



# COMMUNITY LABOUR ADJUSTMENT SERVICES

*Fall* October  
2011

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You can now find the Employment Ontario Services Provides for Windsor /Essex on our website! Just go to our website at: [labouradjustment.com](http://labouradjustment.com) and you will find a tab named Service Providers at the top of the page.



The office will be closed for the Thanksgiving holiday on October 10, 2011



## Want the Job?? Protect Your Online Image!

What does your image project about you and how much do you care about it? What measures have you taken to enhance and protect it? These are questions that we sometimes overlook when we are applying for jobs. We are so consumed in making sure that our resumes and cover letters are perfect, that we forget about our image online.

The purpose of this article is for you to assess how you are portrayed through social e-networking sites. **What does the information and pictures that you've posted and the manner in which you "speak" online do to your image? Do you care? You should.**

Employers today are concerned with protecting the image of their companies more than ever and some spend astronomical amounts of money doing just that. When most companies hire an executive or even a recent grad, they tell you that their philosophy is that they are hiring the next president. As a result they thoroughly check the backgrounds of all of their applicants.

One of the first places that many background investigators, recruiters or HR managers look is on the Internet. Besides the references you might provide, there is an unbelievable amount of personal information floating around the net that is easily accessible by just about anyone. This information comes from your online network that you find on social media sites.

Social networks such as Facebook contain information that people care to put on the net about themselves (or others) and that information can lead to a distinct profile about the subject. The information contained within has led to the investigations, firings, non-hirings, personal break-ups, outings and various other problems of certain subscribers.

Posts that you made several years ago in high school are still affiliated with your name today. Is this the image you want to continue to convey to your prospective employer?



### Tips to Re-Creating your Image Online:

- Take some time to go onto Facebook and "untag" yourself from those pictures and comments that are negative.
  - Re-create your online profile to be professional. (Include a decent profile picture and ensure you are properly updating your status.)
  - Although there are security features on these sites, take some time to re-evaluate exactly what you post online. (You never know, your future boss may be connected to one of your online friends.)
  - Delete those friends who may not give off the most positive of images. (Use your own discretion.)
  - Treat yourself as though you were a brand. Monitor all the sites you use continuously.
- Take the time to Google your name; what image did your search reveal?  
Think very carefully about what you tell and post (pictures) to the world about you online.**



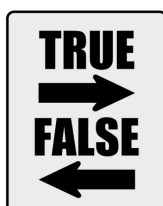
## Computer Skills



Today's job searching can be difficult because you need to be able to work your way around a computer to be able to do your job searches, type or copy out your resume, or attach your resume to an email for a possible job opportunity.

Some may be intimidated by the thought of doing all this on a computer but we have some great news that could take those intimidating feeling away and give you the confidence to job search! We are in partnership with WEST (Woman Employment Skills Training) to bring you **basic computer skills** and **Microsoft Office Word skills**.

If you are interested in attending one of these classes please give us a call at the office at 519-256-4597 and we will sign you up for the next available class or stop by at 1801 Walker Rd to get your name on the list.



### 5 Hiring Process Myths You Need to Know

We've all heard myths about the hiring process, but how do you know what's bologna and what's fact? Let me dispel a few myths job seekers should be aware of.

#### **Myth #1: All job openings are posted on job boards.**

This is definitely not true! In fact, a lot of hiring managers and recruiters are hesitant to post an opening on a job board today, in fear that they'll receive too many applications. A lot of jobs are filled in-house, through employee referrals or handpicking candidates from an existing talent pool, which is why networking is so crucial to your job search strategy.

#### **Myth #2: No one will read your cover letter.**

For each job you apply to, you need to create a tailored cover letter (and resume, for that matter) that specifically states why you're the best fit for the job. I always read a candidate's cover letter first thing, as it is supposed to pique my interest in moving on to your resume. Your cover letter gives you a unique opportunity to convey your passion for the job, along with a compelling story (or two) you'd like to share with the potential employer.

