

ApprenticeSearch.com's Job Search

Resource Guide

If you would like to take a deeper dive into job search strategies, and gain access to downloadable tools and templates, see the eLoft Careers online job search courses available for purchase.

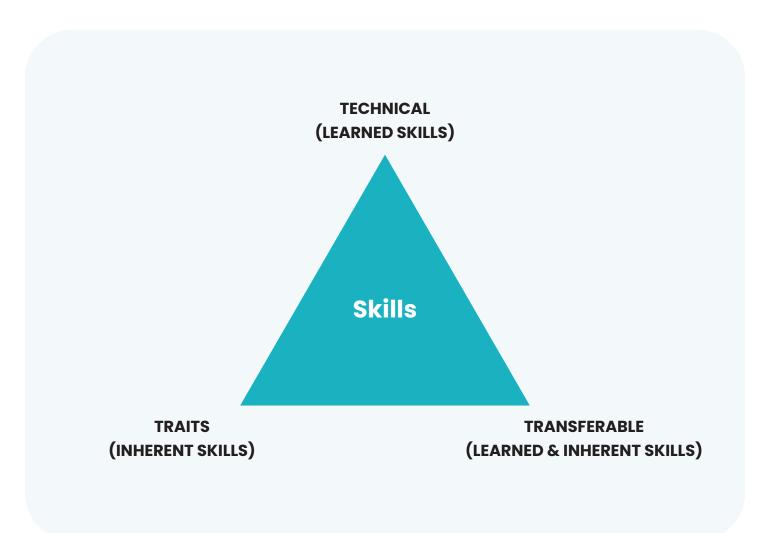


What Skills Can You Offer an Employer?

Even if you already have a good idea about the type of job you would like, reviewing your skills will help you prepare for future interview questions and you can use some of the language in your resume to describe yourself.

When asked what our skills are, we often start by listing our technical skills and abilities such as, "I can use a Forklift, or "I can use Microsoft Word", however, these 'technical' skills are only one portion of our total inventory of skills. Skills can be broken down into three areas; Technical (or learned skills), Traits (or inherent skills, personal styles and behaviors) and Transferable skills.

Remember that interviewers are looking for a balance of all your skills and in some instances Traits or Inherent skills may be as important as Technical skills when they are comparing you to other candidates.



TECHNICAL

- Construction skills
- Packing skills
- Mechanical skills
- System, or equipment skills

TRANSFERABLE

- Organizational skills
- Supervisory
- Problem solving
- Decision making

TRAITS

- Honest
- Kind
- Calm
- Hard working

Identify Your Skills

Using the list below, identify the skills you have to offer an employer. Place a checkmark or an X in the box to indicate whether you have the skill and make any notes in the right-hand column of how you have used that skill in the workplace so that you can share more detail at the interview.

Transferable Skills	Yes No	Notes
Building relationships (with co-workers and customers)		
Customer service		
Communication		
Coaching and teaching		
Collaboration		
Coordinating (people and events)		
Deciding (making decisions)		
Delegating (tasks or responsibilities)		
Handling complaints		
Leading (teams or people)		
Listening		
Negotiating		
Organizing (self and / or others)		
Planning (establishing goals or schedules for self or others)		
Presenting (to small or large groups)		
Teamwork (working well with others)		
Time management (meeting deadlines and using time effectively)		
Writing emails		
Writing reports		
Other Transferable Skills		

Skills	Yes No	Notes
Assembling		
Calculating (math)		
Computer Skills – Word, Excel, PowerPoint etc.		
Constructing		
Documenting		
Expediting (speeding up processes)		
Health & Safety (complying with regulations)		
Inspecting (checking quality)		
Interpreting (e.g. technical drawings)		
Manual Dexterity		
Measuring (e.g. weighing quantities)		
Mechanical (using tools and machinery)		
Monitoring (checking progress of people, systems)		
Operating (machines, vehicles, equipment)		
Packing (packing goods / products)		
Physical (lifting and moving)		
Preparing (food / meals)		
Project Management		
Repairing (machinery or systems)		
Scheduling (people or shifts)		
Training (others)		
Troubleshooting or problem solving (equipment or situations)		
Updating (records)		
Using instruments (scientific or engineering)		
Troubleshooting (equipment or situations)		
Other Technical Skills		

Traits	Yes No	Notes
Assertive		
Adaptable		
Calm		
Cooperative		
Creative		
Dependable		
Detail oriented		
Determined		
Diplomatic		
Energetic		
Enthusiastic		
Fast learner		
Friendly		
Hard-working		
Helpful		
Honest		
Kind		
Logical		
Patient		
Positive attitude		
Persuasive		
Practical		
Punctual		
Reliable		
Responsible		
Seeing different points of view		
Self-motivated		
Supportive		

SAMPLE SKILLS IN A RESUME

Below you will see two examples of how you might integrate skills into the opening profile section of your resume. Once you have identified your skills, the profile section of the resume is a great place to include these.

