



# EMPLOYMENT ONTARIO

Your job is out there. We'll help you find it.

## PROGRAM GUIDE

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Your job is out there and we'll help you find it. At a time when 70 percent of all new jobs require post-secondary education or enhanced skills training, *Employment Ontario* helps people get the skills needed to compete in today's workforce. We also help employers connect with workers.

If you need help finding a job, putting together a résumé, improving your interview techniques, or upgrading your skills, *Employment Ontario* is here for you. We are your one-stop shop for all the help you need to find the job you're looking for.

## HOW WE CAN HELP

We connect **people looking for work** with **employers looking for workers**. There are many ways to link to our services.

- Learn more about how we can help you by visiting *Employment Ontario* on-line at [www.ontario.ca/employment](http://www.ontario.ca/employment).
- Call the *Employment Ontario* hotline at 1-800-387-5656 and talk to a counsellor in the language of your choice. People who are deaf or hearing impaired can call 1-866-533-6339.
- Visit one of our assessment centres to talk to a counsellor in person. Many centres provide free use of computers and other resources to help with your job search. Use the map feature on the *Employment Ontario* website to find an assessment centre near you.

## I'M UNEMPLOYED OR LAID OFF.

It may be hard to see at first, but your job is out there and we'll help you find it. Talk to an *Employment Ontario* counsellor and find out what's next.

**Get personalized help:** Talk to an *Employment Ontario* counsellor at one of our assessment centres. Counsellors can help you prepare a résumé, provide tips for a successful job interview, and develop your networking skills. You can participate in job-finding clubs where you can get and share ideas with other people looking for work in your community. If required, a counsellor can assess your skills and experience and help you to plan your career, get training, and find a job.

**Start a new career:** We can provide you with information about who's hiring and trends in your local job market. Learn about jobs that are in high demand and get the long-term training you need to start a new career with Second Career. Or find a short-term training opportunity that can help you build the skills you need to return to work.

### Second Career opens the door to a new opportunity

Sherry was laid off after working almost a decade as an interior decorator and salesperson in Barrie. Married, with three children in school, Sherry went to a local *Employment Ontario* assessment centre to develop her job search skills. She found a part-time job in the dietary department of Royal Victoria Hospital in Barrie. Her experience in that workplace encouraged her to think

of nursing as a career. With support from Second Career, Sherry is pursuing studies at Georgian College to become a registered practical nurse.

**Be your own boss:** Perhaps this is the time you should become your own boss. If you are unemployed and eligible for Employment Insurance, the Ontario Self-Employment Benefit program can give you financial help and advice to help you develop and start your own business.

#### **TV program invests in *Employment Ontario* customer**

Marc was a guest on CBC television's program *Dragons' Den* and was awarded \$50,000 to invest in an ecologically friendly product for removing snow and ice. Marc got his start by participating in the Ontario Self-Employment Benefit through the Ottawa YM-YWCA.

#### **Self-Employment Benefit participant becomes a leader**

Hazel was recognized as one of the 40 Under Forty in Greater Sudbury in 2008. Once a laid-off accounts receivable clerk, Hazel now operates her own artisan cheese shop, Fromagerie Elgin, thanks in part to the Ontario Self-Employment Benefit. After researching the local market, Hazel applied to the program with help from the Learning Initiative, a local *Employment Ontario* service provider.

**Get financial help:** If you are in temporary financial need, Ontario Works can provide you with money and help you find a job. Visit Ontario Works on-line at [www.ontario.ca/mcss](http://www.ontario.ca/mcss) or call the *Employment Ontario* hotline to learn more. You can also use the map feature on our website to find a centre near you.



**A tip to help with your job search:** Tell prospective employers about incentives to encourage employers to hire workers. Examples are the Apprenticeship Training Tax Credit and income support for workplace training. Talk to *Employment Ontario* counsellors to see if these incentives suit your needs.

## **I'VE NEVER WORKED BEFORE. WHAT'S MY FIRST STEP?**

Contact *Employment Ontario*. We can help.

**Find jobs on the web:** You can find jobs in Ontario through the Ontario Job Bank website at [www.jobbank.gc.ca](http://www.jobbank.gc.ca) or link to it through the *Employment Ontario* site at [www.ontario.ca/employment](http://www.ontario.ca/employment).

**Get personalized tips to find work:** You can learn about jobs that are in demand, and get job-hunting information and individual guidance from *Employment Ontario* counsellors. Counsellors can help you identify the skills and experience you already have that will help with your job hunt. Most people have more job-ready skills than they realize. *Employment Ontario* counsellors will help you prepare a résumé, develop a job search strategy, and improve your interview techniques.