#### **Myth #3: Simply applying to jobs will land you an interview.**

You already know how tough today's job market is. So why would you think merely applying to a job opening will get you an interview? You must be proactive in your job search in order to be considered for job openings. This includes following-up on applications you've sent in, networking with other professionals who can help you in your job search, and maintaining a positive presence online.

#### **Myth #4: The most qualified candidate will get the job.**

When it comes time for an interview, you might be thinking you're a shoo-in for the job. Your education, skills, and experience perfectly fit in with what the hiring manager wants. But don't congratulate yourself so quickly—it's not always the most qualified person who ultimately lands the job. You also must fit into the culture of the organization. Often, an interviewer determines this "fit" based on how well they get along with you and how they see you fitting into the workplace.

#### **Myth #5: If you've applied for a position and haven't heard back, the position has been filled.**

Although this can sometimes be the case, it isn't always. Many times, job seekers forget or avoid following up with an employer after applying for an opening. However, follow-up can be one of the most important aspects of the job search. Since so many people don't do it, it will set you apart from other candidates. It also gives you another opportunity to sell yourself to the employer and show you are passionate about working for them. So, don't assume the position was filled! Follow-up to inquire about the status of the position instead. What other hiring myths should job seekers be aware of?

We all know that being mentally strong and emotionally fit is crucial in life, whether it's for business, sports, or your career. But how do you stay positive when going through a long, challenging job search? Here are 10 tips that may help:

### **1. Give yourself permission to be “all over the place.”**

Being emotionally up and down is perfectly normal when going through a career transition or any major change. Allow yourself to have a “bad day” or even the occasional “bad week.” (But use the tips below to avoid going into a downward spiral.)

### **2. Do some exercise.**

Any form of physical exercise or relaxation technique gives you an immediate shot of endorphins (the so-called “happy hormones”). It doesn't matter what it is—a 20-minute walk, a quick run, a game of tennis, some yoga, or simply 60 seconds of deep breathing. Try and do something on a regular basis.

### **3. Control those ‘voices.’**

There's a constant dialogue underway in our heads (*You idiot, you should have done xyz, Why didn't you say abc? You need to be more confident, why are you so lazy?*). Yet if someone else walked up to you and said these things to your face, you'd be hugely offended. Start taking control of the voices, and instead...

### **4. Ask yourself better questions.**

*What went well today? What are the three best things I did in that interview? What lessons can I learn from that conversation? What are my top five achievements this week? What step can I take today to help me move forward?* All these questions shift your mindset and your emotions and so encourage you to take the right actions.

### **5. Don't stress about stuff you can't control.**

I can't control the weather—so I don't worry or complain about it. But I can influence how the weather impacts me by watching the weather forecasts or carrying an umbrella. Similarly, you can't control the economy or the job market, so focus your mental energy and time on things you can control or influence.

### **6. Reduce your consumption of mainstream press and media.**

“Bad news sells,” as they say. You need to be informed about the marketplace and the world, but you don't need to listen to the same story about “*the worst job market in 20 years*” over and over again. Overloading yourself with bad news simply makes you more anxious and fearful.

### **7. Minimize your exposure to “BMW’s.”**

*BMW's = Bitchers, Moaners, and Whiners!* When you're a little fragile emotionally, such negativity will be poisonous to you and your job search. So reduce your exposure to negative people, while increasing your exposure to people who energize you. And don't be a BMW yourself (*see #3*)!

### **8. Celebrate the small successes.**

You need to pat yourself on the back with every small success. Focusing on the small wins gives you the energy and confidence to tackle the bigger challenges that you know still lie ahead.

### **9. Count your blessings.**

There are 6.8 billion people living on this planet. And I'm pretty confident that most people reading this article are likely to be in the top 5% of that population in terms of material wealth, health, living conditions, opportunities, and education. There are many people who would love to be in your shoes and have the ‘problems’ you've got. So try to keep a perspective on things.

