyourself.htm

4. Educational History

This information is included in chronological and combination resumes. When listing your formal education include university, technical or business school training, and highest grade completed. This section again under a separate heading should contain the following:

- ♦ name and location of the school(s) attend
- ♦ type of program or major area of concentration
- ♦ grade completed or certificate received
- ♦ year in which studies were completed.

When you are recording your educational information start with your most recent educational experience first and work back from there. If your education is limited, provide more detail. Include your major field of study or names of significant courses completed.

Your informal education is important too. A list of general interest courses, workshops, conferences, or special training courses you have attended can provide more information for employers. You may want to list these in order of importance.

***Remember**, if you are writing a functional resume this section may be omitted if applying for a position in which the skills required for the position are outside of your training.

5. Work and Experience

Employers are interested in knowing about your previous work and experience. The chronological and combination format include this kind of information. Your employment history is normally listed in chronological order starting from your most recent position and working backwards from there. This method of listing items in reverse order should be used regardless of the format you use to write your resume.

When listing your work and experience include the following:

- ♦ position held
- ♦ location of employment
- ♦ the dates you were employed
- ♦ responsibilities
- ♦ experience acquired from this position.

Emphasize previous jobs that are directly related to the kind of job you are interested in obtaining. Volunteer work experiences are also important so be sure to include them, especially if this is your first job.

6. Interests and Activities

Briefly list activities you are involved in outside of work or school hours indicating something about your interests, personality and level of energy.

Items you may include are: hobbies, sports, activities, community service, reading, membership in organizations and any experiences involving public speaking.

Significant achievements or accomplishments in your education, your work, or your personal life are important.

Mention certificates (swimming, or music for example), Scholarships, and other awards you have received.

7. References

Employers will almost always ask for references. It is a common practice for them to question others about your skills, abilities, attitudes, and experience.

Tips on choosing references

- ♦ Choose 3 or 4 individuals who are work-related including supervisors, peers, or a customer.
- ♦ A personal non-work related reference may be used if you have no work-related references to use.
- ♦ It is advisable to stay away from references that are associated with political parties or religions.
- ♦ Always ask the person you want to use if they will provide a reference for you. This will allow he or she to be prepared to provide such information if called upon to do so.
- ♦ When requesting someone to provide you with a reference it is a good idea to ask them ahead of time what they plan on saying if an employer contacts them. Will they give you a good recommendation?

***Remember** – When you are choosing your references it is important to choose references who can speak about your skills and abilities that relate to the particular position you are targeting.

Where to Include Your References

Generally you should not include your references in your resume. Your objective is to control the information the employer receives about yourself, whether it is through your resume, your cover letter or your references.

However, if the employer specifically asks for your references in a job ad or during a cold call, they should be included. The employer may want to talk to your references before your interview. Some employers may not even bother to contact you if no references are included. If you know that your references will provide you with a good reference then it does not matter if they are contacted before an interview.

The choice is yours if you want to or do not want to include your references along with your resume. If you choose not to include them then it is a good idea to make a statement in the reference section something like this:

- ♦ References available upon request.

- ♦ References will be supplied at an interview.
- ♦ A list of recommendations can be shown at an interview.

If you are supplying your references at the time of the interview you should have a list of them prepared. The reference list should include:

- ♦ name
- ♦ title
- ♦ company
- ♦ address of the company
- ♦ phone numbers.

Writing a Resume

Now that you have your background information prepared, you are ready to create your resume. A resume should be short, easy to read, and well organized. It should also be typed and look presentable.

Short usually means one or two pages. It may be appropriate for a longer one in some cases. Employers are more likely to read a short and concise resume.

Easy to read refers to the content of your resume. The vocabulary you use is very important in making your message clear and concise. Try to:

- ♦ be precise - use specific and accurate words to describe your skills and abilities
- ♦ be concise - only relevant information is required
- ♦ avoid big words
- ♦ make for easy reading use short sentences or point form.

Well organized refers to the format and layout of your resume. When you put your resume together try to:

- ♦ organize information under headings
- ♦ underline headings or type them in bold print so they stand out
- ♦ use the same format throughout the whole document. For example if you list information on your present job in point form, don't switch to sentences or paragraphs when describing previous jobs.

Attractive refers to the overall appearance of the resume. There are a number of ways you can make your resume attractive. Consider the following:

- ♦ present it in black ink on 8½" by 11" white paper or light colored paper

- ♦ leave plenty of white space so your information is not crowded
- ♦ leave a one inch margin on all sides
- ♦ make clear, clean copies.

Sample Resumes

Chronological

RESUME OF SARA SMITH

1234 Lincoln Avenue
Moose Jaw SK S2S 2S2
Hm: (306) 222-2222
sarah.smith@sasknet.ca

EDUCATION

2004-2005 Office Education Certificate
Saskatchewan Institute of Applied Science and
Technology, Palliser Campus
Moose Jaw, Saskatchewan

Courses Studied

- Word processing
- Interpersonal communications
- Business communications
- Accounting
- Grammar/Punctuation
- Office procedures

2001-2004 High School Diploma
AE Peacock Collegiate
Moose Jaw, Saskatchewan

Courses Studied

- Computer Science
- Typing
- Accounting

WORK EXPERIENCE

Sept. 2005
to Present Receptionist, Millet Insurance Ltd.
Moose Jaw Saskatchewan

Prepare client correspondence, setting up appointments, prepare daily accounting reports, processing of claims, arrange work schedules. Received outstanding evaluations from supervisor.

June 2002
to Aug 2005 Cashier(part-time), McDonalds,
Moose Jaw, Saskatchewan

Balanced daily cash register receipts and sales, conducted customer service, janitorial duties, and maintained customer satisfaction during busy hours.

VOLUNTEER EXPERIENCE

January 2005 to August 2005 - Special Olympics
February 2003 - Heart and Stroke Foundation Canvasser
June 2001 to May 2002 - Volunteered at local library

INTERESTS AND HOBBIES

Sports, basketball, swimming, and tennis
Writing novels, and poems
Reading

REFERENCES

Available upon request

Functional

Keith Jones

22 Smythe Street
Regina, Saskatchewan S4S 4S4
Hm: (306) 555-4444
kjones@hotenvelope.com

Career Objective

To manage people, interface with customers, and work towards improved skills and knowledge of the banking industry

Relevant Skills and Experience

Supervision and Training

- Supervised a staff of 4 employees, maintaining the lowest turnover rate in two years.
- Developed a training program for new employees, increasing productivity as a result
- Instructed over 40 people in an orientation program.
- Promoted to assistant manger in 6 months

Communications

- Developed training manual for new employees
- Maintained high level of customer satisfaction during peak hours
- Interacted with supervisors and the public

Organization

- Arranged work schedules for 4 other employees.
- Balanced cash, on a daily and weekly basis.
- Maintained high grade point average while working 20 hours a week and going to school full-time.

Employment

Assistant Manager, Client Affairs

- National Bank
- Regina, Saskatchewan
- 9/2002 – present

Bank Teller

- First Provincial Bank of Saskatchewan,
- Regina, Saskatchewan,
- 9/2001 - 8/2002

Education

BA in Business Administration, May 2005

- University of Regina, Regina, Saskatchewan
- Courses Include:
Marketing, Human Resources Management and Industrial Relations,
Management Communications, Production and Operations Management,
Financial Management, Accounting Information Systems, Auditing Theory
and Application, Organization Analysis, Budgeting, Administrative Strategy

Grade 12 Diploma, June 2000

- Martin Collegiate, Regina, Saskatchewan

Activities

- Skiing, tennis, and reading

References

- Available upon request

Combination

Brent Stuart

303 Fairview Street
La Ronge, Saskatchewan
S4S 5S5
(306) 555-5555
stuartb@mymail.com

EDUCATION

Rehabilitation Worker Diploma,
Northlands College, La Ronge, Saskatchewan,
June 2003.

Courses Studied: Administration, Introduction to Computers, Suicide Intervention Strategies, Health Care Practices, Physical Recreation, Vocational Rehabilitation

Grade 12 Diploma
Churchill School, La Ronge, Saskatchewan,
June 2000.

EXPERIENCE

- ◆ Administrative
- ◆ Social Work
- ◆ Vocational Rehabilitation counselling
- ◆ Staff Supervision

INFORMATION MANAGEMENT

- ◆ Researched provincial vocational rehabilitation statistics
- ◆ Developed Vocational Rehabilitation manual
- ◆ Established a filing system
- ◆ Researched article on Disabilities and Vocational Rehabilitation
- ◆ Organized client information filing management system

Brent Stuart
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WRITTEN AND VERBAL COMMUNICATION

- ◆ Conducted meetings with staff
- ◆ Prepared monthly newsletter
- ◆ Developed and maintained program updates
- ◆ Evaluated staff

EMPLOYMENT RECORD

Counsellor, Vocational Rehabilitation Centre; La Ronge, Saskatchewan
2003 – 2005

Sales Clerk, Sport and Tackle Shop; La Ronge, Saskatchewan
2000 – 2003

ACTIVITIES

Photography, automobile restoration, sports, and reading

REFERENCES

Available upon request

Electronic

Tracy Fence

Home Address:
123 Christopher Lane
Regina SK S4S 7S8
(306) 555-6666

Employment History:

November 2004 – present, Graphics Designer at Cosmo Public Relations
Created multi-colored brochures, magazine ads, and multimedia presentations
Product manager for client creative projects.
Database system developer for client archived files
Network integration assistant within the art department.

