

## Know Yourself, Know Your Options

If you are thinking of changing jobs to another field of work, an important first step is to evaluate your interests, skills and abilities, and then identify the skills and qualifications required by the new position.

This pathfinder introduces you to some basic self-assessment tests and points you to resources describing the requirements of a variety of occupations.

Many of these links are found on the Windsor Public Library website in the **HELP FOR JOB HUNTERS** pages.

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

## Assess Skills & Abilities

Human Resources and Skills Development Canada identified skills essential for any workplace. Take their simple tests to measure your abilities in communication, mathematics, document use, office computing, and people skills.

[http://www.hrsdc.gc.ca/eng/workplaceskills/essential\\_skills/general/es\\_assessment.shtml](http://www.hrsdc.gc.ca/eng/workplaceskills/essential_skills/general/es_assessment.shtml)

## Identify Interests

Use the questionnaire at the “*Career Matchmaker*” tab in Career Cruising to uncover alternative occupations. Rank your preferences for different types of work activities and working conditions. At the end, your profile is matched against those for a variety of job groups with a good fit to your preferences.

*Career Cruising* is available in the A-Z listing under “**Researching with Databases**” found in the RESEARCH section of the Windsor Public Library webpage.

*A Library card number and PIN are required to connect to Windsor Public Library database services.*

## More Self Assessment Tools

Find more tests and guides in the **Career Bookmarks at VRL**, published by the Toronto Public Library.

<http://careerbookmarks.torontopubliclibrary.ca>  
Choose the **SELF ASSESSMENT** link to start.

## Local Agencies

Local organizations offering personalized vocational guidance and aptitude testing include:

- Academy of Learning
- Collège Boréal
- Greater Essex County District School Board. Assessment Centre
- Multicultural Council of Windsor-Essex County
- NetSuccess
- New Canadians’ Centre of Excellence Inc.
- Ontario Works
- St. Clair College. Youth Employment Services
- Unemployed Help Centre of Windsor
- YMCA of Windsor and Essex County
- Windsor Women Working with Immigrant Women
- Women’s Enterprise Skills Training of Windsor, Inc. (WEST)

**For details about locations, times and program eligibility, phone 211** (Windsor Essex Community Directory) **or visit online at: [www.211WindsorEssex.ca](http://www.211WindsorEssex.ca)**

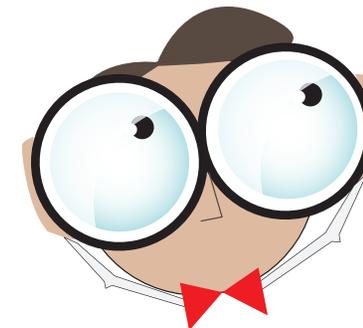
## Windsor Public Library

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# HELP FOR JOB HUNTERS

## CHANGING CAREERS

The support of the Government of Ontario, through the Ministry of Culture, is acknowledged.



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# HELP FOR JOB HUNTERS

## Explore Occupations

Want to read more about different occupations?

1) For an overview of careers in different fields, search the library catalogue using subject terms such as:

- Occupations
- Vocational Interests
- Vocational Guidance

Ebooks and eAudiobooks on these topics can be found by going to the “E-Books” section under the RESEARCH tab on the library homepage.

2) Choose the “Explore Careers” section of Career Cruising to learn the skills, and qualifications required by specific occupations, and duties of different jobs.

*Career Cruising is available in the A-Z listing under “Researching with Databases” found in the RESEARCH section of the Windsor Public Library webpage.*

3) For more helpful websites go to Career Bookmarks at VRL, published by the Toronto Public Library.

<http://careerbookmarks.torontopubliclibrary.ca/>

Start by selecting the CAREER CHOICES link. On the next page, chose the topic headings for Occupations” or “What to do with a degree in...”



### Remember:

*Our electronic services are available, even when the library buildings are closed.*

## Resumes, Cover Letters & Employment Interviews

### Guides and Samples

Search the library catalogue for books and ebooks/eaudio books using subject terms:

- Resumes
- Cover letters
- Employment interviewing

Self-paced lessons in these topics are also found in the **Learning Express** database.

### Local Agencies

Local organizations offering assistance in creating resumes and cover letters include:

- Collège Boréal
- Multicultural Council of Windsor-Essex County
- NetSuccess
- New Canadians’ Centre of Excellence Inc.
- Ontario Works
- St. Clair College. Youth Employment Services
- Unemployed Help Centre of Windsor
- YMCA of Windsor and Essex County
- Windsor Women Working with Immigrant Women
- Women’s Enterprise Skills Training of Windsor, Inc. (WEST)

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## Obtain Academic Upgrading or Advanced Training

### Need to brush up on English and math?

Create an account with **Learning Express** to use their ebooks and self-paced lessons and tests. Materials are rated for High School, College preparation, or College, as well as general Skill Building for Adults.

**Learning Express** is available in the A-Z listing under “Researching with Databases” found in the RESEARCH section of the Windsor Public Library webpage.

### Where are specific post-secondary programs offered?

Use **Career Cruising** to find college and University courses across Canada.

Choose the “Search for Programs” link within the EDUCATION AND TRAINING section.

### What about the skilled trades?

Employment Ontario answers many of your questions at:

[www.edu.gov.on.ca/eng/tcu/apprentices/](http://www.edu.gov.on.ca/eng/tcu/apprentices/)

Also see the “Apprenticeship and Training” section in **Career Cruising**.