### **10. Print this article.**

You may be inspired and encouraged by reading these tips, but in a few hours you'll forget. So save and put it in a place where you will see it frequently—on your desk, on the fridge, in your wallet, on your computer or smart phone.



Coordinators and Peer Helpers here at the Community Labour Adjustment Centre are always encouraging our clients to get involved with a registered Employment Ontario Service Provider. Why? Employment Ontario Service Providers meet with the individual workers one on one to begin the initial discussions regarding what their next steps might be to move forward in the adjustment process. This is the first step for the worker to develop a “return to work action plan” which is the basis from which they can access Employment Ontario programs and funding. We have provided a list of all the Service Providers within the Windsor/Essex area for your convenience.

**Assessment Centre**

1410 Ouellette Ave.,  
Windsor, ON N8X 5B2  
Phone: (519) 971-9698

**Unemployed Help Centre**

6955 Cantelon Drive  
N0R1A0  
Windsor, ON N8T 3J9  
T: (519) 944-4900

**City of Windsor Employment & Training Services** (formerly Career Development Services)

400 City Hall Square Suite 101  
Windsor, ON N9A 7K6  
T: (519) 977-6444  
F: (519) 977-5695

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

**College Boreal** (For services in French)

7515 Forest Glade Dr.,  
Windsor ON N8T 3P5  
T: (519) 948-6019  
F: (519) 948-5362

**Invest Career Counselling Centre**

215 Talbot St. East  
Leamington, ON N8H 3X5  
Phone: (519) 326-9657

**Belle River Office**

612 Notredame Street,  
Belle River, ON  
T: (519) 728-2619  
F: (519) 728-9055

[www.collegeboreal.ca](http://www.collegeboreal.ca)

633 Ouellette Ave., Suite 301  
Windsor ON N9A 4J4  
T: (519) 253-1525  
F: (519) 253-2397

**New Canadians Centre**

**Windsor Office**

660 Ouellette Ave., Windsor, ON N9A 1C1  
T: (519)258-4076  
F: (519)258-9953

**Leamington Office**

24 Oak St. E., Leamington, ON N8H 2C2  
T: (519) 326-6224  
F: (519) 326-9739

**St. Clair College – Employment Ontario Office**

**Windsor Office**

547 Victoria Avenue, Windsor, ON N9A 4N1  
T: (519) 253-4461  
F: (519) 253-7655

**Amherstburg Office**

400 Sandwich Street South, Unit 1500,  
Amherstburg, ON N9V 3L4  
T: (519) 736-2827  
F: (519) 736-7084

**South Essex Community Council – Employment Edge** (Services for persons with disability issues)

**Leamington Office**

215 Talbot Street East, Leamington, ON N8H 3X5  
T: (519) 326-1873  
F: (519) 326-1529

**Kingsville Office**

30 Main St East, Kingsville ON N9Y 1A2  
T: (519)-733-5784  
F: (519)-733-6741

To access services in Windsor call above

**South Essex Community Council** (Youth Employment Services)

215 Talbot Street East, Leamington, ON N8H 3X5  
T: (519) 326-1873  
F: (519) 326-3557

**WEST – Women Employment Skills Training**

201-647 Ouellette Ave., Windsor, ON N9A 4J4  
T: (519) 256-6621  
F: (519) 256-3963

<http://www.westofwindsor.com>

**WWWWW – Windsor Women Working With Immigrant Women**

500 Ouellette Ave., 3<sup>rd</sup> Floor, Windsor, ON N9A 1B3  
T: (519) 973-5588



## Rent Bank and Energy Assistance

The Rent Bank program is available to low income tenants who, due to emergency or unforeseen circumstances, are in short-term arrears and facing eviction. The intent of the program is to help tenants sustain their accommodation.