EXAMPLE 1:

A highly reliable and quick learner who easily adapts to new situations and environments. Possesses a strong track record for complying with safety requirements. Enjoys learning and taking on new challenges.

Top skills and attributes include:

- Punctual, responsible, and hard-working
- · Providing great customer service
- · Working well in a group and individually
- Excellent problem-solving abilities

EXAMPLE 2:

A motivated, positive individual with a great willingness to learn and grow within the carpentry trade. Recognized by peers for reliability, punctuality, organization, communication, and collaboration skills. Possesses the right combination of technical knowledge, curiosity, and determination to excel in an entry level Carpenter position.

Key Skills and Attributes:

- Time Management Detail Oriented
- Manual Dexterity Problem Solving
- Collaboration Self-Motivated
- Adaptable Organized

Research - Resources

It will be important to do your research to find opportunities and to prepare for your interviews.

EMPLOYER / COMPANY RESEARCH:

To find information about a company or employer you will be interviewing with, here are some great resources:

- Conduct an internet/online search using the company or employer name
- Look at the company/employer website
- Look at LinkedIn for company/employer page
- Industry Canada
- Industry Associations
- Speak to individuals you know who work or have worked at the company/employer

If you are needing help with your research, consider contacting/visiting your local library to ask for assistance.

SALARIES:

Be prepared, especially as a new apprentice/in an entry level position to start at minimum wage. As you progress in your career, salary research may be helpful to do before an interview so that you are prepared for questions about your salary expectations. Here are some websites to support salary research:

- Glassdoor.com <u>www.glassdoor.com</u>
- Indeed.ca https://ca.indeed.com/
- Payscale.com <u>www.payscale.com</u>

INDUSTRIES:

If you are interested in learning more about particular industries, these websites may be helpful. For example, you may be interested in the Automotive or Home Building industry as a place to apply your skills as you progress in your career / specific trade. Many different industries hire people in the trades.

- Statistics Canada <u>www.statcan.gc.ca</u>
- Industry Canada www.ic.gc.ca
- Industry associations Associations Canada Online Directory
 can be accessed for free via many local libraries contact your
 library to learn what resources they have available for you
- Industry magazines and publications

USING YOUR NETWORK AND BEYOND:

Be prepared, especially as a new apprentice/in an entry level position to start at minimum wage. As you progress in your career, salary research may be helpful to do before an interview so that you are prepared for questions about your salary expectations. Here are some websites to support salary research:

- LinkedIn https://ca.linkedin.com/
- This is the best website for researching people you are meeting with including interviewers and to see if you know anyone who works in particular companies that could help with your job search e.g. sharing information or getting your resume to the hiring manager.

Preparing References

Ensuring you select only GREAT references is paramount to success in the job market. Here are some tips to consider when selecting your references.

- Get your 'GREAT' references organized early so you are ready when asked
- Ask permission to use their name as a reference
- 2-3 references is ideal
- Seek out people in a position of authority such as past managers (work/volunteer), teachers/professors, coaches/leaders
- Try to avoid using friends/family if at all possible
- Share your resume and goal with your references early in your search
- Let references know when they might be contacted by an employer and share the job ad and important details about the job to help them prepare
- Ask them to let you know when they were contacted

When presenting and formatting your references:

- Bring references printed on a single page to your first interview
- Attach copies of recommendation/recognition letters to your page of references
- Use the same format as your resume (i.e. font style, size)
- Include:
- Name and current position/title
- Phone number
- Email address
- Relationship for example "Coach for 5 years on ABC team";
 "Past manager at ABC Company"; "Volunteer supervisor at 123 Hospital"

Additional information – for example best time of the day to be reached (making note if they are in a different time zone) or dates they may be away/unavailable

References Template - Example

NAME

City, Province, Postal Code

Phone ■ Email address ■ LinkedIn URL

REFERENCES

Reference Name: Include First and Last Name

Current Position/Title and Organization: E.g. Customer Service Manager, 123 Company

Relationship: e.g. Manager at ABC Company when I was in the position of Retail Sales Associate; or Volunteer Supervisor at XYZ Charity

Telephone Number: Confirm with your reference the best phone number to use (e.g. work, mobile or home)

Email: Confirm with your reference the best email to use (e.g. work vs. personal)

Additional Notes: Best time to call, different time zone, vacation dates, etc.

