

What's next after High School?

Career planning before job hunting increases your possibilities for successfully landing a rewarding job.

This guide suggests steps and resources for planning a move into the world of work. And be sure to check out the **Help for Job Hunters** link on the Windsor Public Library homepage to find more suggestions for each stage of your job search.

www.windsorpubliclibrary.com

So What's Your Plan?

Identify Interests

Go to **Career Cruising** available in the A-Z listing under "Researching with Databases" found in the RESEARCH section of the Windsor Public Library webpage.

www.windsorpubliclibrary.com
Start with the "Career Matchmaker" tool under the EXPLORE ASSESSMENTS tab in **Career Cruising**.

Rank your preferences for different types of work activities and working conditions. At the end, your profile is matched against those of a variety of job groups with a good fit to your preferences.

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

Local Agencies

Local organizations providing career counseling and employment services to young job hunters include:

. Canada. Service Canada. Centre for Youth. Windsor

. Drouillard Place. Youth Programs

. Sandwich Teen Action Group

. St. Clair College of Applied Arts and Technology. Youth Employment Services

. Youth Connection Association for Academic Excellence, Inc.

. YMCA of Windsor and Essex County

For details about locations, times and program eligibility, phone 211 (Windsor-Essex Community Directory) or visit online at www.211WindsorEssex.ca

Windsor Public Library

Central Branch

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HELP FOR JOB HUNTERS

TIPS FOR YOUTH

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



**WINDSOR
PUBLIC LIBRARY**

Assess Skills and 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

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.

Got What it Takes?

If more schooling or specialized training is needed

Use **Career Cruising** to find college and university courses across Canada. Choose the “Search for Programs” link within the EDUCATION AND TRAINING section.

Skilled trades

Employment Ontario answers many questions about apprenticeship and work in the skilled trades:

www.edu.gov.on.ca/eng/tcu/apprentices/

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

The Big One - Experience

For those just entering the workforce, contributions made as a volunteer or as an intern can be the foot in the door to many employers. Get ideas for internships at the Government of Canada’s Youth Canada site:

www.youth.gc.ca/eng/topics/career_planning/internships.shtml

To discover volunteering opportunities in Windsor and Essex County, contact the Volunteer Centre of the United Way/Centraide. Tel. (519) 258-3033

<http://windsorsex.cioc.ca/volunteer/>

Resumes, Cover Letters & Employment Interviews

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

- . Resumes
- . Cover Letters

To help prepare for interviews, search using the subject heading:

- . Employment interviewing

Many of these items can be found in the library near the shelf numbers **331.702** or **331.7028**.



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

Fitting in and Getting Ahead at Work

Soft skills - work habits, relationships with co-workers and supervisors, and stress coping strategies - can make a difference once on the job. For advice on how to succeed in the business culture, search the library catalogue using as subject heading.

. “Success in business” AND “Career development”

Some sample titles include:

331.702 Kle

[Jobwise: 150 tips to help you survive & thrive in your career.](#)

650.1 BRE

[Job survival skills.](#)

650.1 LUP

[Rules for the road: surviving your first job out of school.](#)

650.1 MIL

[Sink or swim: new job, new boss, 12 weeks to get it right.](#)

Want more practice?

Create an account with **Learning Express Library** database and use the self-paced exercises in the “Job Search and Workplace Skills” section.

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