



April 2011

# COMMUNITY LABOUR ADJUSTMENT SERVICES

## Do We Have Your New Electronic Resume

While most of our members have submitted resumes, there are still many people for whom we do not have either a paper or electronic resume. Even if we have a hard copy of your resume its important that we receive an electronic version so that your information can be entered into our shared database. Its also important that we have an up to date version that reflects all of your current skills, education and experience.

We are currently working with several organizations to promote our members and our current partner is Workforce

Windsor Essex. They are compiling a skills database to market to employers, particularly the two largest green energy companies that will be locating in Windsor. They have also worked closely with the Windsor Parkway Project.

In order for your information to be put into the database we need to have it in an electronic format. If you had your resume prepared here then we already have your electronic version, however if you simply dropped of a resume then its unlikely that we have it in the necessary format.

There are three ways to get us your electronic resume.

You can email it to:  
[labouradjsment@yahoo.com](mailto:labouradjsment@yahoo.com).

You can have one of our peer counselors or our employment counselor update your resume on one of our computers or you can come by with your resume on a memory stick or disk. Whatever method you choose please ensure that it is the most current information we are inputting and please make it a priority to do so as early and as often (when information changes) as possible

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## Unemployed Help Centre

### Overview of Programs

The Unemployed Help Centre offers the following services for those seeking employment:

1. Career and Employment Counselling - 1-1 meeting with Counsellors to discuss you unique employment situation and develop a plan of action to return to work, get training etc. Please call for an appointment.
2. Literacy and Basic Skills upgrading - Flexible classes for adults without grade 12 wishing to enhance their reading, writing and math skills. An assessment appointment must be booked.
3. Targeted Initiative for Older Workers - a no cost training program aimed at workers 55-64 who wish to gain skills to re-enter the workforce. Call to see when the next information session is scheduled. Candidates will be

assessed at intake to determine career goals so they can be directed towards one of three sectors offered:

- Customer Service (10 weeks) includes 8 wks computer training, Smart Serve & National food Handling certification, 1 week Employment Skills training and Health & Safety Security - ( 8 weeks) - 4 wks computer training , 1 wk security training, Employment Skills Training and Health and Safety Manufacturing ( 5 weeks) - 4 wks computer training, 1 wk Employment Skills Training, Health and Safety and Lift Truck certification
4. Resources and Information a Walk-In centre where job searchers can access computers/ internet, read the newspaper, view job listings, access free phone or fax services. Hours are 9-4 PM daily and open till 7:30

Wednesday night.

5. Basic needs/Emergency assistance - we offer a food bank, emergency heat/hydro assistance, referrals to other community partners if needed
6. Programs for New Canadians - Enhanced Language Training, Hospitality Training, Sector Specific Training for Internationally trained professionals with foreign training in Engineering, Accounting or Healthcare
7. Second Career Services: Meet with a counsellor to research labour market opportunities, find local colleges and programs and prepare your funding request

**Unemployed Help Centre**  
6955 Cantelon Drive  
Windsor, Ontario  
N8T 3J9  
519-944-4900



## Trillium Drug Plan Application Forms

If you are interested in applying for the Trillium Drug Plan we have the applications here at the Centre.

**Drop by and pick one up!!**



**The office will be closed Friday April 22, 2011 for Good Friday. We will be open again on Monday April 25, 2011**

# The Key to a Successful Interview

**DO** dress the part for the job, the company, the industry.

[When Job-hunting: Dress for Success](#)

**DO** plan to arrive about 10 minutes early. Late arrival for a [job](#) interview is never excusable.

If you are running late, **DO** phone the company.

**DO** close the interview by telling the interviewer (s) that you *want* the job and asking about the next step in the process.

**DO** ask at the end of the interview when the employer expects to make the hiring decision.

**DO** be proactive and consider follow-up a strategic part of your job search process. Follow-up can give you just the edge you need to get the job offer over others who interviewed for the position.

**DON'T** chew gum

**DON'T** smoke just prior to your interview

**DON'T** wear too much perfume/cologne

**DON'T** say anything negative about former [colleagues](#), supervisors, or employers.

**DON'T** bring up or discuss personal issues

## Popular Interview Questions

How would you describe yourself?

Why did you leave your last job?

How well do you work with people?