Reference Name:

Current Position/Title and Organization:

Relationship:

Telephone Number:

Email:

Additional Notes:

Reference Name:

Current Position/Title and Organization:

Relationship:

Telephone Number:

Email:

Additional Notes:

Social Media and LinkedIn Tips

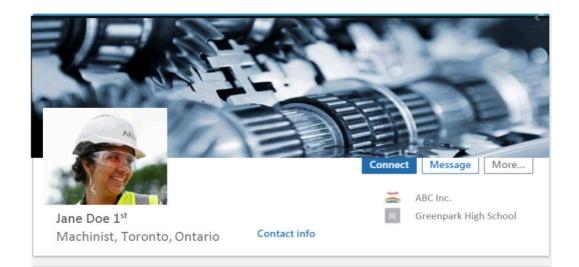
In today's job market, you will want to ensure your online presence demonstrates a professional brand. It is common practice for hiring managers, recruiters and other individuals you interact with to search for you online and view your LinkedIn and other social media sites to see how you present yourself online. Here are some key considerations to prepare your online presence for job search:

- Manage social media settings at the start of your job search, review all the social
 media platforms you are on. For the ones you no longer use, close down those
 accounts. For the ones that are for personal use only, change your settings to private
 so only those in your network can view the information. Finally, for those social
 platforms that support and bring value to your work or professional brand, make them
 fully open and visible so anyone including employers can view them.
- Remove content you would not want a potential employer to view take some time
 to remove any photos, videos or comments online that might not be professional. For
 example, you will want to remove online content that shows you partying or wearing
 inappropriate clothing.
- Be careful what you say online. Engage in only post-positive comments and give credit
 where it is due. When sharing anything via social media, it's important to maintain your
 professional credibility. Consider everything you write online as a 'permanent marker'
 and think before you share! A negative comment you post today may follow you for
 years to come.
- Develop a LinkedIn profile that is professional and keyword driven. Visit www.linkedin.
 com to open your LinkedIn account. Be sure to use a personal email address (vs. a
 work-related email address) as your primary email. Review all settings (Account,
 Privacy, Ads and Communication). Many of the settings you chose are based on your
 preferences, but it is recommended that you review each setting carefully to decide
 what you are comfortable with. We recommend while you are seeking a job to make
 your settings visible to everyone on LinkedIn to ensure potential employers will be able
 to find/review your profile.

Using your resume as the foundation, key aspects of a professional LinkedIn (LI) profile include:

- PHOTO: A great photo can get you 21x more profile views and 9x more connection requests; Head / head and shoulders; Professional appearance (no selfies please!)
- HEADLINE (APPEARS UNDER YOUR NAME): Use either a current job title
 or keywords that describe your capabilities. The keywords would be
 ones an employer might use when trying to find candidates on LI.
- ABOUT: Use your Profile Statement / Career Objective from your resume. Also include a list of relevant Attributes / Skills / Knowledge you have to offer. Remember LI is keyword driven so you can include a longer list on LI than you might on your resume to try to get picked up during a search.
- **EXPERIENCE:** Include a chronology of Work Experience starting with your most recent position. Double check that all dates/companies/job titles exactly match your resume. Inconsistencies can raise red flags for employers. Include a brief description of your duties / responsibilities and 2-3 accomplishments for each relevant position