**Find a summer job:** Whether you want to find a job, start your own business, or work for the Government of Ontario, the Summer Jobs program provides the summer job opportunity that's right for you. Visit the *Employment Ontario* site at [www.ontario.ca/employment](http://www.ontario.ca/employment) to learn more.

**Consider starting your own business:** *Employment Ontario* can help start you on the path to self-employment. Talk to one of our counsellors and ask about the Ontario Self-Employment Benefit.

## I WANT TO WORK IN THE SKILLED TRADES.

With so many skilled workers nearing retirement age, many employers need to train apprentices today so their organization will be strong tomorrow. An *Employment Ontario* counsellor can help you determine which skilled trades are right for you.

**Learn about trade certification:** We can help you find out which skilled trades require registration and certification in Ontario, and what your first step to employment in a skilled trade will be.

### **Apprenticeship training: a part of his strategy for success**

Andrew became a carpenter's apprentice straight out of secondary school. Now he owns his own contracting business – Right Angle – and employs both an apprentice and a high-school student participating in the Ontario Youth Apprenticeship Program. In addition to being trained by a local employer, Andrew attended the Bracebridge campus of Georgian College as part of his training.

**Learn about apprenticeship options:** If you are in high school, if you want to study at a community college while training towards an apprenticeship, or if you're already in the workforce and want to develop your skills for an apprenticeship, we can help you get started. Ask about the Ontario Youth Apprenticeship Program for high-school students; the Co-op Diploma Apprenticeship Program for people who are college-bound; and the Pre-Apprenticeship Training Program for those who are already working and want to strengthen their skills to become an apprentice.



**A tip to help start an apprenticeship:** Apprenticeship scholarships worth \$1000 are available to people who have left high school and who return to school to qualify to become an apprentice.

**Find an employer who wants to train you:** We can help you use the many services that are available to find an employer who wants to hire and train apprentices.

**Get financial help:** Learn about where you can get financial assistance to pay for your apprenticeship training and the tools you will need. We can also help you participate in programs provided by the federal government.



## I'M NEW TO ONTARIO.

Ontario needs people with skills and experience in order to compete in the global marketplace.

**Learn about working in Ontario:** Visit the Welcome to Ontario website at [www.ontario.ca/citizenship](http://www.ontario.ca/citizenship) to find out how to qualify for a job, get a licence for your profession, or take part in special programs that help newcomers start their careers in Ontario.

**Get personalized career help:** Talk to an *Employment Ontario* counsellor and get the help you need to plan your career, get training, and find a job. If you're an experienced tradesperson, talk to a counsellor to learn how you can find work in Ontario.

**Learn in English or French:** Get training in either of Canada's two official languages.

**Get technical language skills:** We can guide you to programs that help you build your technical language skills for success in the workplace.

**Get job-hunting tools and information:** Learn about which jobs are in demand, and get job-hunting information and help through *Employment Ontario*.

**Find jobs on the web:** You can find jobs in Ontario through the Ontario Job Bank website at [www.jobbank.gc.ca](http://www.jobbank.gc.ca) or link to it through the *Employment Ontario* site at [www.ontario.ca/employment](http://www.ontario.ca/employment).

**Get personalized tips to find your next job:** Talk to an *Employment Ontario* counsellor who can help you identify the skills and experience that will help with your job hunt.

## I NEED EDUCATION OR TRAINING.

*Employment Ontario* counsellors can help you find the service that is best for you.

**Find the career that's right for you:** Go on-line to [www.ontario.ca/employment](http://www.ontario.ca/employment) and visit our Career Finder to learn more about your career choices.

**Finish high school:** Not having a high school diploma can get in the way of finding a job. Learn how General Educational Development testing can help you get a high school certificate. Go to <http://www.ilc.org/ged/index.php>.

**Find out about adult learning opportunities:** The Academic Upgrading program can help you achieve the learning that will help you find your job, keep your job, or start a new career. Our counsellors can help you find the courses that are right for you and your career.

**Get personalized career help:** More jobs demand higher levels of education and training. Talk to a counsellor about your interests, experience, and abilities. Together, you can determine the next step that is best for you.

### Academic Upgrading and Second Career programs help worker upgrade his skills

Andrew lost his job in the first round of lay-offs to hit Sterling Trucks in St. Thomas. He'd worked at Sterling a little over two years, performing line assembly, offline repairs, vehicle location, and end-of-line preparation. *Employment Ontario* helped Andrew complete academic upgrading in mathematics to prepare him to meet the challenge of future training. The studies gave him the academic credentials he needed to register in Fanshawe College's Engineering Technician – Industrial Controls program at the college's St. Thomas campus. Second Career provided support for Andrew to pursue his studies.

## I NEED HELP WITH MY LANGUAGE AND MATH SKILLS.

Improving your reading, writing, and mathematics skills will help you compete in the job market. We can help young people and adults improve their literacy and numeracy skills, which are necessary to achieve workplace goals or greater independence.

