

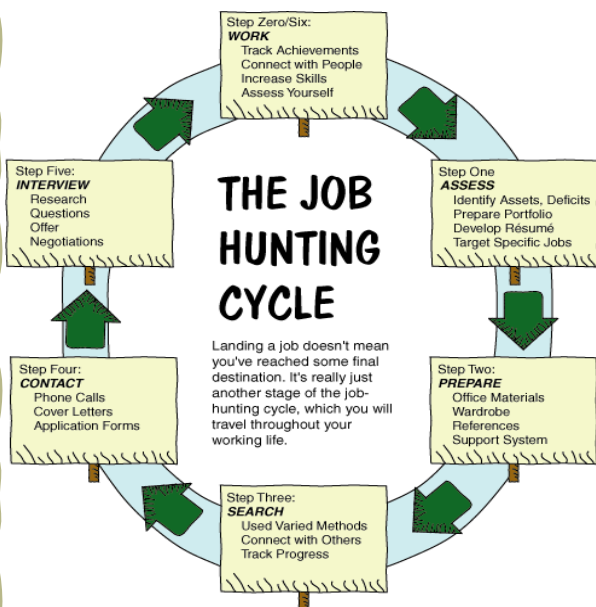


COMMUNITY LABOUR ADJUSTMENT SERVICES

The Job Hunting Cycle

Just like the water cycle, the job hunting cycle is a continuous process. It begins with the start of your first job search and continues throughout your career. Keeping this in mind will help you stay alert to opportunities and also guard against long periods of unemployment. Your job search tools will be ready for use whenever they are needed.

The cycle consists of six stages: assessment, preparation, search, contact, interview, and work. Never think that when you get a job the task is done. Always keep a update list of skills, references, and networking contacts.



- Step Zero/Six:
WORK: Track Achievements; Connect with People; Increase Skills; Assess Yourself
- Step One
ASSESS: Identify Assets, Deficits; Prepare Portfolio; Develop Résumé; Target Specific Jobs
- Step Two:
PREPARE: Office Materials; Wardrobe; References; Support System
- Step Three:
SEARCH: Used Varied Methods; Connect with Others; Track Progress
- Step Four:
CONTACT: Phone Calls; Cover Letters; Application Forms
- Step Five:
INTERVIEW: Research; Questions; Offer; Negotiations

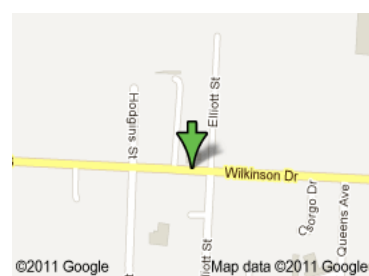
Heinz Dates

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September 2011

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CAW Local 195 has arranged with Heinz to have specific days when members can go to the Company store in Leamington and take advantage of some really fantastic deals. Please remember to take your CAW 195 membership card with you when you visit.



The dates and times for CAW 195 members are as follows
September 6, 7, 10, 2011
Mon to Wed 9:00am- 4:45pm
Sat 8:00am to 11:45am

Store Location
 85 Wilkinson Drive
 Leamington, ON





Now a days, employers use telephone interviews as a way of identifying and recruiting candidates for employment. Phone interviews are often used to screen candidates in order to narrow the pool of applicants who will be invited for in-person interviews.

While you are actively job searching, it is important to be prepared for a phone interview on a moment's notice. You never know when a recruiter call and ask if you have a few minutes to talk.

When there is a call for you from company then you need to clear your head and shift your focus from family to your career. When you pick up the phone, ask the recruiter to repeat his or her name. Verify the spelling and write it down. Use the recruiter's name in your response. You are now ready to make a good impression during your first five minutes.

There are three basic types of telephone interviews:

1. You initiate a call to the Hiring Manager and he or she is interested in your background. The call from that point forward is an interview.
2. A company calls you based upon a previous contact. You will likely be unprepared for the call, but it is still an interview.
3. You have a pre-set time with a company representative to speak further on the phone.