October 2003 – November 2004, Assistant Graphic Designer at Brooks College
Assisted in developing advertising materials.
Designed flyers for promotional events.
Assisted in producing training manuals.

May 2001 – October 2003, Assistant Data Entry Clerk, Malloy's Brokerage
Entered client data into billing database.
Managed filing system.
Generated database reports in response to account inquiries.

Education

Diploma in Graphic Arts,
SIAST Wascana Campus, Saskatoon, Saskatchewan
September 2002 – 2003

Additional Skills and Abilities

Corel Photopaint, Microsoft Word, Excel and Access Databases, Communication skills written and verbal.

References

The following example can be used to provide your references to an employer upon request:

Charles Keith

Principal
Clover School
12 Ritchie Cr.
Regina, SK
S4S 4S4
(306) 333-3333

Taylor James

Manager
Clint's Drug Mart
3900 8th Street
Regina, SK
S2S 2S2
(306) 444-4444

Joyce Jones

Teacher
Campbell Collegiate
High School
Regina, SK
S5S 5S5
(306) 555 -5555

RESUME OUTLINE

The following resume outline can be used as a guide. Fill in the blanks and you will have your history recorded for use in your resume. You can also go to the on-line resume posting at:

www.sasknetwork.ca/pls/saskjob/snw_resumeposting.login

Personal Information

Name: _____

Address: _____

City, Province, Postal Code: _____

Telephone: Home _____

Work _____

Cell _____

Email: _____

Objective (optional)

Should explain the goal you are trying to achieve by submitting your resume

Relevant Skills

What strengths/skills do you have to do the job for which you are applying) ex. Years of experience, physical skills, communication skills, interpersonal skills, computer skills, knowledge of the job (tools, equipment, machines used)

Educational History

School Name: _____

Location: _____

Program Attended: _____

Level of Study Attained: _____

Start Date: _____ to End Date: _____

(Repeat for additional education)

(Licenses or Certificates can be included here or under skills)

Work Experience

Job Title/Position Held: _____

Name of Employer: _____

Location of Employment (City/Town): _____

Date of Employment: Start Date: _____ to End Date: _____

Responsibilities: _____

Experience acquired from this position: _____

(Repeat for additional experience)

Volunteer Experience

List any volunteer work you have done; specifically that which relates to, or has given you skills for the job for which you are applying; include memberships in clubs or organizations

Interests and Hobbies

Include items that relate to the position you are applying for as well as general interests

References

Choose 3 or 4 references who can speak about your skills and abilities that relate to the particular position you are targeting.

Name: _____

Job Title/Position: _____

Company: _____

Address: _____

Phone Number: _____

(Repeat for additional References)

COVERING LETTER

*Check out www.sasknetwork.ca "Job Seekers - Looking for Work" for the right job search tools and strategies.

A covering letter should always be included when you are mailing out a resume. The purpose of the covering letter is to introduce yourself and to get an employer interested in reading your resume.

There are basically two types of cover letters you might use in your job search:

1. **Letter of Application or Response to an Advertisement.** Use this type when you are responding to a specific advertised opening. The strategy here is to show how your skills and qualifications fit the requirements of the position.
2. **Letter of Inquiry.** Use this type when you are contacting an individual or organization to ask about possible openings. The strategy is the same except that you focus on broader occupational or organizational requirements to demonstrate how your qualifications match the work environment or can be utilized to meet organizational needs.

When you write a cover letter you should:

- ♦ keep it simple
- ♦ use a word processor unless an employer specifically asks for a hand-written letter
- ♦ use good quality paper
- ♦ proofread your letter carefully to be sure you have no spelling or grammatical errors
- ♦ sign the letter in ink.

Contents of Covering Letter

A cover letter is generally one page long consisting of an opening address plus three paragraphs.

Opening Address

- ♦ Direct the letter to someone in authority. Use their name and title. Double check for the correct spelling of their name.
- ♦ If this information is unknown consider contacting the organization to get the name of the person to direct your resume and cover letter too.
- ♦ If this information is unavailable, the salutation should be Dear Sir: or Dear Madame:.

First Paragraph

- ♦ Indicate the position you are applying for and any other relevant information - competition number or department number.
- ♦ Identify where you heard about the job opening - in the newspaper, on the Internet, on a bulletin board or from an individual.
- ♦ If someone has suggested you write, you can mention their name (be sure to ask this person beforehand).

Second Paragraph

- ♦ Explain why you are suited for the job.
- ♦ Emphasize your skills and abilities that may be applicable for the position for which you are applying.
- ♦ You may want to make reference to your resume at this time.

Third Paragraph

- ♦ State that you are interested in meeting with the employer for an interview.
- ♦ Arrange for follow-up contact - including when and where you can be reached.
- ♦ Thank the interviewer for considering your application

SAMPLE COVERING LETTER

Keith Jones
330 Banks Road
Regina SK
S2S 3P4

June 29, 2005

Mr. Joe Brown
Brown's Photography Limited
140 – 20th Avenue North
Saskatoon SK
S7M 0P9

Dear Mr. Brown:

I would like to be considered for the position of photographic technician at Brown's Photography Limited. I am specifically interested in the job in the portrait studio, advertised in the June 25, 2005 Issue of the Daily Journal.

I have previously worked as a photographic assistant and feel this experience would aid me in making a contribution to your company. I enjoy working with people and have a special interest in portraiture.

I am enclosing my resume and would like to speak to you in person. I can be contacted at (306) 555-5656 and would be available for an interview at your convenience.

Sincerely,

Keith Jones

RESUME CHECKLIST

Now that your resume and covering letter are complete and ready to distribute, review the following checklist before sending it out.

- ♦ Is your covering letter well organized and does it catch the reader's attention?
- ♦ Have you included all the important information?
- ♦ Is your resume an appropriate length?
- ♦ Is all the information you've included necessary?
- ♦ Have you identified your strongest skills?
- ♦ Did you list your education and work history with your most recent experience first, then work back from there?
- ♦ Is your resume easy to read?
- ♦ Is your resume not crowded with plenty of spaces between sections?
- ♦ Do important headings stand out?
- ♦ Is your grammar correct?
- ♦ Are all words spelled correctly? Have you done a spell check?
- ♦ Do you have a list of references ready (with names, addresses and phone numbers or email addresses)?
- ♦ Have you confirmed with these references that it is okay to use their names?
- ♦ Did you have someone proofread your resume and covering letter?

THE JOB SEARCH

*Check out www.sasknetwork.ca "Job Seekers-Looking for Work - Job Search Tools and Strategies".

TIPS

- ♦ Set aside sufficient time for your job search
- ♦ Set goals and stay organized
- ♦ Let your friends and family know that you are looking for a job
- ♦ Use the telephone to save yourself time
- ♦ Canvass businesses and organizations to find out about unadvertised jobs
- ♦ If you have little experience or training, look for a position that offers on-the-job-training
- ♦ For advice contact someone who is well established in the field in which you wish to work

Hunting for a job is a big project and you will likely have a lot of questions. Don't let the questions throw you. You can be systematic in your job search and do things in an order that is straightforward. Planning your job search will make you feel like you are getting somewhere and will prevent you from becoming frustrated.

Be prepared to put the same amount of time into your job search that you would into a job.

It's worth learning how to search for a job. We live in a changing society and chances are that you will have a number of different jobs during their working years. If you take the time to learn now, you will have a set of skills you will likely use many times.

To effectively search for a job, you need to know:

- ♦ your own skills and abilities
- ♦ where to find out what jobs are currently advertised
- ♦ how to find out about jobs that may never be advertised
- ♦ how to approach potential employers.

This section lists five steps to follow to put together an effective job search.

- ♦ Step 1: List your skills and interests
- ♦ Step 2: List possible job sources
- ♦ Step 3: Contact potential employers
- ♦ Step 4: Individualize your resume
- ♦ Step 5: Fill out an application

STEP 1: LIST YOUR SKILLS AND INTERESTS TO TRY AND DETERMINE THE TYPES OF JOBS YOU WOULD LIKE

- ♦ Refer to your resume or portfolio if you have one and closely examine your skills and abilities.
- ♦ List the type of job you would like to pursue and for which you have the skills. It is important to be comprehensive and honest with yourself. List jobs that you think you would enjoy and be good at. You may find, for example, that you really like working with people.
- ♦ Be realistic. Don't put "architect," for example, on your list of job possibilities if you have no formal training in that field.

When you have completed your list, you should have a number of types of jobs that appeal to you. If you are not able to list several positions you could look for, perhaps you need help.

YOUR JOB SEARCH DOES NOT BEGIN UNTIL YOU ARE SURE OF THE KIND OF JOB YOU WANT.

1. Canada-Saskatchewan Career and Employment Services offer assistance to employment insurance and social assistance recipients, single parents, women, Aboriginal people and people with disabilities. Offices are located in the following communities:

Creighton	Lloydminster	Regina
Estevan	Meadow Lake	Saskatoon
Fort Qu'Appelle	Melfort	Swift Current
Humboldt	Moose Jaw	Weyburn
Ile a la Crosse	Nipawin	Wynyard
Kindersley	North Battleford	Yorkton
La Ronge	Prince Albert	

Look under Employment in the Government of Saskatchewan blue pages in your local phone book for the phone number of your local office or check with the Career Information Hotline **1-888-775-3276** or www.sasknetwork.ca for the location of the office nearest you.