Do you prefer working alone or in teams?

How would you evaluate your ability to deal with conflict?

Why should I hire you?

What qualities should a successful manager possess?

Are you willing to relocate?

The recruitment process isn't quite finished when you leave your interview. Did you know that you can almost double your chance of getting a job offer if you follow up on the interview. The follow up could be the deciding factor.

## Things you should do after the interview

### Thank You letters and why.....

Common courtesy is a good way to show your appreciation for the interview. A good way to separate you from the pack. Only about 5% of those looking for a job will send a thank you note, therefore giving you the upper hand. Proof that you're interested

Hand written or typed, studies have shown that it doesn't matter written or typed just that you do it. Send the thank you letter within 24 hours after the interview.

## Things to include In your thank you note

If you had more than one interviewer send a note to all of them. Make sure you have correct spelling of names. Show Appreciation for their interest in you. Why they should hire you, remind them why you are perfect for the position. Missing information, things you thought of on the way home and wished you would have said. Warm/professional closing.

## No spelling errors.

## How often should you follow up on your Interview?

Follow up, but don't pester, remember there is a fine line between reminding and driving them crazy. 1 week to 10 days from the interview. Continue to sell your strengths during the phone call.

By: Candy Eagen

## Sample Thank You Letter

Your Name

Your Address

Your Contact Information

Mr. Archie Weatherby  
Windsor Investments, Inc.  
1 Important Street  
Windsor, Ontario N9A 2T2

Dear Mr. Weatherby,

Thank you for taking the time to discuss the insurance broker position at Windsor Investments, Inc., with me. After meeting with you and observing the company's operations, I am further convinced that my background and skills coincide well with your needs.

I really appreciate that you took so much time to acquaint me with the company. It is no wonder that Windsor Investments retains its employees for so long. I feel I could learn a great deal from you and would certainly enjoy working with you.

In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

I look forward, Mr. Weatherby, to hearing from you concerning your hiring decision. Again, thank you for your time and consideration.

Sincerely,

\_\_\_\_\_ \* Signature

Mr./Ms. Your Name

# Your Health

## Stress and Coping

by *Liz Sholomoski*

Let's start off with talking about what stress actually is. Stress is the emotional and physical strain caused by our response to pressures from the outside world. Since all people are different, their view of what is stressful is different too. Some common examples of stressful situations include: losing a job, moving to a new place, ending a relationship, having a baby or getting married. As you can see some of the examples are negative but some are positive as well. Many times stressful events are related to a change that will impact our lives in some way. Another type of stress is related to everyday hassles, such as being cut off while driving, having to wait in a long line at the store when you are already late or even getting in to a conflict with a friend or family member. No matter what causes the let's start off stress in your life, the way that you cope with it will determine how it affects you. Stress can affect your health in a number of ways. Common stress reactions include irritability, failure to concentrate, sleeplessness, as well as a variety of physical symptoms that include tension, headaches, fast heartbeat and stomach problems. Mental health problems such as depression and anxiety disorders can also result from chronic stress. Cardiovascular health can also be affected by stress; evidence shows that individuals with prolonged stress may have high blood pressure and increased blood cholesterol. However the major impact to the cardiovascular system is the effects of negative coping strategies. In an attempt to cope with stress many people turn to things such as: over-eating, excessive alcohol consumption, smoking or drug use. These negative reactions to stress increase a person's risk of developing heart disease and stroke.

There are many healthy ways to deal with stressors in life; I have put together a few suggestions for you:

- 1) Relaxation techniques – deep breathing, visualization, massage, yoga or meditation
- 2) Exercise – physical activity is one of the most effective ways to relieve stress
- 3) Watch your diet – alcohol, caffeine, fatty foods, high sodium foods and sugars all put further strain on your body making it more difficult to cope. Try to eat a balanced diet including lots of fruits and vegetables, whole grains and foods that are high in protein but low in fat.
- 4) Get adequate sleep – your body needs to be well rested to be able to cope effectively
- 5) Talk about your problems – talk to friends, family members or professional counselors about the things that are bothering you
- 6) Don't expect to be perfect – give yourself a break once in a while, no one is perfect
- 7) Make a to do list – see what needs to be done and take it one thing at a time, seeing that things are actually getting done will relieve some pressure
- 8) Laugh – have some fun and make sure to take time out every day to have a good laugh, laughter is your body's natural stress release mechanism

It is almost impossible to live without some stress in your life and like I mentioned earlier not all stress is bad. So what you should try to do is come up with some coping strategies that work well for you. Everyone perceives stress differently and everyone also deals with stress differently. So it might take some trial and error before coming up with something that works for you but be patient and be open to the possibilities.

