



opportunitiesforemployment
HOPE IN ACTION



Job Search Preparation

Program Outline

Program Rationale: This program was developed in response to applicants indicating interest in obtaining employment immediately, but expressing a lack of job search skills, understanding of the labour market and a lack of confidence in navigating the job market on their own. People may be more inclined to undertake a job search if they have the appropriate tools to job search and know how to confidently use the tools to market their skills and experience to employers.

Program Description: Job Search Preparation provides job seekers with a combination of one-to-one coaching/consultation and group orientation. Through a process of individual consultation and job search assessment, a resume, basic cover letter and personal profile are developed for use during the orientation and job search period. The orientation includes instruction on how to access these tools on the Job Resource Area student drive, as well as how to edit and print these documents as needed and use the Internet and email for job search purposes. Job seekers will also develop an awareness of job search techniques and interview skills, and will have access to coaching with an OFE Employment Consultant.

Program Objectives: After completing this program, and with on-going coaching from the facilitator, the job seeker will be able to:

- 1) Effectively use employment documents including a resume, references, cover letters and thank you letters
- 2) Describe their skill set and identify transferable skills
- 3) Set personal and career goals
- 4) Explore the labour market and access employment demand for a desired occupation
- 5) Identify employment options
- 6) Employ effective job search strategies including networking, accessing the hidden job market, and cold calls
- 7) Utilize the Internet and E-mail for job search purposes
- 8) Demonstrate effective interview skills and initiate informational interviews
- 9) Describe employer expectations and effective work habits for job retention

Program Duration: 33 hours

Admission Requirements: Applicants must demonstrate that they are work ready, able to work full time hours, and be willing to attend the required consultation/coaching appointments and orientation sessions. They must be able to attend OFE on a daily basis to job search. (i.e. appropriate child care arrangements etc.)

Resources: Participant handouts are supplied. One-to-one coaching is supplied on an “as needed” basis. Regular access to a personal computer is supplied on location.

Attendance Policy: Each participant is required to attend all scheduled consulting/coaching appointments and all module outlines in the syllabus. Participants will attend classes for approximately three hours per day. Please see your Employment Consultant for scheduling information. A meeting with the Job Search Facilitator and or your Employment Consultant is required to determine your status should you be absent or late for a scheduled class.

Program Content:

MODULE CODE	MODULE NAME	DURATION
JOR00	OFE Orientation	3
JSA01	Job Search Assessment 1	3
JRD01	Resume Development 1	3
JRD02	Resume Development 2	3
JIS01	Interview Skills 1	3
JIS02	Interview Skills 2	3
JJS01	Job Search Skills Training 1	3
JJS02	Job Search Skills Training 2	3
JJS03	Job Search Skills Training 3	3
JJR00	Job Retention	3
JIS03	Interview Skills 3	.5

Evaluation:

Job Search Preparation Modules:

- Attendance and participation in an individual module will result in a “complete” status
- The individual will have been considered to have participated by being present for the prescribed module period and by completing and handing in any and all assignments

Program Completion: Participants must successfully complete all modules listed above in order to achieve program completion status. Access to modules is subject to availability.

All OFE training programs are followed by a full-time job search. Participants receive individual support and assistance from an Employment Consultant and have access to the OFE Job Resource Area.

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The Government of Canada

The Manitoba Government