Here are some phone interview tips to help you:

1. **Be Prepared**

For preparing the phone interview, there are several things you can do. To prepare for the phone interview you can consider the following points:

- You can keep all of your employer research materials within easy reach of the phone.
- You can tape your resume to a wall near the phone. It will help a lot during the call and will be a constant reminder for your job search.
- Have a notepad handy to take notes.

If the phone interview will occur at a set time, Following are some additional points you have to consider:

- Turn off call waiting on your phone.
- Place a "Do Not Disturb" note on your door.
- Warm up your voice while waiting for the call.
- Have a glass of water handy, so that you will not have a chance to take a break during the call.
- Turn off your stereo, TV, and any other potential distraction.

2. **Do not be afraid to pick up the phone**

The first step in the hiring process is the telephone interview. It may happen that when you pick up the phone, the call may be from any company. Then that time ask the recruiter to repeat his or her name. Verify the spelling and write it down. Use the recruiter's name in your response.

If there is really any problem for you to talk, then ask for a telephone number and a convenient time to call back. You are now ready to make a good impression during your first five minutes.

The phone interview tips will help you master the phone interview and get you to the next step - the face to face interview. So do not afraid to pick the phone.

3. **Be a good listener**

During telephone interview, you must keep in mind that you must be a good listener.

Avoid interrupting and let the recruiter complete his thought or question before you respond. Ask for clarification. Use open-ended questions. The more information you can gather, the better you can respond. We must know the fact that good listener is the best quality.

4. **During phone interview**

Here are some points for successful phone interviewing. Follow these simple rules and you should achieve success in this important phase of job-hunting.

Here are some do's for phone Interviews:

- Smile always helps you in every situation. Smiling will project a positive image to the listener and will change the tone of your voice.
- Do keep a glass of water handy, in case you need to wet your mouth.
- Do know what job you are interviewing for.
- Speak slowly and enunciate clearly.
- Take your time; it is perfectly acceptable to take a moment to collect your thoughts.
- Remember your goal is to set up a face to face interview. After you thank the interviewer ask if it would be possible to meet in person.
- Do give accurate and detailed contact information in your cover letter so your interviewers can easily connect with you.
- Household members must understand the importance of phone messages in your job search.
- Use the person's title (Mr. or Ms. and their last name.) Only use a first name if they ask you to.
- When being interviewed by phone, do make sure you are in a place where you can read notes, take notes, and concentrate.
- If you cannot devote enough time to a phone interview, do suggest a specific alternate time to the recruiter.
- Give short answers.
- Do ensure that you can hear and are being clearly heard.
- Do create a strong finish to your phone interview with thoughtful questions.



Following are some Don'ts for phone Interviews:

- Do not smoke, chew gum, eat, or drink.
- Do not interrupt the interviewer.
- Do not cough. If you cannot avoid these behaviors, say, "excuse me."

Do not feel you have to fill in the silences. If you have completed a response, but the interviewer has not asked his or her next question, do not start anything new; ask a question of your own related to your last response.

5. The Open and Available Technique

You have a major advantage in a phone interview which does not exist in a face-to-face interview. You cannot be seen. Use this to your advantage.

Have all of your materials on yourself and the employer open and available on your desk as you are speaking on the phone. This includes not only your resume, but also a "cheat sheet" of compelling story subjects, which you would like to introduce. It can also include a "cheat sheet" about the employer, including specific critical points describing the employer and their products.

As anyone may be interviewer is speaking with you on the other end of the phone, he/she has no idea that you are actually being prompted from a document as you are speaking. All that person can hear is a well-informed, well-prepared interviewee. Keep in mind that this preparation is not "cheating" at all. It is preparation, pure and simple.

So have your materials open and available when you are preparing for a phone interview. They are there to support you and enhance your value to the employer, who will greatly respect your ability to answer questions with focus and meaningful content.

6. Focus on what you offer and can do

The phone interview is surprise for us, so we must prepared for the telephonic interview. The recruiter's mission is to screen candidates and recommend those who will best meet the employer's needs.

