

C. L. A. S.

COMPOSITE COMMITTEE
MONTHLY NEWSLETTER

FEB.
2011



Local 195

www.labouradjustment.com

Free Income Tax Service

Once again, we will be offering free tax services to all our members and their immediate families. This clinic will run on a first come first serve basis so make your appointment(s) early because once we are booked full, this will be our cut-off point for this program.

Dates will be
March 4, 11, 25 and April 8

Call 519-256-4597 to book
your appointment



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!!

EMPLOYMENT QUESTIONS & ANSWERS - "ASK SUE"

1. Prepare a "homework site" for job searching activities like writing cover letters, making phone calls, researching companies and recording your activities. Try to avoid the kitchen table or other high activity areas. Employers do not want to over-hear your children squabbling, the T.V. or dog barking etc. in the background.
2. Prepare a portfolio with a professional looking resume, letters of reference or a reference list of at least 3 work related references (do not include relatives); a copy of the transcript of your marks or education diploma(s); achievement documents like St John's Ambulance certificate, and when suitable a sample of your work (such as done by an artist, writer, secretary, draughtsperson etc..).
3. Prepare your phone script such as; "Hello my name is Joe Somebody and I have over 10 years experience as a lift truck operator with a current certificate of qualification. I'm wondering if your company is presently accepting resumes? If they are then ask how they prefer that you apply such as in -person, email, or fax. If you are transferred to someone in a position to hire be prepared to speak for at least 10 minutes about your skills, abilities, education, work and volunteer experience and personal traits. Your resume is an excellent tool for this conversation, since it should cover all of these topics.
4. Use the "Yellow Pages" to find employers in your industry and start making phone calls to determine which ones are accepting resumes. This is often referred to as "Cold Calling". It is "ESSENTIAL" that you keep a list of the date you called, the company you called, who you talked to and the outcome. If you are in receipt of Employment Insurance or are considering requesting funding for retraining then this "Job Search List" will be requested by their representatives. It will also help jog your memory of the job details of a potential employer when they call you. If you find that the right job isn't out there for you, this job search list will also be essential if you decide to look into government funded retraining.
5. In the yellow pages under Employment Agencies you will also find a list of agencies that offer both temporary and permanent job placement contracts. These are an important element of your job search in a community where employers are frequently unable to offer a permanent placement. Call all of the agencies that would appear to have job openings in your field. When in doubt call and find out their specialty. Add the agencies who accept your resume to your "Job Search List".
6. I know our local Windsor Star does not have many opening listed in the daily classified section but be sure to check these ads in the Saturday edition. You need to watch for ads for a "Job Fair" and check the Business or Finance section for new companies opening in our area. Actually a new company coming to our area is usually front page news these days!

THIS ADJUSTMENT COMMITTEE IS MADE
POSSIBLE THROUGH FUNDING FROM THE
PROVINCE OF ONTARIO

Contact Information

**The office will be closed
Monday February 21 for the Family Day Holiday.**

Employment Q & A "Ask Sue" - continued

7. Consider making contact with former employers with whom you have had a good relationship. If they can't offer a position, they may know who in their industry is hiring and make a direct referral for you. These employers are part of your networking connections.
8. Former co-workers, friends and acquaintances may be able bring your resume to their employer. Friends who are also job searching may also be willing to share hot job prospect information, so stay in-touch. Yes this is also part of your networking.
9. Employer directories such as the Windsor Essex County Manufacturer's Directory can provide even more information about these employers than the yellow pages. This directory lists the company address, phone number(s), fax number, email address, website address, describes what the company produces and how many employees they have. These directories can be found at any library, employment agency, and Community Labour Adjustment office.
10. Union Hall Locals - another resource to consider if you have skills they are seeking.
11. Some of these Unions have Labour Adjustment Services like our office that can provide help with your job search and related skills retraining information. Often I see factory workers in our office greeting their former co-workers and friends and sharing job lead information. Use of the Labour Adjustment Services office is part of your job search so add them as a contact on your "Job Search List". Shared job lead information with someone there? This too is part of your networking.
12. Even without a computer at home you can still use the Internet as one of your job search tools. You can obtain free access to computers at libraries, employment help agencies and the Community Labour Adjustment offices. In today's labour market, job search using company website addresses is another important resource. You can find a company web address in their yellow page ad or the Manufacturer's Directory. This is the company's first choice for advertising their job openings. It is usually found on their site under Careers. Do not let the fear of new technology scare you. In Windsor, there is an agency called Unemployed Help Centre that provides evening classes that teach anyone who has never had previous computer skills (free of charge if you received E.I. benefits in the past 3 years). Call them at (519) 944-4900.

The free workshops are listed below:

Offered on the third Wednesday of each month from 6:00 pm to 7:30 pm

Job Search by Internet - Think you know how to surf the net. This course will teach tips and tricks of discovering the "hidden job market".

Sending Resumes by E-mail - This course will teach how to send your resume to potential employers as attachments (MS Word) and also in Rich Text Format. Recommend/Prerequisite: An e-mail account with basic knowledge of sending and receiving e-mail.

Setting up an E-mail Account - After completing this course, you will have an E-mail account and a basic understanding of how to send and receive emails. Recommend/Prerequisite: Basic knowledge of Microsoft Word.

MS Word - Working with Resumes - A basic introduction to Microsoft Word, mouse, keyboard and navigation.

MS Word - Enhancing Resumes - A continuation of Word - Working with Resumes with a little more in-depth look into margins, tabs, bullets, and copy, cut, and paste commands. Recommend/Prerequisite: Basic knowledge of Microsoft Word.

Learning to job search and accessing the Job Bank and many other popular job search websites will certainly broaden your job search capabilities. Learning to use the Internet can enrich your life in a way that you could never expect and at a minimum broaden your access to information and communication with others.

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Composite Committee

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Ian Ditchburn



Employment Ontario is sponsoring an event that is attempting to bring together many of the Green Energy suppliers that have been announced in our area. The promotional material indicates that they expect to bring together employers, training providers, and career seekers (us) for 'productive networking'.

There is **no charge** to attend. The exhibit will be held at St. Clair College Centre for the Arts at 201 Riverside Drive East (The old Cleary).

Thursday, February 24, 2011 2pm to 6pm