*Liz Sholomoski is a second year nursing student who will be volunteering monthly articles for our newsletter if you have any idea's for a health related article email your suggestion to [clasnewsletter@yahoo.com](mailto:clasnewsletter@yahoo.com)*



**You must register for all workshops offered through the Assessment Centre by calling them at 519-971-9698**

S.M.A.R.T Career Decision making	Resume Workshop	Labour Market Infor- mation (your strong- est link to employment)	Understanding Inter- views	Thinking Outside the Box (job Searching)	Job Finding Club 6 week program requires assessment prior to attendance
April 7 & 21	April 6 & 20	April 12 & 26	April 13 & 27	April 5 & 19	April 5 & May 10

Each course runs 3 consecutive weeks. The registration fee for each course is \$20.00 for all three weeks. To register for any of these courses, please call the Windsor Public Library at 519-255-6770 or visit one of our branches. Payment must be received at time of registration. Cancellations must be made at least 72 hours prior to the first class to receive a refund. Any registration outside the 72 hour cancellation window will not be eligible for a refund.

**COMPUTER CONCEPTS PART 2:** This 3-week course will be a continuation of the introductory basic computer concepts class. The course will cover folder creation, file search, computer application downloads, memory storage devices, and more.

**COMPUTER CONCEPTS PART 3:** This 3-week course will be a continuation of the second computer concepts class. The course will cover advanced website navigation, email accounts, computer hardware, anti-virus software, photo editing, and more.

**INTERMEDIATE MICROSOFT WORD 2007:** This 3-week course will cover the intermediate features of Microsoft Word 2007. The course will cover mail merge, bookmarks, cross-references, advanced formatting commands, and more.

**INTRODUCTION TO MICROSOFT EXCEL 2007:** This 3-week course will serve as a basic introduction to Microsoft Excel 2007. The course will cover functions, formulas, cell merging, worksheet layout, excel automation tools, and more.

**INTRODUCTION TO FACEBOOK:** This 3-week course will cover the main features of facebook. The course will cover account registration and deactivation, friend finder, picture uploads, video sharing, text messaging, application sharing, and more.

### APRIL COURSES

COURSE	TIME	DATES
COMPUTER CONCEPTS PART 2	10 am – Noon	Monday, Apr 4, 11, 18
COMPUTER CONCEPTS PART 3	3 – 5 pm	Monday, Apr 4, 11, 18
FACEBOOK	3 – 5 pm	Tuesday, Apr 5, 12, 19
MICROSOFT WORD 2007	10 am - Noon	Wednesday, Apr 6, 13, 20
MICROSOFT EXCEL 2007	3 – 5 pm	Wednesday, Apr 6, 13, 20



Looking for employment isn't easy..... And with more companies using Employment agencies to help manpower their facilities it has become more of a reality that unemployed workers may have to utilize them to gaining employment. As part of this reality I will be featuring a few different agencies that seem to have ran a lot of employment ads over the last month.

<b>Accu-staff Resources</b> 7755 Tecumseh Rd. E Unit 2 Windsor, ON <b>Phone:</b> 519-974-8888 <b>Fax:</b> 519-974-6167 <b>Website:</b> <a href="http://www.accu-staff.com">www.accu-staff.com</a> <b>Email:</b> <a href="mailto:accu@accu-staff.com">accu@accu-staff.com</a>	<b>Jobshoppe</b> 1645 Wyandotte St. E Windsor, ON <b>Phone:</b> 519-254-5627 <b>Fax:</b> 519-254-2389 <b>Website:</b> <a href="http://www.thejobshoppe.ca">www.thejobshoppe.ca</a> <b>Email:</b> <a href="mailto:jobs@thejobshoppe.ca">jobs@thejobshoppe.ca</a>	<b>Impact Staffing</b> 3410 Walker Rd. Windsor, ON <b>Phone:</b> 519-972-8932 <b>Fax:</b> 519-972-8128 <b>Website:</b> <a href="http://www.staff@impact-staffing.com">www.staff@impact-staffing.com</a> <b>Email:</b> <a href="mailto:staff@impact-staffing.com">staff@impact-staffing.com</a>	<b>Personnel By Pro-staff</b> 321 Tecumseh Rd. E -Unit 1 Windsor, ON <b>Phone:</b> 519-250-9403 <b>Fax:</b> 519-250-9407 <b>Website:</b> <a href="http://www.personelbyprostaff.com">www.personelbyprostaff.com</a> <b>Email:</b> <a href="mailto:churst@personelbyprostaff.com">churst@personelbyprostaff.com</a>
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## Are you looking for a job?