- INCLUDE EDUCATION AND LICENSES & CERTIFICATIONS INFORMATION: Include details of your education including any special awards / commendations and / or impressive GPA scores
- **SKILLS:** Set up this section to be consistent with other areas of your LI profile. Repeat attributes / skills / knowledge you may have listed earlier in your profile. Remember LI is keyword driven so repetition is a positive thing! Your connections will be able to endorse your skills, thereby reinforcing your capabilities and brand
- RECOMMENDATIONS: Written recommendations are like references
 to potential employers who may be viewing your LI profile.
 Recommendations could give you the edge over other candidates
 that have applied for the job. Request a few recommendations from
 a teacher, coach or past employer. The optimal number would be 2-6
 recommendations displayed on your profile.
- OTHER VALUABLE INFORMATION TO CONSIDER PROFILE: Languages,
 Volunteer Experience, Honors & Awards, Courses, Projects, and
 Publications. Follow organizations of interest to you. Join industry groups
 that are relevant groups to your field of study / work. Continuously seek
 LI recommendations. Set a goal to add one new recommendation each
 year to keep this valuable section up to date, relevant and reflective of
 the great work you do!



About

- 5 years of experience operating a variety of machines in fast paced, industrial settings.
- Self-motivated, possesses a high degree of initiative and works well under pressure with the ability to function independently and as part of a team.
- · Mechanical aptitude, troubleshooting and record keeping facilitate quick adaptability to a changing environment.
- Demonstrates ability to work independently, organize and accurately prioritize work; detail-oriented, understands when urgency is required and demonstrates good judgment in varied situations.

Experience

Machine Operator



ABC Inc. Aug 2011 – Present · 9 yrs Georgetown, Ontario

- Run Thimonnier and IS 7 packaging machines.
- · Adhere to Standard Operating Procedures to ensure the highest quality product possible.
- Ensure quality and sanitation standards are met by adhering to Good Manufacturing Practices, Quality Assurance, and HACCP.
- · Demonstrate ability to exceed packaging schedules and quotas.
- Ensure the efficient and effective use of equipment and material resources and accurate recording of data in logs.
- · Ensure that safe conditions exist at all times within the work environment; will take app ...see more

Goal Job Criteria - Considerations

Let's take a closer look at each goal job criteria and some considerations. In the workbook provided you will find more information for reference.

POSITION:

- Early in your search, it is good to think about what type of position or positions you are seeking. What specific job titles are you looking for?
 This detail will help you when searching for a job online or talking to others about what you are looking for.
- Also, think about the type of industry or industries you want to focus on. This level of detail will also help you uncover job opportunities more quickly.

LIFESTYLE CONSIDERATIONS ARE VERY INDIVIDUALIZED AND CAN BE INFLUENCED BY A VARIETY OF FACTORS:

• Location / Commute Time - How far are you willing and able to travel for work? Will I need my license? Can I access reliable transportation? Based on several factors including access to transportation (personal or public) along with family commitments, it is valuable to get clear on this at the start of your job search. Keep in mind that the smaller the geographic area you are willing to travel to, the less job opportunities you will find. Defining location and commute time early in your search will ensure you do not waste time applying to positions that are not realistic for you.

- Days / Hours of Work Do you have limitations in terms of your availability to work on certain days of the week or times of the day? For example, perhaps you are attending school and therefore are not available to work during these days/times. Or maybe you have family commitments on certain days/times when you would not be available for work. If you have limitations for which you cannot make other arrangements, then avoid wasting time applying for positions outside your availability. As another example, you may come across a great opportunity, but it is only offering part-time hours and financially you need full-time work. Again, this would not be the best option for you to spend time applying for.
- Physical Work Environment and Conditions What work environment and conditions will you be expected to work within? This is a very important consideration when looking at the trades. One of the biggest reasons people end up leaving the trades is because they did not consider or understand the physical work environment or conditions in which they would be working. This is something you will likely evaluate as you conduct your research and interview with an employer. Will you be spending a lot of time in your car, outside in all types of weather conditions, on a factory floor or working from home? What are the safety standards and history for the company? All of these can be important criteria in evaluating job opportunities.

The bottom line, be realistic but as flexible as possible to maximize the number of opportunities available to you.

COMPENSATION CONSIDERATIONS:

I caution job seekers not to lead with money when evaluating whether to apply to job opportunities. Why? Because there can be so much more to the compensation being offered then the salary or pay that appears in some job ads.

• Salary / Hourly Pay - Do your research on what is a fair pay for your level of experience, geographic location and type of job you are seeking and get clear on the range you want. Remember as an apprentice or early in your career you will likely start at minimum wage. The important thing at this stage is to apply to opportunities so you can secure an interview and get started in your career. Once in the interview process you can start to gain a better understanding of the true compensation package available which may include great benefits and other perks. Note that benefits are often something that kick in at 3-6 months after starting in a new position.

