Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Job Search

**Part 1: Networking**

One of the most important job search tools is **networking**. The act of networking can be anywhere from a casual chat with a friend, neighbour, or family member, to a more formal meeting with a person in a job area that you are interested in.

These people are contacts that will help you learn about what is required for the career you want. It is not about asking for a job; rather it is about being on a fact-finding mission. However, sometimes, through the contacts you establish, a lead on a job may develop.

Who are three people who you could ‘network’ with that might help you in landing a job of your dreams? (they can be specific people: “Aunt Mabel”, or more general: “a family doctor”)

1. Family members/ relatives
2. Friends
3. Teachers/ Neighbors

What are some good questions to ask as you ‘network’? List a few below:

1. Things I would have to do to be able to get this job.
2. Would it be better to work full or part time for this job?
3. Would this just actually be decent and something to enjoy.
4. Would the job be better in one area rather then another?

**Part 2: Beginning the Job Search**

When you are ready to find a job, whether it be a part-time job, a summer job, or a full-time job, you may need to do some further researching. Your contacts developed through networking may be a help. You might also want to look at the classified section of a local newspaper or go on-line.

**Workopolis**

Please proceed to the *Workopolis* website:<http://www.workopolis.com>

Under “Find a Job”, select *“Advanced Search”* 🡪 In *“location”* type *Kitchener, Ontario*

Under *“Category”* select an area that interests you

Research 1 position that sounds interesting. Complete the following table:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Position** | **Company** | **Full-time or Part-time?** | **Job Category** | **Relevant Work Experience** | **How do you apply?** | **What is the deadline for application?** |
|  |  |  |  |  |  |  |

**Monster Canada**

Please proceed to the *Monster Canada* website:<http://www.monster.ca/>

Under “In Canada” enter *“Kitchener, ON”* 🡪 press *“Search”*

Research 1 position that sounds interesting. Complete the following table:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Position** | **Company** | **Full-time or Part-time?** | **Relevant Work Experience** | **Rate of Pay** | **How do you apply?** | **What is the deadline for application?** |
|  |  |  |  |  |  |  |

**K-W Job Shop**

Please proceed to the *K-W Job Shop* website:<http://regionalhelpwanted.com/kitchener-waterloo-jobs/>

Under the *“Find a Job”* tab 🡪 select *“Browse…Kitchener Waterloo Region Jobs”* 🡪change display to *“100”* and *“short format”* 🡪 *“Go”*

Research 1 position that sounds interesting. Complete the following table:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Position** | **Company** | **Full-time or Part-time?** | **Relevant Work Experience** | **Rate of Pay** | **How do you apply?** | **What is the deadline for application?** |
|  |  |  |  |  |  |  |

**Local Work**

Please proceed to the *“Local Work”*  website:<http://www.localwork.ca/>

Under *“Job Keywords”* drop down to *Part Time Work*

Find Jobs in: *Kitchener*

Research 1 position that you might apply to as a part-time job while at ECI. Complete the following table:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Position** | **Company** | **Relevant Work Experience** | **Rate of Pay** | **How do you apply?** | **What is the deadline for application?** |
|  |  |  |  |  |  |

**Reflection:**

1. In general, which website do you think is the best job site? Does this differ with which website is the most useful for you at this time?

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1. What criteria did you use when considering which website was the best? (i.e. how did you evaluate/judge the sites?)

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