### Eligibility Criteria:

1. The applicant must:

- Be a resident of the recipient's Service Manager area and meet requirements for status in Canada
- Have an income that is not from Ontario Works or the Ontario Disability Support Program.
- Be in immediate danger of losing his or her residence due to unpaid rent N4/mediated agreement
- Not be receiving Rent-Geared-To-Income assistance
- Be at the residence for a minimum of one year

Have household income below the household income limits as set by the Ministry from time to time

2. Program Funding for each approved applicant shall not exceed two times the average market rent for the recipient's Service Manager area as set by the Ministry from time to time.
3. Assistance may only be issued once every two years.
4. Funding shall only be used for payment of rent arrears.

Application for the Rent Bank can be made by calling 519-255-5200 ext. 5289. For more information on this service please visit the Provincial Rent Bank website at: <http://www.mah.gov.on.ca/Page136.aspx>.

## Energy Related Programs Keep the Heat:

Keep the Heat is an emergency assistance program which provides funding for heat and energy for those who are experiencing financial difficulties and are in receipt of a notice of termination of heating utilities.

In addition, this program offers workshops to educate consumers on how to conserve and better use energy within their household.

### Windsor Application Sites:

- Can-Am Native Non-Profit Homes 180 Tecumseh Road East 519-977-7782
- Housing Information Services 3450 Ypres Avenue, Suite 200 519-254-4824
- Unemployed Help Centre 6955 Cantelon Drive 519-944-4900

### County Application Sites:

- Amherstburg Community Services 519-736-5471
- Lakeshore Community Services 519-728-1435
- South Essex Community Council 519-326-8629

For more information, visit or call 211



## 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



## 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!!



## 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](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



### 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](http://www.servicecanada.gc.ca)

HRSDC program & service info

[www.hrsdc.gc.ca](http://www.hrsdc.gc.ca)

Job Bank

[www.jobbank.gc.ca](http://www.jobbank.gc.ca)

...another access to Service Canada

[www.jobsetc.ca](http://www.jobsetc.ca)

Labour Market Information

[www.labourmarketinformation.ca](http://www.labourmarketinformation.ca)

Federal Government Jobs

[www.jobs-emplois.gc.ca](http://www.jobs-emplois.gc.ca)

Ontario Government Jobs

[www.gojobs.gov.on.ca](http://www.gojobs.gov.on.ca)

Manitoba Job Information

[www.mb.workinfont.ca](http://www.mb.workinfont.ca)

## JOB SEARCH RELATED INFORMATION

Career Key Agency (advice and tips)

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

## WINDSOR SERVICES PROVIDERS

Career Development Services

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

Multicultural Council

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

Unemployed Help Centre

[www.uhc.ca](http://www.uhc.ca)

WEST (Women's Enterprise Skills Training)

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

Windsor Women Working With Immigrant Women

[www.wwwiw.org](http://www.wwwiw.org)

## CANADIAN JOB SEARCH RESOURCES

Aerotek (Technical & Professional jobs)

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

Career Builder (also known as Head-hunter)

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

Canada Jobs (mainly central area of Ontario)

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

Career Click (Can. Newspaper Ads)

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

Also found using

[www.indeed.ca](http://www.indeed.ca)

Globe & Mail

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

Monster (local & global jobs)

[www.monster.ca](http://www.monster.ca)

Job Shark

[www.jobshark.ca](http://www.jobshark.ca)

Hot Jobs (Yahoo)

[www.hotjobs.ca](http://www.hotjobs.ca)

CNC Global (IT technical jobs)

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

Canada IT (Information Technology jobs)

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

Technical Canada

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

Teaching jobs

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

Hospitality related job listings

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

Finance

[www.higherbracket.ca](http://www.higherbracket.ca)

Retail

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

City of Windsor (Work for Windsor)

[www.citywindsor.ca](http://www.citywindsor.ca)

Apprenticeship Vacancies

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

Older workers

[www.seniorjobbank.org](http://www.seniorjobbank.org)

### Free Training Courses Available:



Safe Food Handling



Computers



WHMIS



First Aid & CPR



Smart Serve

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