When describing your background, avoid the negative points. You will only get one chance to make a positive first impression. Stays focused by reviewing and use the key points you wrote down about your strengths.

7. Sound positive, self-confident and focused

The recruiter has called you indicates that your resume or a member of your network has given him/ her a favorable impression of you. You need to confirm this impression. Put a smile on your face and into your voice.

You need to demonstrate your enthusiasm and interest through your voice and telephone manner. Check your voice by taping your voice. Listen it very carefully and make the necessary changes.

8. Write out your responses and practice reading them aloud

This will help you to remember the response. By knowing what to say, you will seem more confident and all qualities that recruiters seek in candidates. Most candidates usually are asked about their salary expectations during screening interviews. Recruiters and employers usually have a salary range in mind, and while often unwilling to share it at this stage, they expect you to answer.

Your objective at this point is to win acceptance and be recommended for further consideration. Accordingly, you may want to avoid providing a direct answer to this question. These issues could include non-cash benefits and compensation, scope of responsibilities, work environment, job location, career advancement and others.

9. Ask about the next step

At the end of the interview, tell the recruiter you are interested. Ask about the next step in the interview process as well as the hiring timetable. If you do not receive a positive response and you are sincerely interested, ask the recruiter if he or she has any areas of concern. If there is a misunderstanding about you or the recruiter does not seem certain that you are suitable, try to clarify the problem, then ask again about the next step and timetable.

10. After the Interview

After the phone interview. Following are some points which we have to consider after the phone interview:

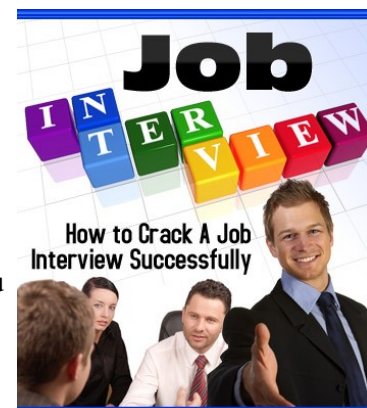
- Take notes about how you answered and what you were asked.
- Remember to say "thank you." at the end of conversation.

KNOWING YOUR JOB STRENGTHS

One of the best ways to get through to a successful job interview is by knowing one's strengths.

Make a self assessment and find out what your strengths are. Go look at your work experience and assess how you have performed in various duties and functions. Be objective and try to determine how each decision or accomplishment you made defines a particular strength. By having carefully determined your strengths you can be more confident in explaining them when you are interviewed for a job.

You can do the same thing when it comes to determining your weaknesses. But in this case, use the information to further improve them.



“ASK SUE”

Frequently I hear the same questions over and over. Maybe my answers will be of interest. If you have a question that you wish to see answered in this space feel free to call your Labour Adjustment Committee representative and submit your question.

QUESTION: I understand that most employers in today’s labour market have a hiring policy that states “**Must be able to provide proof of an Ontario Secondary School Diploma or equivalent**”. What can I do if I am short a few credits for my diploma or if I was unable to bring my educational documents to Canada?

ANSWER: Returning to get a Grade 12 or a GED equivalency certificate has never been easier!

This is the single most common barrier to employment that I see in the current job seeker experiencing difficulty in getting a job. The timeframe is very individual, depending on how many credits have been already attained. Your first step will be to obtain a transcript of your marks from the previous high school you attended or the school board responsible for your previous school. This transcript will outline all of the courses you took while in high school. This can cost from \$5.00 to \$10.00 for the school to process this paperwork for you. If you were educated in another province you will need to try to contact your former school by phone to determine if they will accept a signed “Release of Personal Information” form by mail and a money order to cover the cost.