The purpose of a resume is to get an interview.

If you're not getting the interviews it is probably your resume.

We can help, by looking at your resume and making some changes to it, to help entice those employers.

Maybe your resume is good, but you need help with your interviewing skills.

Well, that's what we are here for, come down or give us a call at 519-256-2424

## Ontario Helping Graduates With Improved OSAP Repayment Options

Starting November 1, Ontario is introducing a new Repayment Assistance Plan (RAP) to provide students with more help in repaying their Ontario student loans. RAP is a payment relief program for qualified borrowers who are having difficulties making their monthly payment on their government student loans.

If you are already paying back your loan and are having trouble, you may be eligible to apply for RAP as well.

Under the plan, you would make affordable payments based on your family income and family size. The affordable payment under RAP increases gradually with your income and can't exceed a maximum of 20 per cent. Borrowers with very low income are not required to make any payments until their income increases.

The plan also guarantees that if you keep your loan in good standing, your loan will be paid off over a maximum of 15 years and over a maximum of 10 years for borrowers with permanent disabilities.

To enroll in the program, you need to apply through the National Student Loans Service Centre. A single application will give you access to both the new Ontario RAP and the federal RAP program. However, you **must** reapply for RAP every six months.

If you have any questions about RAP or any other OSAP program, visit [Ontario.ca/osap](http://Ontario.ca/osap).

RAP builds on other recent changes to the Ontario Student Assistance Program (OSAP), including:

### Capping Student Debt

Annually, Ontario caps a student's debt at \$7,300 for a two-term academic year through Ontario Student Opportunity Grant (OSOG). No matter how much you borrow at the beginning of the year, your repayable amount of OSAP will be no more than \$7,300 for each year of study.



We will be holding a free WHMIS training class on April 16, 2011 here at the adjustment office at 9:30am. Anyone interested in attending this training course please contact us here at the office at 519-256-2424 to register.

## About CAW Local 200 Computers for Kids

The "Computers Connecting Kids" project will inspire local citizens and businesses to donate their unwanted computers so that at-risk youth will realize increased educational opportunities. The project will raise awareness on educational and environmental issues which we face today and will offer a solution.

Our registered charity is dedicated to transforming unwanted computers into educational tools for children in need. We also help preserve our environment through the responsible reuse and recycling of electronic waste. Since 2004, we have become a leader in computer refurbishing and recycling.

This project will help break the cycle of poverty for many youth in our community. The inability of a family on limited income to purchase a computer only increases the possibility their child will be stuck in the same poverty cycle as they grow up. This project will step in and provide free computer access to children living in poverty thereby enhancing their educational opportunities with the use of this powerful research tool.



Vote for our \$10,000 Pepsi Refresh Canada project at:  
[www.refresheverything.ca/computers4kids](http://www.refresheverything.ca/computers4kids)



## FOOD BANK

### UHC

6955 Cantelon Drive  
Mon to Fri  
8:30 to 11:30 &  
12:30 to 3:30 excluding  
holidays

### Drouillard Place

within boundaries  
Mon., Tues, Wed. and  
Friday 1:30 to 4:00

### Goodfellows

401 Park St. W.  
519 252-2739 for hours  
of operation

### Salvation Army

355 Church St.  
519 253-7473 for more  
Information

**GOOD IDEA**



## Our Office Hours

Monday 9 to 4

Tuesday 9 to 4

Wednesday 9 to 4

Thursday 9 to 4

Friday 9 to 4

## We're on the Web

[www.labouradjustment.com](http://www.labouradjustment.com)