2. Use the internet. This is a great source for information on the types of work you can find that match your skills and abilities. Use it to find examples of job titles you are qualified for and have interest in. This will help you narrow your search.
3. Indian and Northern Affairs Canada provide a variety of programs and services for all Status Indians. Call 1-800-567-9604 or visit www.ainc-inac.gc.ca.
4. Guidance and career counsellors are available at high schools, regional colleges, the Saskatchewan Institute of Applied Science and Technology, Aboriginal post-secondary institutions, the University of Saskatchewan and the University of Regina, as well as the previously mentioned Career and Employment Service offices.

If for some reason you are not able to visit one of the above centres to seek assistance, there are a number of people you can ask. Approach a friend or a friend of your family. Approach a teacher you like or someone from your church. Ask your parents to help, perhaps an older brother or sister. You can also call the Career Information Hotline at 1-888-775-3276. Use your imagination. You will no doubt come up with a number of people who are more than willing to help you.

STEP 2: LIST POSSIBLE JOB SOURCES

Now that you know what you are looking for, you are ready to begin your search. It is important to realize that you cannot rely on just one source. Reading the want ads in the paper every night is not enough. There are many other sources for job posting besides your local paper. Don't forget about unadvertised positions which account for the majority of job opportunities. You must know how to find out about unadvertised jobs so that you can approach employers and let them know you are qualified and available. The following is a list of ways to find out about job openings, whether they are advertise or unadvertised.

- ♦ **Contact your Canada-Saskatchewan Career and Employment Services office.** For office locations visit www.sasknetwork.ca/html/Home/cansask/cansask.htm, or look under Employment in the Government of Saskatchewan Blue Pages of your local phone book. Services are free of charge.
- ♦ **Search the Internet.** The Internet has become a very effective job search tool. Employers are using the Internet more and more to post available positions either on their own web site or on a job ad site. You should count on using the internet as part of your job hunting tools. A great site to start with is SaskNetWork www.sasknetwork.ca. It has a section on how to use the internet to conduct a job search. It is also home to SaskJobs which has postings for employment opportunities across the province. In many cases you can apply on-line for these openings. If you want you can also enter your resume in the SaskJob Resume database so that registered employers can find you if they have a job they think you would be interested in.
- ♦ **Tell everyone you know that you are looking for employment.** This may not seem like a very efficient way of finding a job, but many positions are filled through personal contacts.
- ♦ **Check the yellow pages in the phone book at** <http://www.mysask.com/>. Make a list of businesses that might have the kind of job you are looking for.
- ♦ **Check the Government Directory at** <http://gtds.gov.sk.ca/> This web site gives a complete list of all provincial government organizations - departments, field staff offices, agencies, boards, commissions, and

crown corporations. Copies of this directory may be obtained from Saskatchewan Property Management (for a small charge), 1840 Lorne Street, Regina S4P 2L7, or visit the reference section at your local library.

- ♦ **Check the business directories listed at www.cbsc.org/sask/links.cfm#directories.** These directories list the names and addresses of companies in major centres. Business directories can also be found at local libraries. You may also check with your local Chamber of Commerce for a list of businesses in your community.
- ♦ **Read the want ads in the newspapers.** The weekend editions of large newspapers usually have a special section devoted to job advertisements. Call the newspaper office to check on this if you are unsure. Your local library may also have a selection of newspapers from Saskatchewan and other provinces. You can usually access the larger papers online as well.
- ♦ **Approach someone who is well established in the field in which you wish to work.** If you feel you would like to work in sales, for example, phone or even set up a meeting with the manager of a store or a machinery sales outlet. Ask questions about how to get started, what kind of background a manager is looking for when they hire employees, and what kind of qualifications they like to see. Don't be shy. Most people will be flattered that you want their advice.

IF YOU LACK EXPERIENCE OR TRAINING, PAY SPECIAL ATTENTION TO PLACES THAT ARE LIKELY TO OFFER ON-THE-JOB TRAINING. LARGE ORGANIZATIONS ARE THE MOST LIKELY CANDIDATES. EXAMPLES INCLUDE HOSPITALS, DEPARTMENTS STORES, AND LARGE INDUSTRIES.

STEP 3: CONTACT POTENTIAL EMPLOYERS

Now that you have a list of possible places your next step is to contact employers to find out if they have job openings or are in need of your services. There are four ways to contact employers: in person, by telephone, by mail, and by electronic networking.

Contacting Employers in Person

When contacting prospective employers in person, it is important to be well prepared. This is possibly the most effective way to make your initial contact. It allows the employer to better assess your qualifications, and they will be more likely to remember you if a job becomes available. However if you have a long list of possible places of employment, contacting all employers in person may be impractical. You should contact the employer in person if you have heard about a job opening through a personal contact or if a job advertisement directs you to do so.

It is quite possible that you will not connect directly with the person you want on your first attempt. Be prepared to talk with an administrative support individual or be ready to leave your message on a voice mail or answering system. Here you may even want to write out and practice a script that you would leave.

- ♦ Telephone the employer first and set up an appointment to see him or her.
- ♦ Appearance is very important. Be sure to dress appropriately.
- ♦ Do not be late. Arrive on time.
- ♦ Find out as much as you can about the company. Many have web sites you can visit to collect information.
- ♦ If you are answering an advertisement see the person named in the ad. If you have heard about a job opening through a personal contact, see the person to whom you have been referred.
- ♦ Know your skills and abilities and how they match with the employer's needs, however, show your willingness to learn new procedures and take on new responsibilities.
- ♦ Tell the employer about yourself. Explain why you think you are able to do a specific job. Be prepared to answer questions.
- ♦ If the employer says there is no job available, ask if you can leave your resume in case a position opens in the future. Ask the employer if he or she knows of anywhere else you might try.

- ♦ Be brief. When you have found out what you need to know, thank the employer and leave. You will impress the employer as someone who does not waste time.

Contacting Employers by Telephone

The telephone is a very important tool in the job search process. You can be guaranteed that at some point during your search you will talk to a potential employer on the telephone. Use the telephone to make direct contact and open the doors of opportunity.

Telephone skills are marketable job skills that many employers value. Therefore, it is critical that you prepare effectively before using this powerful tool. It would not be wise to call someone and just start talking. When you are using the telephone in a job search campaign the calls are business calls, not personal calls. When business or sales callers are promoting their products they have 20 seconds to capture the listener's attention. Therefore, communication has to be to the point and concise. It is recommended that you prepare a script before making your call.

Scripting is simply planning what you are going to say perhaps even writing it down. The following are some basic principles you may want to follow when preparing a script:

- ♦ Be sure to have an objective for the call. Are you seeking information? Are you trying to schedule a meeting? Do you want to present your qualifications?
- ♦ Have a secondary objective. It is quite possible that you will not achieve your primary objective; however you may want to take the opportunity to seek out other information from the person you contact.
- ♦ It is very important that you know the name of the person you wish to speak with. If you do not know the person's name, then your first objective is to obtain this information.
- ♦ Write out what you are going to say. However, it is important that you do not read your script but present it naturally.

- ♦ Your script will depend on the goal of your call. A good script should include the following:

Introduction - Tell the person who you are.

Lead Statement - A brief statement designed to grab the person's attention.

Body - State the purpose of your call.

Close - Accomplish your objective, seek information, and schedule a meeting.

When you are communicating with someone over the phone it is important that you follow certain principles related to telephone communication. Review the following points to know what to do and what to expect.

- ♦ Watch for evidence that you have captured the listener's attention. If they are asking you questions about your qualifications then they are interested for the moment in you.
- ♦ Call from a quiet location where you can concentrate and hear what the person is saying. Do not call from a busy location such as a restaurant, street corner or when the kids are playing and yelling in the background.
- ♦ Listen carefully to what you are saying, how you are saying it and how you are being received. If you sense that you have perhaps called at an inconvenient time, politely ask if there is a better time.
- ♦ Take notes and have all job search materials close at hand.
- ♦ Before making your calls practice your call with a friend or family member. This will help you to develop good telephone skills.
- ♦ A good thing to keep in mind before you start making your calls is that you may not reach a person and have to leave a voice message. Know ahead of time what you will say if you get someone's voice mail. Have an additional script ready that will help you to leave a professional message that is clear and simple. Your message should be 30 seconds or less.

Telephone Script Preparation Form

You can use the following form to help you prepare your script.

Date of call: _____

Full name and title of contact person: _____

Name of company: _____

Address: _____

Telephone Number(s): _____

SCRIPT

Primary Objective:

Secondary Objective:

Introduction:

Lead Statement:

Body:

Conclusion:

Results/Comments:

Contacting Employers by Mail

You may wish to make your initial contact by mail. A job advertisement will sometimes give only a box number or address and ask you to write for information. You may also choose to send letters of inquiry to several employers introducing yourself and asking about possible job openings. There are a number of tips that can make your inquiries more effective:

- ♦ Before writing your letters write down the things you want to say about yourself and the questions you want to ask.
- ♦ If you are replying to a job advertisement, follow the instructions in the ad and provide the information requested. More information on writing a covering letter to be sent with your resume is provided in the resume section of this booklet.
- ♦ If you are canvassing employers to acquire information about job possibilities, you should first find out the names of persons to whom your letters should be addressed. You can do this by making telephone calls. Phone each place on your list and ask the secretary or switchboard operator for the name of the manager or person responsible for hiring employees. Address your letter to that person.
- ♦ If you are making inquiries at a large organization such as government or large industry, ask for the name of the Director of Human Resources and the heads of all departments or branches. Remember that the Human Resources Office will tell you only about advertised positions. You want to make personal contacts with people who may have jobs in mind but have not advertised them.
- ♦ Unless a job advertisement specifically asks you to reply in your own handwriting type your letter of inquiry.
- ♦ If you are canvassing employers rather than replying to an advertisement, for example if you are seeking employment and wish to work for a company or place of business such as the one you are writing to. Briefly state your skills, abilities, and experience. Request that the employer contact you if a position becomes available. Your letter should not be longer than one page. Although it is not

necessary to send your resume at this point in your job search, it would be advisable.