You must contact an Employment Ontario Service Provider who can arrange for testing and an assessment of the credits needed for your personal “Action Plan” for a return to the labour market. (a list of these service providers was published in last months’ newsletter article or contact us at The Labour Adjustment office)

The school boards that do the testing and assessments for maturity credits all allow additional credits for the mature student who can demonstrate on-going learning through work experience. The standard number of credits required for a grade 12 is 30 credits. Depending on work experience and other learning experiences some individuals can earn as many as 12 maturity credits through an assessment that can be arranged by an Employment Assistance Service Provider. Most often the average mature student requires a minimum of 4 credits to obtain a Grade 12 diploma unless of course the individual has already obtained more than 26 credits previously. Of the usual 4 credits required they will include:

Senior level English (1 credit for Grade 11 & 1 credit for Grade 12 = 2 credits) with the option to select 2 more credits from a large selection of special interest courses available. So unless you have a specific requirement to obtain Senior Math or Sciences to get into a college course you may select from other popular course selections.

Full time day classes qualify for Employment Insurance funding if approved prior to the start of classes. A training allowance is available for those who have exhausted their EI benefits. Since these are full time day classes 2 credits can be achieved in 9 weeks or all 4 credits within 3 months.

If a person is working full time or part time days at present but still wishes to gain the credits they require for their Ontario Secondary School Diploma then the Adult Learning Centre can help you obtain 1 credit for each of their evening semesters attended (2 evenings per week).

They also offer “Learn from Home” correspondence courses.

These part time evening courses must also be approved first by Employment Insurance if you are in receipt of benefits during this time. In this situation you must complete the “**Training Course Questionnaire**” from the Employment Insurance office at 400 McDougall Ave., City Hall Square, Windsor.

Educational documents from outside of Canada:

Anyone educated outside of Canada but has their original documents will find the process can take about 4 to 6 weeks to complete. One of the first steps may mean having the original document translated into English. The Multicultural Council of Windsor and Essex County can provide Translation and Interpretation Services in as many as 50 different languages. The service rate for translation is \$35.00 + GST per document (200 words and under). The Multicultural Council is located at 245 Janette Ave., Windsor ON (519) 255-1127.

Once your document is translated into English then the next step is to have your document(s) such as high school diploma or College or University Diplomas sent to a recognized evaluation service agency.



If it is determined that you need additional credits to qualify as having an equivalent to a high school diploma, then you will also need to contact an Employment Assistance Service Provider so that they can determine the most suitable process to obtain these credits.

The CAW 195 Labour Adjustment Services will provide funds to cover the cost of translation and evaluation of your educational documents if you are presently laid off or from a CAW195 plant closure. To enquire on how to obtain reimbursement for both the translation services as well as the evaluation service, contact your CAW Labour Adjustment Services, Peer Counsellor at (519) 256-4597.

No educational documents available:

Upgrading needs can vary depending on each person's ability to read and write English. In some cases entrance into a college course or to meet the employers request for a grade 12 or equivalent can be accomplished through an academic upgrading like the GED preparation.

(GED) General Educational Development is an Ontario High School Equivalency Certificate.

In some cases, when English is not a first language, the client would have to complete ESL (English as a Second Language) instruction to accomplish LINC (Language Instruction for New Comers) Level 6 in order to participate in academic upgrading. The maximum period for the funding of upgrading remains a maximum of 1 year and a client whose education is outside of Canada usually needs 36 weeks in the Invest Lab for their GED. That leaves a maximum of 16 weeks for funding of ESL instruction. For clients that test below LINC 4, they would need to complete part of the ESL instruction on their own until they are successfully working at a LINC level 4 or 5 before the Employment Service provider counsellors can recommend upgrading. Many people who need to improve their English skills first find themselves doing part time courses at the Mason Education Centre until they can get to the LINC Level 4 or 5 needed to be considered for full time 16 weeks ESL funding. Without good abilities in English there is concern that lower levels would just set the client up to fail in their attempt to get a GED. Individuals who are getting full funding for ESL need to be aware that if by the end of 16 weeks, they are not at LINC level 6, they would not be able to proceed with the next part of the plan and funding would be suspended.