We can also help you qualify for education and training at the college level. Ask about the Academic Upgrading and Literacy and Basic Skills programs.

*Employment Ontario* counsellors will work with you to build basic technical skills by providing information about courses provided by school boards, colleges, and community organizations.

**Learn in English or French:** *Employment Ontario* counsellors can guide you to training programs that are available in either of Canada's two official languages.

**Want more help with your skills for work?** You likely have more skills than you think. Our counsellors can help you identify your skills, experience, and interests to find the career that is right for you.

## I'M AN EMPLOYER. I WANT TO HIRE.

**Hiring employees:** Get help finding and hiring skilled employees. Learn about a number of financial hiring incentives available to employers, such as the Apprenticeship Training Tax Credit, a \$2-an-hour incentive for hiring students during the summer months.

**The Apprenticeship Training Tax Credit:** The Ontario government provides a tax credit to companies that train apprentices. To learn about training that is eligible for the tax incentive, visit [www.ontario.ca/employment](http://www.ontario.ca/employment) and look in the "I want to hire" section.



*A tip to help with hiring:* The Employer Signing Bonus provides \$2000 per apprentice to employers who provide apprenticeship training to individuals receiving Apprenticeship Scholarships.

**Support for training:** *Employment Ontario* can link you to short-term modular apprenticeship training programs that include instruction in safe work practices and equipment operation for activities such as mining, logging, crane operation, and commercial vehicle maintenance.

**Downsizing and layoffs:** Find out about programs that can help both employers and employees make the transition during downsizing and layoffs. The Ontario government's Rapid Re-employment and Training Service is ready to provide services and advice within one hour of being notified of a closure or layoffs.

**Forecasting training and hiring needs:** Find useful labour market information and learn how local training boards can help you forecast and meet your labour and employee training needs. Information about your local training board is available on-line at [www.localboards.on.ca](http://www.localboards.on.ca).

**Incentives for planning:** Through Labour Market Partnerships, *Employment Ontario* encourages employers, employees, employer associations, and communities to improve their ability to plan for their employment and training needs. The Sectoral Initiative Fund is available for industry sectors and organizations to develop training programs that address gaps in their industry.

## I WANT TO GROW MY COMMUNITY.

We can help create jobs now and prepare your community for future growth, jobs, and opportunities.

**Planning for success:** We can provide funding to help employers, employee and employer associations, and communities improve their ability to provide the training, skilled workers, and resources for the new economy. Ask how you can benefit from Ontario Labour Market Partnership projects.

Some examples of how Labour Market Partnerships can help:

### Encouraging more employers to hire newcomers

*Employment Ontario* supported the Toronto Region Immigrant Employment Council and the cities of Brampton and Mississauga as they developed a strategy to help 5000 local employers better understand how the skills and experience of newcomers could grow their businesses.

### Helping a community plan its future

Six unemployed people were hired to work with the Community Futures Development Corporation of Middlesex to develop a strategy to help businesses and communities plan for growth and promote local landmarks as tourist destinations, an initiative achieved through support from *Employment Ontario*.

**Forecasting trends for growth and jobs:** Local training boards can help you forecast jobs, growth, and training needs in your region. To learn more about the activities of your local board, visit [www.localboards.on.ca](http://www.localboards.on.ca).

**Jobs and community growth:** Through Ontario Job Creation Partnerships, *Employment Ontario* invests in local projects that benefit the community, and provides valuable work experience for people receiving Employment Insurance.

### Restoring a landmark and generating tourism

A contribution from *Employment Ontario* helped the North American Railway Hall of Fame hire 16 previously unemployed people to complete the restoration of a 19th-century railway station in St. Thomas and develop a business plan to promote special events for the museum.

**Closures and layoffs:** Our Rapid Re-employment and Training Service will respond within one hour of being notified of a major closure or downsizing. *Employment Ontario* staff can bring together a range of services to help individuals and communities make informed decisions and take the next step.

Descriptions of *Employment Ontario* programs and services are available on-line in Arabic, Chinese, Cree, Farsi, French, German, Greek, Gujarati, Hindi, Korean, Italian, Ojibwe, Oji-Cree, Polish, Portuguese, Punjabi, Romanian, Russian, Spanish, Tagalog, Tamil, Ukrainian, Urdu, and Vietnamese. Visit us at [www.ontario.ca/employment](http://www.ontario.ca/employment).

For more information, call *Employment Ontario* toll-free at 1-800-387-5656 (TTY at 1-866-533-6339) or visit [www.ontario.ca/employment](http://www.ontario.ca/employment).

Some *Employment Ontario* programs receive support from the federal government.



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