- ♦ Personalize each letter that you send out. Although you may have a long list, having the letter typed and addressed to a specific person is well worth the effort. A photocopied letter addressed "To Whom It May Concern" is very easy to ignore.

Electronic Networking

Electronic networking allows you the opportunity to discover the hidden job market. It has become an excellent place to network for a variety of reasons including finding job leads, researching occupations, and finding support. It is estimated that 70% of individuals looking for a job find their employment through networking. Three basic Internet tools are used in electronic networking - email, newsgroups and live chat. Good communication skills are required to master these tools. Preparation and practice are necessary in order to be successful. Many of the skills required in telephone communication are also required when electronic networking. Here are some general tips to assist you in networking

- ♦ **Be concise and to the point.** Your main objective is to capture the reader's attention so they do not move on to something else right away.
- ♦ **Proofread and edit carefully.** When communicating you should be grammar perfect, error free and honest. The advantage to electronic networking is that you can say exactly what you mean to say.
- ♦ **Be accurate in following all rules of etiquette.** Numerous sites are available on the Internet that contain information on the standards of Internet etiquette. You may also want to look for publications at your local library regarding this type of etiquette.
- ♦ **SPAM.** Emails are easy to create and send to a large number of people in one click of a button. These can be an annoyance to business people who may be bombarded with emails already. Carefully construct your email and tailor it specifically for each recipient.

- ♦ **Become proficient at applying good networking techniques.** Networking should never be one-sided, it should be mutually productive. Learn to give as much if not more than you receive. Be polite by saying "Thank you." Keep track by maintaining good records. Plan your follow-up.
- ♦ **Be respectful to everyone.** You never really know who might have an impact on your professional future. Usually more than one employer will participate in these conversations. Remember that the person you are conversing with quite possibly may have a contact or know of an employment opportunity in your area

The main purpose of networking is to build relationships - many of which may last long beyond your job search. When you are networking you are not just simply asking people for a job or if they know of any openings. To be productive you may want to participate in Newsgroups or Chat discussions relating to your occupation. There are several of these groups on the Internet and most professional occupations are represented.

Once you've decided on a couple of groups, be consistent. Be sure to regularly follow discussions. When first starting it generally is a good idea to just listen without participating. Once you are familiar with the tone of the conversation then you may join in. Pay close attention to who the key players are in the group. Be sure to join in on the topic being discussed don't immediately start talking about employment unless of course that is the topic. Establish yourself to the group first and develop a couple solid relationships.

Fundamental to good electronic networking is knowing when to post or respond to someone. There are a few rules that are imperative to follow. Always keep in mind that you are communicating possibly to the whole world. Practically anyone can read your message. Therefore, your communication should be directed to the community at large. It is possible to communicate to only one or two people by sending your message directly to them via email.

If you would like more information on electronic networking and using the internet to conduct a job search online visit SaskNetWork, www.sasknetwork.ca

STEP 4: INDIVIDUALIZE YOUR RESUME

You have spent a good deal of time canvassing employers, and have perhaps been asked by more than one to submit a resume. The question now is "How do you submit a resume so that it will get you an interview?"

- ♦ Individualize your resume in a covering letter. Individualizing your resume is a way to focus the employer's attention on the skills you have that are directly related to the job that you are trying to fill.
- ♦ In your letter, highlight the things in your background and experience that make you the most likely candidate for the job. Be very specific about your skills and experience. More information on writing a covering letter can be found in the first section of the booklet.

STEP 5: FILL OUT AN APPLICATION

Your resume has taken you one step further in your job search and an employer has asked you to fill out an application form. Some employers will consider your resume and letter to be the job application. However, larger organizations will usually require that you fill out a standard form. The form will be fairly straightforward, but a few tips can help you in filling it out.

- ♦ Carry a copy of your resume with you to use when completing the application form.
- ♦ Ask for two copies. You can fill one out in pencil first, and then do your final copy. You can keep the first copy as a record.
- ♦ If possible, take the application home to complete. That way, you can take your time, and ensure accuracy.
- ♦ Follow directions carefully. If it says "PRINT," then print.
- ♦ If a question doesn't apply to you put "N/A" in the space. N/A means "not applicable."

THE NEXT STEP

If you have been through all five steps in this section on the job search, you've done a lot of work. You've listed your skills and experiences, determined the kind of job you are looking for, turned to a number of sources to look for both advertised, and unadvertised jobs, and contacted several employers. If you have been successful in your job search, you've been asked for your resume and you've filled out application forms. Now you wait to hear from the employers.

If you have sent an application form to an employer and have not heard anything for two weeks or so, it is acceptable to follow-up with a phone call.

If you are contacted for an interview, you are ready to move on to the next section of this booklet. This is your chance to introduce yourself and convince the employer that you are the right person for the job! First impressions count!

THE INTERVIEW

*Check out www.sasknetwork.ca "Job Seekers - Looking for Work - Job Search Tools and Strategies".

TIPS

DO

- ♦ Rehearse
- ♦ Go alone
- ♦ Arrive on time
- ♦ Listen attentively
- ♦ Speak clearly and distinctly
- ♦ Respond to questions with brief and direct answers
- ♦ Be honest

DON'T

- ♦ Be defensive, apologetic or desperate
- ♦ Ramble or give lengthy answers
- ♦ Complain about present or former jobs
- ♦ Be critical of others
- ♦ Chew gum or smoke

Have you been asked by an employer to come for an interview? Then all of the work you have put into preparing your resume and conducting your job search has been worth it.

The most important aspect of your job search is the interview. There are often several applicants for a position, and only a few are selected for an interview. The competition therefore is likely to be quite difficult. Being well prepared to sell your services and convince the employer that you are the person for the job is critical.

You will have two main purposes when you go for your interview.

- ♦ Convince the employer that you can do the job.
- ♦ Gather information about the position, and responsibilities, as well as the company.

The interview is crucial to whether or not you get the job. Don't be discouraged. If you are adequately prepared you will feel confident to do your best. Remember that you are qualified for the job or the employer would not have contacted you. The next section of this booklet will give you ideas for how you can prepare yourself for your interview.

JOB OPPORTUNITIES ARE EITHER WON OR LOST IN THE INTERVIEW. THE MOST QUALIFIED PERSON ISN'T ALWAYS THE ONE WHO GETS THE JOB OFFER BUT USUALLY THE PERSON WHO MAKES THE BEST PRESENTATION OF THEIR QUALIFICATIONS.

PREPARE FOR THE INTERVIEW

Even though you have presented all of your information in your resume, covering letter, and application form you may wonder why you need to prepare for the interview. The three reasons that follow will tell you why.

- ◆ Other applicants may have better qualifications than you therefore your interview will give an equal chance at getting the job.
- ◆ In the eyes of the employer the interview is the real test.
- ◆ Employers use the interview to check information given in the resume and application form.

Research the Position

Find out as much as possible about the position. Speak to others about what the job may entail. Contact people you know who may be working in a similar position and ask them questions. For example:

- ◆ What kinds of skills are required?
- ◆ What kinds of tasks and activities are involved?
- ◆ What are the hours worked?
- ◆ How will I be expected to dress?
- ◆ What are the expectations?

Research the Company or Organization

Learn as much as you can about the company or organization. If you are being interviewed for work at a business or industry, you want to know the following: the company's products, its services, plant locations or branch offices, ownership and marketing. Check the internet for a company web site. If they don't have a web site your local library often has a directory that has information on various businesses. If you know anyone who works for the company, call them. Ask for any pamphlets or written material that are available.

Prepare Possible Questions

Think about possible questions the interviewer may ask you. Anticipate some questions you might find difficult to answer. Then decide how you would answer so that you are prepared.

Possible Interview Questions

Listed below is a sample of some of the questions you might be asked at an interview. Included are possible answers. Always remember writing out and practicing your responses will help a lot.

- Q. Tell me about yourself.
- A. Take this opportunity to sell your skills and abilities. Keep your examples to things work related. They are not interested in your personal life or recreational activities.
- Q. What are your greatest strengths/weaknesses?
- A. Emphasize your positive attributes for example your skills, reliability, experience, and enthusiasm that will relate to work. Do not point to weaknesses you have that may be important to the position.
- Q. What words would you use to best describe yourself?
- A. Select words that describe positive aspects about you.

- Q.** Have you been employed in this type of work before?
- A.** Never say no. The employer is trying to find out if you can learn to do the job within a reasonable amount of time. Focus on skills that are transferable, and can be applied at work.
- Q.** What are your long-term goals?
- A.** Stress that you like the company and hope to become a valued employee. State that you hope to be in a position that challenges you and enables you to contribute to the company.
- Q.** What is your reason for wanting to work here?
- A.** The interviewer wants to determine if you will be satisfied in this job and are likely to stay. They will be able to tell if you know much about the company. This may be what separates you from other candidates who may not have done their research.
- Q.** Why did you leave your last job or are leaving your present one?
- A.** The interviewer wants to know if you had difficulties with your past or present employer that may arise with them. Say positive things about your employment even if it had or has many downsides.
- Q.** How often were you absent from your previous job?
- A.** This will determine if you are reliable. If you were frequently absent due to illness or personal reasons, reassure the employer that you can be depended on and will be committed.
- Q.** What are your salary expectations?
- A.** The interviewer wants to know if your salary expectations are too high. If the interviewer insists on an answer, provide a range rather than a specific number.
- Q.** For what reason should we hire you instead of someone else?
- A.** List your skills and positive characteristics. If you hesitate and cannot think of more than one or two things the interviewer will think that the reasons are not obvious or sufficient.