(GED) General Educational Development is an Ontario High School Equivalency Certificate. You must contact an Employment Assistance Service Provider who can arrange for testing and an assessment of your readiness to write this test. They can arrange for the most suitable education facility to work with you to help you prepare for and pass your GED. The preparation classes can take up to 36 weeks to complete. Usually the GED is considered when no educational documents or transcript of marks can be obtained.

If you have been in receipt of regular Employment Insurance Benefits within the last 3 years (5 years if you received Maternity or Parental Benefits), they can also assist with application for Employment Insurance funding through the Ministry of Training, Colleges and Universities.

If you need referral to an Employment Assistance Service Provider, contact your CAW Labour Adjustment Services, Peer Counsellor at (519) 256-4597.



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.

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 519-256-4597



Local 195 Windsor, ON

<p>Modern Staffing 1575 B Lauzon Rd. Windsor, ON Phone: 519-944-3675 Fax: 519-944-7904 Website: www.modernstaffing.ca</p>	<p>Jobshoppe 1645 Wyandotte St. E Windsor, ON Phone: 519-254-5627 Fax: 519-254-2389 Website: www.thejobshoppe.ca Email: jobs@thejobshoppe.ca</p>	<p>Impact Staffing 3410 Walker Rd. Windsor, ON Phone: 519-972-8932 Fax: 519-972-8128 Website: www.staff@impact-staffing.com Email: staff@impact-staffing.com</p>	<p>Personnel By Pro-staff 321 Tecumseh Rd. E -Unit 1 Windsor, ON Phone: 519-250-9403 Fax: 519-250-9407 Website: www.personnelbyprostaff.com Email: churst@personnelbyprostaff.com</p>
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OFFICE HOUR

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

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

Training Coordinator/

Newsletter

Candy Eagen



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



Job Search Websites

GOVERNMENT RESOURCES

Windsor Employment & Insurance Office

www.servicecanada.gc.ca

HRSDC program & service info

www.hrsdc.gc.ca

Job Bank

www.jobbank.gc.ca

...another access to Service Canada

www.jobsetc.ca

Labour Market Information

www.labourmarketinformation.ca

Federal Government Jobs

www.jobs-emplois.gc.ca

Ontario Government Jobs

www.gojobs.gov.on.ca

Manitoba Job Information

www.mb.workinfont.ca

JOB SEARCH RELATED INFORMATION

Career Key Agency (advice and tips)

www.careerkey.com

WINDSOR SERVICES PROVIDERS

Career Development Services

www.careerdevelopmentwindsor.com

Multicultural Council

www.themcc.com

Unemployed Help Centre

www.uhc.ca

WEST (Women's Enterprise Skills Training)

www.westofwindsor.com

Windsor Women Working With Immigrant Women

www.wwwiw.org

CANADIAN JOB SEARCH RESOURCES

Aerotek (Technical & Professional jobs)

www.aerotek.com

Career Builder (also known as Head-hunter)

www.careerbuilder.com

Canada Jobs (mainly central area of Ontario)

www.canajobs.com

Career Click (Can. Newspaper Ads)

www.working.com

Also found using

www.indeed.ca

Globe & Mail

www.workopolis.com

Monster (local & global jobs)

www.monster.ca

Job Shark

www.jobshark.ca

Hot Jobs (Yahoo)

www.hotjobs.ca

CNC Global (IT technical jobs)

www.sapphireca.com

Canada IT (Information Technology jobs)

www.canadait.com

Technical Canada

www.techjobscanada.com

Teaching jobs

www.educationcanada.com

Hospitality related job listings

www.cooljobscanada.com

Finance

www.higherbracket.ca

Retail

www.allretailjobs.com

City of Windsor (Work for Windsor)

www.citywindsor.ca

Apprenticeship Vacancies

www.apprenticesearch.com

Older workers

www.seniorjobbank.org

Free Training Courses Available:



Safe Food Handling



First Aid &



WHMIS



Re-certification
Forklift



Smart Serve

Give us a call at 519-256-4597 for more information

This Adjustment Committee Is Made Possible Through Funding From The Province Of Ontario