## Composite Committee

1801 Walker Road,

Windsor, N8W 3P3

Tel: 519-256-4597

Fax: 519-977-9076



### Chairperson

John Toth

### Coordinator

Darlene Malcolm

### Employment Counsellor

Sue Kelsh

### Peer Helpers

Tony Sakr

Lou Schiavo

Candy Eagen

Ian Ditchburn

### Newsletter

Candy Eagen

# Job Search Websites

## GOVERNMENT RESOURCES

Windsor Employment & Insurance Office	<a href="http://www.servicecanada.gc.ca">www.servicecanada.gc.ca</a>
HRSDC program & service info	<a href="http://www.hrsdc.gc.ca">www.hrsdc.gc.ca</a>
Job Bank	<a href="http://www.jobbank.gc.ca">www.jobbank.gc.ca</a>
...another access to Service Canada	<a href="http://www.jobsetc.ca">www.jobsetc.ca</a>
Labour Market Information	<a href="http://www.labourmarketinformation.ca">www.labourmarketinformation.ca</a>
Federal Government Jobs	<a href="http://www.jobs-emplois.gc.ca">www.jobs-emplois.gc.ca</a>
Ontario Government Jobs	<a href="http://www.gojobs.gov.on.ca">www.gojobs.gov.on.ca</a>
Manitoba Job Information	<a href="http://www.mb.workinphonet.ca">www.mb.workinphonet.ca</a>

## JOB SEARCH RELATED INFORMATION

Career Key Agency (advice and tips)	<a href="http://www.careerkey.com">www.careerkey.com</a>
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## WINDSOR SERVICES PROVIDERS

Career Development Services	<a href="http://www.careerdevelopmentwindsor.com">www.careerdevelopmentwindsor.com</a>
Multicultural Council	<a href="http://www.themcc.com">www.themcc.com</a>
Unemployed Help Centre	<a href="http://www.uhc.ca">www.uhc.ca</a>
WEST (Women's Enterprise Skills Training)	<a href="http://www.westofwindsor.com">www.westofwindsor.com</a>
Windsor Women Working With Immigrant Women	<a href="http://www.wwwiwiw.org">www.wwwiwiw.org</a>

## CANADIAN JOB SEARCH RESOURCES

Aerotek (Technical & Professional jobs)	<a href="http://www.aerotek.com">www.aerotek.com</a>
Career Builder (also known as Head-hunter)	<a href="http://www.careerbuilder.com">www.careerbuilder.com</a>
Canada Jobs (mainly central area of Ontario)	<a href="http://www.canajobs.com">www.canajobs.com</a>
Career Click (Can. Newspaper Ads)	<a href="http://www.working.com">www.working.com</a>
Also found using	<a href="http://www.indeed.ca">www.indeed.ca</a>
Globe & Mail	<a href="http://www.workopolis.com">www.workopolis.com</a>
Monster (local & global jobs)	<a href="http://www.monster.ca">www.monster.ca</a>
Job Shark	<a href="http://www.jobshark.ca">www.jobshark.ca</a>
Hot Jobs (Yahoo)	<a href="http://www.hotjobs.ca">www.hotjobs.ca</a>
CNC Global (IT technical jobs)	<a href="http://www.sapphireca.com">www.sapphireca.com</a>
Canada IT (Information Technology jobs)	<a href="http://www.canadait.com">www.canadait.com</a>
Technical Canada	<a href="http://www.techjobscanada.com">www.techjobscanada.com</a>
Teaching jobs	<a href="http://www.educationcanada.com">www.educationcanada.com</a>
Hospitality related job listings	<a href="http://www.cooljobscanada.com">www.cooljobscanada.com</a>
Finance	<a href="http://www.higherbracket.ca">www.higherbracket.ca</a>
Retail	<a href="http://www.allretailjobs.com">www.allretailjobs.com</a>
City of Windsor (Work for Windsor)	<a href="http://www.citywindsor.ca">www.citywindsor.ca</a>
Apprenticeship Vacancies	<a href="http://www.apprenticesearch.com">www.apprenticesearch.com</a>
Older workers	<a href="http://www.seniorjobbank.org">www.seniorjobbank.org</a>



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