- Q.** How well do you work under pressure?
- A.** Be reassuring by giving examples of paid or unpaid activities that you have completed while under a deadline or pressure.
- Q.** Do you enjoy working with others?
- A.** Emphasize the advantages of working in a group indicating that various individuals complement one another in completing certain tasks. Provide specific examples of your personal experiences in a group.

You may wish to prepare a list of questions you would like to ask about the position. For example:

- ◆ What will be expected of me?
- ◆ Is there a job description?
- ◆ What are the working hours?
- ◆ Is the position temporary or permanent?
- ◆ Does the company offer health benefits?
- ◆ Is there a pension plan available to employees?

Review Your Background

Review your resume and think about your history. Summarize your skills and your strengths. Inventory your background so that you can express yourself in a well-organized manner during the interview.

Rehearse

A practice interview ahead of time is a good idea.

Ask a friend or family member to rehearse the interview with you. Select a number of questions and practice responding to them.

Practice being at ease while talking about yourself.

Prepare Yourself

Now that you have researched the job and the company, thought about the interview questions, reviewed your background, and rehearsed, it's time to attend to yourself. The following are things you can do to make sure you are at your best.

- ♦ To be fresh and alert get a good sleep the night before.
- ♦ Do not drink alcohol before your interview.
- ♦ Think about your appearance. You want to be dressed appropriately. In most cases, that means wearing what you would if you were on the job. As always appearance continues to be important in most interview situations.
- ♦ Check the time of your appointment and write down the correct address. Be sure to know the name of the person you are going to see.
- ♦ Double check that you have everything you need for the interview including - two copies of your resume, a list of references, a pen and a note pad. Do not take anything you do not need.

The Interview

If you have properly prepared yourself, you should be relaxed and confident during your interview.

The following are a few guidelines to assist you on the interview day.

- ♦ Go alone.
- ♦ Arrive early - ten to fifteen minutes is a good guide. This will give you time to sit down, relax, and collect your thoughts.
- ♦ Turn your cell phone off.

- ♦ Smile and shake hands firmly with the employer. Greet the interviewer formally by name if you know it. Stand until you are offered a seat.
- ♦ Sit up straight, look poised and alert.
- ♦ Listen carefully to the questions you are asked and think about the answers. Ask for clarification if you are not sure of the question.
- ♦ Collect your thoughts and then respond to the questions with brief and direct answers. Be specific and keep to the point. Don't ramble on or tell stories.
- ♦ Speak clearly and distinctly. Watch your grammar. Avoid slang words.
- ♦ **Do not** chew gum.
- ♦ Be positive. Emphasize what you can do, not what you can't. Don't complain about your present or former jobs. Don't be critical.
- ♦ Be sure to ask questions about the job.
- ♦ When the interview seems to be coming to an end, summarize your interest in the job and stop talking.
- ♦ Thank the employer for their time and interest when the interview is over.

The Follow-up

Your interview is over, but your work is not! You still have a few things to do to complete the job search process.

1. Write comments in a journal or notebook right after your interview is completed. Include the following:

- ♦ The name of the interviewer, their title and address
 - ♦ Important information that may assist you if a second interview with the company is required
 - ♦ Record all of the questions you were asked that you recall
 - ♦ Any other job leads or network leads the interviewer gave you.
2. To learn from your interview and to better prepare for your next one complete the interview evaluation checklist included in this publication. Think of what was positive. What could be improved?
 3. Using the same general format as with your cover letter, write a thank-you note recapping your skills.
 4. Follow-up with a phone call if you have not heard from the interviewer after a week. Be sure to use common sense and good judgement in timing follow-up.
 5. Be prepared for rejection. If you have been notified that you have not received the position, ask why you were not successful. If you were not qualified, ask if there are positions with the company for which you are qualified.
 6. Do not sound bitter by becoming defensive. You never know if the person the company just hired will work out. Keep communication open to better your chances for future positions.
 7. Thank the employer again for the opportunity to interview with them.

INTERVIEW EVALUATION CHECKLIST

Copy this form to help you analyze how well your interview went. This will help you to improve your interview style and assist you in getting ready for your next one.

1. Did I have the necessary materials with me?
 - A. Pen and Paper Yes No
 - B. Resume, documents, portfolio or work samples, reference letters or lists of references? Yes No
2. Did I arrive at least 15 minutes before the interview was scheduled to begin? Yes No
3. Was I respectful and courteous to everyone I met? Yes No
4. Did I know and use the interviewer's name correctly? Yes No
5. Did I give positive signals about my interest in the position?
 - A. Did I show interest, eagerness, and enthusiasm by sitting up and leaning forward? Yes No
 - B. Did I speak clearly and confidently? Was my tone of voice pleasant? Yes No
 - C. Did I make eye contact with the interviewer when I spoke and when I was being spoken to? Yes No
 - D. Was I fidgeting or appearing to be nervous? Yes No
 - E. Did I show that I was listening by answering questions that were asked? Yes No
 - F. Did I control my annoyance when dealing with irrelevant questions or interruptions? Yes No

6. Did I demonstrate my qualifications in the following areas:

- | | | | | |
|-------------------------------------|-----|--------------------------|----|--------------------------|
| a) Educational Background | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| b) Work Experience | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| c) Accomplishments | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| d) Career Plans and Goals | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| e) Knowledge of the Company | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| f) Knowledge of the Job in Question | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| g) Self-Management Skills | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| h) Transferable Skills | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| i) Technical Skills | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

7. Was I honest when answering all questions? Yes No

8. Was I successful in convincing the interviewer that I was qualified? Yes No

9. Did I ask relevant questions Yes No

10. Which questions did I have the most difficulty answering?

11. What were my greatest strengths in the interview?

12. My overall performance was?
Poor___ Adequate___ Good___ Excellent___

13. Where could I have improved?

BEYOND THE JOB SEARCH

EMPLOYMENT EQUITY PROGRAMS

Employment equity programs are designed to ensure that everyone has fair and equal access to job opportunities. They do this by eliminating discrimination in the workplace. Employment equity programs ensure that getting and keeping a job depends on ability and merit. They also have special measures to make up for past discrimination. The goal of employment equity is to ensure that the workforce better reflects the different groups of people who live in our community.

Employment equity programs apply to "equity groups." These groups of people have faced barriers to employment for reasons unrelated to ability. They may be unemployed or under-employed, may earn less income and may have low status jobs.

If you are a woman, an Aboriginal person, a person with a disability, or a member of a visible minority group, you may be able to take advantage of "employment equity programs" that have been set up in a number of workplaces.

- ♦ **Women** are under-represented in managerial and "non-traditional positions" such as the trades and technology and scientific occupations if they occupy less than 46.5 percent of positions in those occupations within an employer's labour force.
- ♦ **Aboriginal People** include First Nation, Métis and Inuit people.
- ♦ **People with disabilities** have a persistent physical, mental, intellectual, psychiatric, sensory or learning condition that requires a technical device and/or personal support or service which enable such person to perform the essential functions of a job: and or requires some form of accommodation such as extra rest breaks, or time off/leave to obtain treatment as necessary, or modifications to job responsibility, job site, or work hours; and consider themselves, and believe an employer or potential employer would

consider them disadvantaged in finding, retaining or advancing in employment because of that condition.

- ♦ Members of visible minority groups are defined as "persons, other than Aboriginal peoples, who are people of colour". Members of visible minorities may, for example, be persons of African, Chinese, Filipino, Japanese, Korean, Pacific Islander, East Asian, Southeast Asian, West Asian, Arab or Latin American ancestry.

WHAT IS DISABILITY?

A person with a disability may find it difficult to decide whether they should self-identify in an Employment Equity Program. The definitions that follow may be helpful in making that decision.

According to the World Health Organization, an "Impairment is any loss or abnormality of psychological, physiological, or anatomical structure or function. A Disability is any restriction or lack (resulting from an impairment) of ability to perform an activity in the manner or within the range considered normal for a human being. A Handicap is a disadvantage for a given individual, resulting from an impairment or disability, that limits or prevents the fulfillment of a role that is normal, depending on age, sex, social and cultural factors, for that individual.

The Saskatchewan Human Rights Code defines disability as any degree of physical disability, infirmity, malformation or disfigurement and, without limiting the generality of the foregoing, includes: epilepsy; any degree of paralysis; amputation; lack of physical co-ordination; blindness or visual impediment; deafness or hearing impediment; muteness or speech impediment; or physical reliance on a service animal, wheelchair or other remedial appliance or device; an intellectual disability or impairment; a learning disability or a dysfunction in one or more of the processes involved in the comprehension or use of symbols or spoken language; or a mental disorder.

Employment Equity programs do not create new jobs or guarantee jobs. However, they do ensure that job applicants are hired based on their ability to do their job. This list includes some of the employment equity special measures.

- ♦ Actively encouraging members of equity groups to apply for job openings.
- ♦ Considering hiring qualified applicants from the equity groups.
- ♦ Ensuring job qualifications are appropriate for the specific duties of that job.
- ♦ Providing education and training opportunities for current equity group employees.
- ♦ Providing workshops to employees on topics such as cross-cultural awareness or sexual harassment.
- ♦ Providing job-sharing and part-time work arrangements to accommodate members of equity groups.
- ♦ Renovating the workplace to make it accessible to people with disabilities.
- ♦ Providing technical aids and services to people with disabilities.

These are only a few examples of special measures. Each employer's employment equity program will be different, although the underlying goals of all programs are the same.

Who Has Employment Equity Programs?

The federal government requires some employers to have employment equity programs.

- ♦ Federally regulated employers with 100 or more employees, including organizations in industries such as banking, communications, and international and interprovincial transportation.
- ♦ There are approximately 350 private sector employers and Crown corporations which represent 587,400 employees.
- ♦ Federal departments, representing approximately 220,000 employees.

- ♦ Other parts of the Public Service, including the Canadian Forces and the Royal Canadian Mounted Police as may be specified by order of the Governor in Council on the recommendation of the Treasury Board.

Contact your local Federal Public Service Commission to find out which employers have federal employment equity programs or visit this web site: www.hrsdc.gc.ca/asp/gateway.asp?hr=en/lp/lo/lswewe/ee_tools/employers/index-we.shtml&hs=wzp.

The Saskatchewan government encourages employers to voluntarily adopt employment equity programs, which are approved and monitored by the Saskatchewan Human Rights Commission. Employers with employment equity programs include the provincial government, the cities of Regina, Saskatoon, and Prince Albert, some provincial Crown Corporations and the universities.

Ask the Saskatchewan Human Rights Commission for a complete list of employers who have approved Employment Equity Programs.

Watch for job advertisements and application forms that state that an employer has an Employment Equity Plan, or similar wording.

How Do I Register For an Employment Equity Program?

When completing an application form, fill out the section that asks whether you are a woman, an Aboriginal person, a person with a disability, or a member of a visible minority group.

If you are sending your resume to an employer who has an employment program, identify yourself as a member of an equity group in your covering letter.

Some employers will only accept an application for a specific job opening. However, employers with employment equity programs will often keep an inventory of resumes and applications from members of equity groups. When a job becomes vacant, these employers may decide not to advertise the job, and instead may look in their files for qualified applicants.

For example, the federal and provincial governments keep lists of people from the equity groups so they can refer qualified applicants for jobs on request.

For more information about equity lists contact:

- ♦ The Federal Public Service Commission of Canada and the Saskatchewan Public Service Commission.
- ♦ The Canada-Saskatchewan Career and Employment Services office nearest you.

You may be required to provide proof that you are an Aboriginal person or have a disability.

Contact organizations dedicated to the interests of women, Aboriginal people, persons with disabilities or members of a visible minority group. Employers sometimes seek the assistance of these organizations to identify members of equity groups who might be interested in a job.

If you have questions about Employment Equity contact the Saskatchewan Human Rights Commission by calling 1-800-667-8577 in Regina or 1-800-667-9249 in Saskatoon or visit their web site www.gov.sk.ca/shrc/equity/index.htm.

COMMON CONCERNS

Lack of Formal Qualifications

Job advertisements often ask for a certain level of education and a number of years of related experience, or an equivalent combination of education and experience. If you lack education or experience, you may still qualify if your paid or unpaid work experience required similar kinds of knowledge, skills and abilities.

Ask yourself what knowledge, abilities and skills the job requires.

Look for examples of how you developed and used those skills and abilities through your paid or unpaid work. Think of your work with local and volunteer organizations, employers and self-employment. Be

sure to consider the skills used in managing your home and family, and your contribution to your farm, trap line, or other family business.

State these abilities and skills in your resume or cover letter.

Language Skills

You may be concerned that your language skills will prevent you from getting a job. However, some jobs need only basic skills.

Improve your skills if the type of job you want requires better skills than you have. For information about enhanced language training programs, contact the Saskatchewan Literacy Network or your nearest Service Canada Centre.

Employers can refuse to employ you if your language skills are not sufficient to do the job. However, if your skills are sufficient for that particular job, refusal based on language may actually be discrimination on the basis of race, which is against the law.

For more information, contact the Saskatchewan Human Rights Commission.

Non-Canadian Education and Work Experience

Employers may be reluctant to accept non-Canadian post-secondary educational credentials if they are not familiar with your educational institution or its reputation.

Contact the Canadian Information Centre for International Credentials (www.ciric.ca), the International Qualifications Assessment Service (www.learning.gov.ab.ca/igas) or the relevant faculty office at the University of Regina or the University of Saskatchewan, or the Saskatchewan Institute of Applied Science and Technology for evaluations of the Canadian equivalency of foreign credentials.

Contact the governing body for your professional; for example, if you have trained as a nurse in another country contact the Saskatchewan

Registered Nurses' Association, to find out how your credentials will be evaluated.

Include the information on the equivalency of your credentials with your job application.

Work experience from countries other than Canada will usually have the same value as similar work performed in Canada. In some cases, your work experience may prove more valuable if it is not usually found in Canada.

Poor Relationship With Employer

If you were fired, were pressured to resign, resigned due to harassment, or in some other way left a previous job on poor terms, the approach is suggested.

- ♦ Be calm and factual about the situation if asked by a potential employer. Do not volunteer information unless asked, and do not be defensive, lie or hide the truth. BE HONEST!
- ♦ Be prepared in an interview to explain what you learned from the situation and how you might have handled it differently.
- ♦ Ask your former employer what they will say if called for a reference. Try to get their commitment to discuss your job strengths and not just problems that arose.

Returning to the Workforce After an Absence

If you have been out of the paid workforce for a number of years perhaps while raising your children or for other reasons, remember that you have been developing skills and abilities that may be transferable to the workforce.

Determine what education, experience, knowledge, skills and abilities are required for the types of jobs that you are interested in.

Review your education, paid and unpaid work experience, community involvement, as well as, home and family life in order to find ways that you have developed those qualifications.

Include in your application form, resume, or covering letter, the specific ways that you meet the qualifications that are required for the job.

Focus your attention on what you have learned while you've been out of the workforce.

Older Workers

Focus on your wealth of experience and expertise not your age. Emphasize your energy, enthusiasm and commitment to the job. Show that you are excited and willing to learn new skills.

Take advantage of the network of former co-workers and business ties you have made over the years. Let them know you are available.

Make sure what you say and how you say it is acceptable in today's workplace. You may wish to visit your local library and research publications that are related to communication.

Make sure that you are up-to-date on developments in your field. Because of the advances in technology be sure that you are computer literate. Don't let your resume date you.

Flexible Work Hours

If the standard work day (for example, eight working hours per day from 8 a.m. to 5 p.m., five days per week) is not suitable for you, but you want full-time work, consider flexible, staggered or compressed work hours, or the possibility of telecommuting.

Flex-time means working assigned "core" hours, such as 9 a.m. to 3:30 p.m., with freedom to choose starting, lunch and finishing times, which may vary from day to day. The hours worked would total the standard weekly or monthly work hours, depending on upon the flex-time agreement.

Staggered work hours allow for "core" hours, with start and stop times different from the "normal" work hours of other full-time employees, but

hours are fixed from day to day. For example, instead of working 8 a.m. to 5 p.m., you may work 7 a.m. to 4 a.m.

Compressed Work Week

Compressed work week occurs when an employee works for longer periods of time per day or shift in exchange for a day off. Employees may start earlier or finish later than the normal work day.

Telecommuting

Telecommuting occurs when people do at least some of their regular work from home instead of going into the office.

Alternatives to Full-time Work

If you want to work less than full-time hours, consider working part-time or job sharing.

Working part-time can mean working fewer hours each day or working fewer days per week. It often means little job security and reduced benefits, but it allows time for yourself, your family and other responsibilities. Some employers don't advertise part-time job openings and may find applicants by referring to applications on file or considering them as they are received.

Apply often to employers who have many positions available for part-time workers. Always state on your application or covering letter that you are interested in part-time work.

Job-sharing is an arrangement where two or more people share one full-time position. The division of duties, hours of work, salary and benefits vary depending on the situation. In most cases, the two employees wanting to job-share decide how to split the duties and hours of work, subject to management's approval.

Tell everyone you know that you are looking for a job and want to job-share, as it is usually the person who already has the job who finds someone to share it with. They would approach management with the job-sharing proposal.

If you are interested in job-sharing be sure to clarify that on your application. Some employers keep lists in case their employees become interested in job-sharing.

Child Care Services

When looking for good quality child care services for your child, you should identify your needs, your priorities for child care and the needs of your child. Visit the day care and discuss your expectations with potential child care providers, and check references before deciding which service to use.

There is a range of child care services available in the province, including private child care arrangements, licensed child or day care centres, and licensed family child care homes.

For detailed information on these services and suggestions on what to look for contact the Saskatchewan Government's Child Day Care Office.

If you are a low-income parent and are using a licensed child/day care centre or family child care home, you may qualify for some financial assistance. For further information call the Saskatchewan Government's Child Care Subsidy Unit.

Care for Elderly Persons

If you require assistance caring for an elderly family member so that you can work outside the home, care within your home may be available, depending upon the situation. Some Special Care Homes provide adult day care services.

Call your Regional Health Authority or check your telephone directory's Yellow Pages under Home Care Disabled and Elderly Persons, or contact the Community Care Branch of Saskatchewan Health, or your local Home Care Board.

YOUR RIGHTS

Inappropriate Interview Questions

Under the Saskatchewan Human Rights Code, employers are not allowed to discriminate on the basis of ancestry, race or perceived race, religion, sex, marital status, disability, age (18-64), nationality, place of origin, family status, sexual orientation or receipt of public assistance. In addition The Canadian Human Rights Act includes conviction for an offence for which a pardon has been granted to this list.

All areas of employment, including the hiring process, must be free of such discrimination. Employers must consider only the qualifications necessary and specific to the job. Therefore, employers cannot ask questions about any of the above topics. Questions asked should be used to determine merit and skill and how well an applicant can do a particular job.

If you are asked inappropriate questions:

Give an answer that relates to the job and not the personal information. For example:

If asked if you have, or plan to have children, you could respond by saying "My career plans are..."

If asked whether your age may interfere with your ability to do the job, you could respond "My past experience, including..., has prepared me for this type of work."

If a persistent employer continues to ask inappropriate questions, or if you feel that you were discriminated against you based on the factors listed above, contact the Saskatchewan or the Canadian Human Rights Commission for advice.

Accommodating People with Disabilities

An employer may ask:

"Do you have a disability which will affect your ability to perform any of the functions of the job for which you have applied?"

"If yes, what functions can you not perform and what accommodations could be made which would allow you to do the work adequately?"

If there are accommodations that could be made by the employer, there is a legal obligation to do so, unless the accommodation would cause undue hardship for the employer. "Accommodations" should be interpreted broadly and could include:

- ♦ Changing the workplace structurally to make it accessible to someone with mobility impairment
- ♦ Providing technical aids or services such as tape recorders, braille computer accessories, and sign language translators
- ♦ Changing job duties, such as exchanging telephone duties for other duties in the case of speech impairment
- ♦ Working flexible hours to allow for therapy or medical appointments, or family responsibilities
- ♦ Job-sharing and job-coaching for someone with a psychiatric or learning impairment
- ♦ Accommodating religious beliefs or observances of religious or cultural events.

Contact the Saskatchewan Human Rights Commission or the Community Living Division of the Department of Community Resources for more information.

Transportation Services

If you have a mobility impairment, many urban centres provide public transportation services that are accessible to you. Note that some services are door-to-door and can be booked ahead for work start and stop times.

Call your regional bus or transit services for more information.

Harassment and Racism in the Workplace

There are people who are prejudiced against other, and they may show their biases either directly or in more subtle ways. Should you find intolerant and racist attitudes during your job search or within the workplace, or should you encounter harassment of a racial, sexual or personal nature, there are steps you can take to address the situation.

If you have been offended by a job interviewer or co-worker's comments or behaviour towards you (or someone else), tell them so, calmly and firmly.

If they persist, tell a staff member in the employer's Human Resources or Personnel Department. Tell your supervisor if the problem is in your workplace.

If necessary, contact the Saskatchewan or Canadian Human Rights Commission or if unionized, a local shop steward for advice.

*Remember, you do not have to tolerate racism or harassment!

Religious Practices and the Work Schedule

You may be concerned about getting or keeping a job because your religion requires that you not work during certain hours or on certain days. Under human rights law, the employer (and union) must accommodate you unless doing so would cause undue hardship for the employer.

For more information, contact the Saskatchewan Human Rights Commission.

Pre-employment Medical and Drug Testing

It is unlawful under The Saskatchewan Human Rights Code for employers to require applicants to undergo medical or drug testing before making an offer of employment. Information obtained by the tests could be used to

discriminate against an applicant based on factors such as age or physical disability.

Once an offer of employment is made, a medical examination may be conducted if:

- ♦ It can be shown that a certain physical ability is required for the specific job in question
- ♦ All employees offered the same or similar positions are required to take the same medical examination.

An offer of employment may be made conditional upon passing a test for the use of illegal drugs.

For further information, call the Saskatchewan Human Rights Commission.

Driver's License Suspended

If you need a driver's license for work, yet your driver's license has been suspended because of impaired driving, you may apply for reinstatement by contacting the provincial government Highway Traffic Board. Reinstatement is evaluated on a case by case basis.

Criminal Conviction

If you are concerned that a criminal conviction will make it more difficult to get a job, you can apply for a pardon. The waiting period is three or five years, depending upon the type of conviction.

For information, contact your regional Parole Office or visit the National Parole Board web site at www.npb-cnrc.gc.ca/pardons/servic_e.htm

S U M M A R Y

If your job search has been successful and you have found a job that uses your skills and fits into your future plans, congratulations! You're on the road to career satisfaction, and you have probably learned a set of job search skills that you will be able to use again.

If you have been unable to find a job, go through the following checklist.

- ♦ Is your resume neat and accurately prepared? If you are unsure, simply have someone check it over for you.
- ♦ Have you listed your skills and experience and developed a list of job possibilities?
- ♦ Are you applying for jobs that coincide with your skills and the experience you have?
- ♦ Have you canvassed for unadvertised positions by phoning companies, searching the Internet, or talking to acquaintances?
- ♦ Have you informed everyone you can think of and let him or her know that you are looking for a job?
- ♦ Have you put enough time into your job search? Remember this means several hours a day for a number of weeks.
- ♦ Did you make it to the interview stage with your job search? If so, did you spend sufficient time preparing for the interview?

If your answers were yes to the above questions and you still have not found a job, consider seeking extra help.

***See a career counsellor.** Return to the list under Step 1 in the Job Search section of this booklet for places that career counsellors can be found.*

If you are unable to see a professional counsellor, seek the help of a teacher, family friend, businessperson in your community, or anyone else you can think of who may be able to help you. Take this booklet

with you. In addition, take your resume and your list of job possibilities, jobs applied for, and other information related to your job search.

Consider moving to a new location where persons with your skills are being hired.

It is possible that you need further training. If you come to this conclusion, see a professional counsellor at one of the centres listed under Step 1 of the Job Search section, even if you have to travel to another community to do so. Professional counsellors can tell you about the various training programs available. Many programs involve on-the-job training, and many of them offer financial assistance.

***REMEMBER - DON'T BE DISCOURAGED!**

There are always actions you can take to increase your chances of getting a satisfying job. You will have to spend a good deal of time and energy on your job search. You may have to consider retraining in order to get the kind of job you want.

Actions that you take now will lay the foundation for your working life.

It's worth it. **IT'S YOUR FUTURE!**

www.sasknetwork.ca

or

The Career Information Hotline

1-888-775-3276

USEFUL CONTACTS

*Check out <http://www.sasknetwork.ca/> "CanSask - Services" for additional information.

Canada-Saskatchewan Career and Employment Services

What is Available?

Canada-Saskatchewan Career and Employment Services can help you figure out what type of work you want to do, and where the jobs are. They can help you improve your skills and employment prospects, and then match your abilities with the needs of Saskatchewan's employers. CanSask's programs and services help people:

- ◆ Plan a career
- ◆ Upgrade their education and learn job-related skills that are in demand
- ◆ Find a job
- ◆ Fill a job vacancy.

Services

You'll find:

- ◆ Self-help resources like university, technical and regional college calendars, information on training and income support programs, career planning and job search information
- ◆ Staff resources to help assess individual career needs and develop a plan to meet those needs
- ◆ Computers to provide access to labour market information and employment opportunities
- ◆ Information on training opportunities such as apprenticeship, technical education and basic education.

Programs

You'll find:

- ◆ JobStart/Future Skills - work-based training support
- ◆ Employment programs - Bridging, Work Placement, Community Works and Self-employment
- ◆ Income support (Provincial Training Allowance, Student Financial Assistance and Skills Training Benefit).

Where to Go

There are 20 Career and Employment Services offices throughout Saskatchewan. These offices are operated by Advanced Education and Employment. The services and programs provided by these offices are delivered in partnership with education and skills training institutions and community organizations.

For the Canada-Saskatchewan Career and Employment Services office near you please contact **1-888-775-3276**, see the following pages for addresses and a map of offices, or visit

<http://www.sasknetwork.ca/>

CAREER AND EMPLOYMENT SERVICES FIELD LOCATIONS

Creighton

298 1st Street East SOP 0A0
(306) 688-8826

Estevan

1302A 3rd Street S4A 0S2
(306) 637-3820

Fort Qu'Appelle

180B Broadway Street East S0G 1S0
(306) 332-3404

Humboldt

623 7th Street East, Box 2198 S0K 2A0
(306) 682-6772

Ile a la Crosse

La Jeunesse Avenue, Box 220 S0M 1C0
(306) 833-3235 or 1-877-837-6167

Kindersley

125 1st Avenue East, S0L 1S0
(306) 463-5470

La Ronge

1328 La Ronge Avenue, Box 5000 S0J 1L0
(306) 425-4520 or 1-866-888-4520

Lloydminster, AB

5016 48th Street Lloydminster T9V 0H8
(306) 825-6418

Meadow Lake

204 1st Street East, Box 1600 S9X 1Z2
(306) 236-7538

Melfort

400 Burns Avenue East Box 6500 S0E 1A0
(306) 752-6243

Moose Jaw

61A Ross Street West S6H 2M2
(306) 694-3699

Nipawin

210 1st Street East, Box 1768 S0E 1E0
(306) 862-1840

North Battleford

15 - 9800 Territorial Drive S9A 3N6
(306) 446-8705

Prince Albert

1288 Central Avenue S6V 4V8
(306) 953-2488

Regina

1911 Broad Street S4P 1Y1
(306) 787-2160

Saskatoon

90 23rd Street East S7K 2H6
(306) 933-6281

Swift Current

350 Cheadle Street West, Box 5000
S9H 4G3
(306) 778-8230

Weyburn

110 Souris Avenue S4H 2Z9
(306) 848-2568

Wynyard

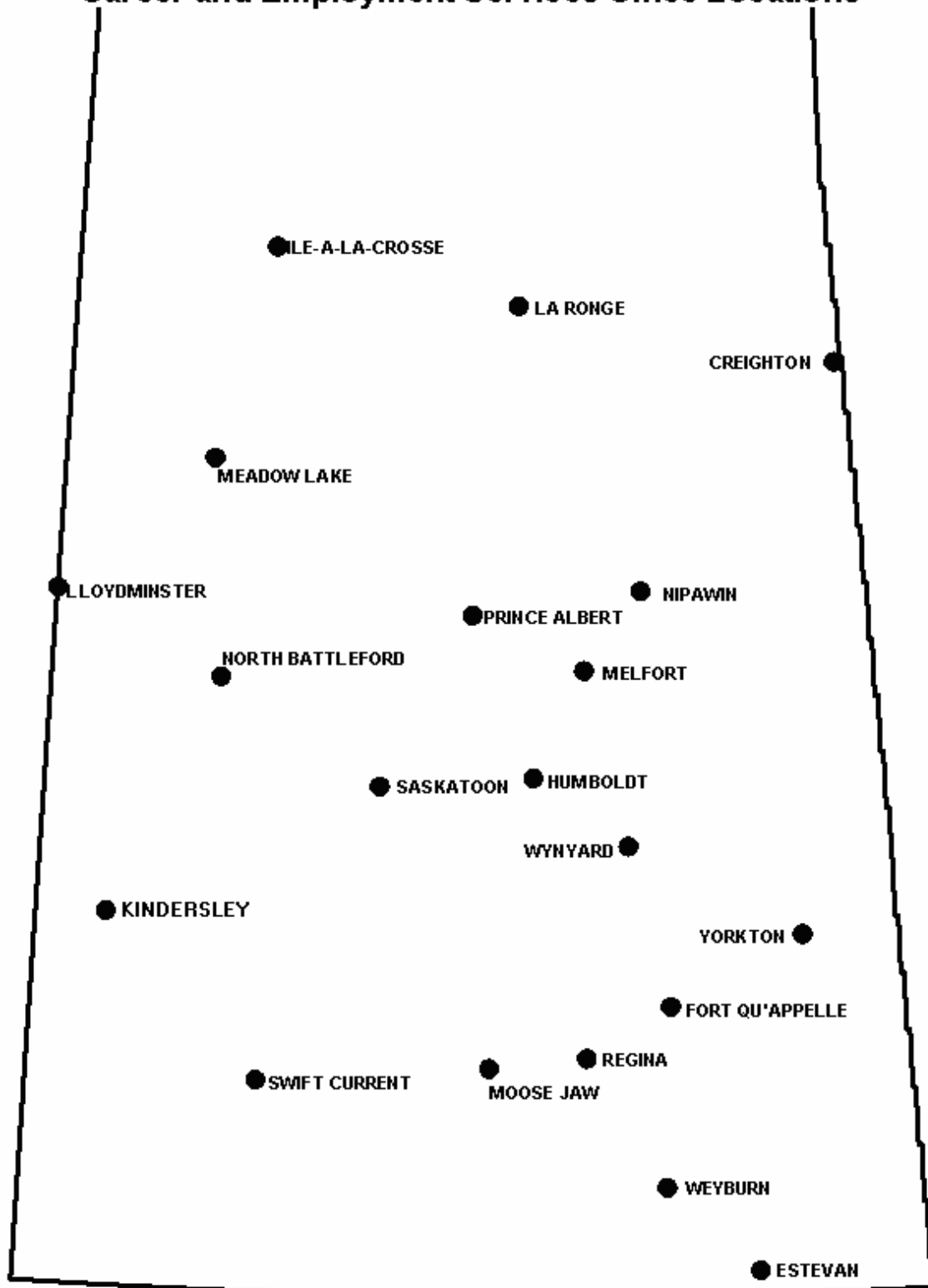
310 Avenue B West, Box 219 S0A 4T0
(306) 554-5450

Yorkton

220 Smith Street East S3N 3S6
(306) 786-1354

Check out SaskNetWork at www.sasknetwork.ca for more career information.

Career and Employment Services Office Locations



Public Service Commission of Canada

Contact the Commission regarding employment with the federal government, and information about employment equity programs in the federal government.

Contact: Public Service Commission of Canada
400 - 2220 - 12th Avenue
Regina, Saskatchewan S4P 0M8
Web..... www.jobs-emplois.gc.ca/regina/index_e.htm
Email..... pscereg@psc-cfp.gc.ca
Phone..... 1-800-645-5605
TTY..... 780-6719 or 1-800-532-9397
Fax..... 780-5723

Early Learning and Child Care Regional Office, Saskatchewan Learning

Early Learning and Child Care Regional Offices provide information about what to look for when choosing child care and where licensed child care is available in each community.

Contact:	Meadow Lake	236-0408	Saskatoon.....	933-6071
	Moose Jaw	694-3644	Swift Current	778-8531
	Prince Albert.....	953-2660	Weyburn.....	848-2497
	Regina	787-4980	Yorkton.....	786-5770

Saskatchewan Human Rights Commission

Contact for information concerning human rights and to find out which employers in Saskatchewan have employment equity programs.

Contact: Saskatchewan Human Rights Commission
Web..... www.gov.sk.ca/shrc
Email..... shrc@justice.gov.sk.ca
Saskatoon - Phone..... 933-5952 or 1-800-667-9249
Fax..... 933-7863
TTY..... 373-2119
Regina - Phone..... 787-2530 or 1-800-667-8577
Fax..... 787-0454
TTY..... 787-8550

First Nations and Métis Relations

This department works to coordinate existing programs in other departments and provide greater overall direction to the government's approach to issues concerning First Nations and Métis people. They ensure that the Province's commitments, with respect to lands and resources, are fulfilled. Of particular importance is the work they do with First Nations and Métis people on issues of education and participation in the economy

Contact:

First Nations and Métis Relations
2nd Floor, 1855 Victoria Avenue
Regina, Saskatchewan, S4P 3V7
Web.....www.fnmr.gov.sk.ca/
Phone.....787-6250
Fax.....787-5832

Saskatchewan Literacy Network

The Network provides information about literacy training programs throughout the province.

Contact:

Saskatchewan Literacy Network
Room 206, 220 3rd Avenue South
Saskatoon, Saskatchewan, S7K 1M1
Web.....www.sk.literacy.ca/
Phone.....653-7368 or 1-888-511-2111
Fax.....653-1704

Career Planning and Counselling Services

Assistance with career planning, evaluation testing and counselling.

SIAST Campuses

Moose Jaw, Prince Albert
Regina, and Saskatoon
www.gosiast.com

Regional Colleges

Locations all across Saskatchewan
www.saskregionalcolleges.ca/

Contact your local Can-Sask Office for information on organizations in your community that provide counseling services.

Saskatchewan Learning - Career Services Unit

The Saskatchewan Career Information Hotline provides information about education and training programs, scholarships, occupational descriptions, labour market information, job search and referrals to community career centers and career counselling.

Contact: The Career Information Hotline
6th Floor, 2220 College Avenue
Regina, Saskatchewan S4P 4V9
Toll-free Phone.....**1-888-775-3276**
Fax(306) 787-2223
Website...www.sasknetwork.ca
Email ...Hotline@sasked.gov.sk.ca

Saskatchewan Public Service Commission

The PSC is responsible for maintaining an independent and professional public service. It plays a key role in recruiting and developing a workforce that represents the diversity of the people of Saskatchewan. Contact the PSC regarding employment and equity programs in the provincial government.

Contact: Saskatchewan Public Service Commission
2100 Broad Street
Regina, Saskatchewan S4P 1Y5
Phone 787-7575 or 1-866-319-5999
TTY 787-7576
Fax 787-7578
Website... www.careers.gov.sk.ca (job listings and resume bank)

Status of Women Office

The SWO publishes the *Saskatchewan Women's Directory* which is a comprehensive listing of women's organizations, their services and programs, as well as contact numbers, names and addresses. This publication and a list of Secretariat services can be found on their web site or by contacting them directly.

Contact: Status of Women Office
3rd Floor, 1870 Albert Street
Regina, Saskatchewan S4P 4W1
Phone...787-7401
Fax...787-2058
Website... www.swo.gov.sk.ca



SaskNetWork is about helping the people of Saskatchewan connect to the resources they need in the areas of jobs, work, education and training, career planning, self-employment, labour market information, financial help and the workplace. Make it your first stop for the career resources you need.

Here's a quick list of topics that SaskNetWork covers.

Job Seekers: find valuable information to help you market your skills and abilities to prospective employers. When you're ready post your resume online and search the online job bank.

Employers: find information that will guide you through the recruiting process, then post your job online and make the connection with prospective employees.

Career Planning: if you are just entering the world of work, thinking about a career change, or have just lost your job, career planning is an important part of all of these stages of career development.

Learners: find all the training courses in Saskatchewan and beyond, including university, college and private training institutions.

Labour Market Information: keeping on top of what's happening in the labour market is a big part of succeeding in finding work or choosing a career.

Entrepreneurs: this is a rapidly growing segment of the economy. You'll have a greater chance of succeeding if you do your homework and some careful planning.

Financial Help: useful information on money matters, loans, scholarships, business programs, employment programs, and more.

The Workplace: how people find work, carry out their work, interact in the workplace, balance work and family, and manage their careers have changed. Find advice on how to adapt.

www.sasknetwork.ca

For more information contact the Career Information
Hotline at **1-888-775-3276**

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