- Benefits Organizations vary greatly in the benefits that they offer employees. As you progress in the interview process or at the offer stage, you may gather information regarding the benefit package being offered which may add nicely to your total compensation. Alternatively, if you are facing a situation where benefits are not offered, consider looking into paying for your own benefits directly with an insurance provider. Many insurance companies now offer insurance to individuals at reasonable rates. If an employer is offering you a great salary / pay rate but no benefits, perhaps purchasing your own insurance is a possibility for you.
- Other Perks Many employers may offer great additional perks that can add to your total compensation package. For example, they may offer additional pay on top of your salary in the form of tool compensation/allowance, travel compensation, bonuses, profit sharing, overtime pay, commission or tips from customers. Perhaps they have a reduced work week during the summer or allow you to work from home saving you time and money. Do they have other investment opportunities such as pension, stock options or a saving matching program? Finally, some organizations offer memberships or special discounts on certain products or services.

When it comes to compensation, avoid asking questions early in the interview process about the pay, benefits or other perks they might be offering. Employers don't want to hire people who only care about the money, benefits and other perks – they want to hire people who are excited to work for them! Compensation will clarify itself as you go through the interview process and if you get a job offer and still have unanswered questions, you can ask the employer all your unanswered questions at that stage.

Finding Jobs

SOURCES OF ONLINE JOB ADVERTISEMENTS:

Most companies have a careers section on their website where they will list available positions. Be sure to bookmark company websites so you can check them frequently for new job opportunities. Not all companies will post open positions to online job boards or social media sites so keeping an eye on the actual website is an optimal method to find advertised openings. Some companies will allow you to create a profile in the Career Section of their website where you can upload your resume. Be sure to still keep an eye on the website and career opportunities even if your resume is uploaded and don't hesitate to customize your resume and apply directly to new positions that open up.

Many professional associations will feature jobs for members. It is a great idea to investigate professional associations in your field and if they provide a source of advertised job openings, consider joining the association. In addition, there are many profession or industry specific job boards. Search online or ask others in your field of work or industry if they are aware of any good websites that are a good source of available positions.

INDUSTRY SPECIFIC JOB BOARDS:

Source out local employment agencies and search firms and check their websites for local job opportunities.

- ApprenticeSearch https://apprenticesearch.com/
- Great Connections https://www.gc-employment.com/jobs
- Adecco www.adecco.ca
- Drake International https://ca.drakeintl.com/
- Great Connections Employment http://www.gc-employment.com/
- Randstad www.ranstad.ca
- Kelly Services <u>www.kellyservices.ca</u>

There are a multitude of different job boards and job aggregators online. The range of available positions can be more limited with job boards. On the flip side, job aggregators are search engines designed to pull available positions from a variety of websites including company websites and online job boards. Indeed.ca is a great example of an aggregator and one of the most popular job aggregators used by job seekers. Employers can post directly to this site but it also acts as a search engine pulling job posting information from a variety of sources. Overall, job aggregators will have a greater variety of positions available.

- Indeed www.indeed.ca
- Simply Hired <u>www.simplyhired.ca</u>
- Eluta www.eluta.ca
- LinkedIn <u>www.linkedin.com</u>
- Workopolis <u>www.workopolis.com</u>
- Monster <u>www.monster.ca</u>
- Charity Village <u>www.charityvillage.com</u>

Within your local community, you will likely be able to find government funded employment support services. These services typically work with local employers and will post available jobs either via their website or within their office. Contact your city/town hall or municipal office and ask them what services there are to help in finding a job. They should be able to direct you to these resources.

- Government Job Site https://www.jobbank.gc.ca/findajob/resources/covid-19
- Employment Ontario https://www.ontario.ca/page/employment-ontario

Finally, consider looking at your local online classified ads and visit the website for your local newspaper which may have jobs posted in their classified or business section of the site. Websites like kijiji.ca may provide a source of online advertised job openings in your local area.

• Kijiji.ca <u>www.kijiji.ca</u>

SOURCES OF PRINTED JOB ADVERTISEMENTS:

Most employers (and job seekers) have migrated online however in industries such as service, retail and manufacturing, job openings may be in a print format. In addition, smaller communities may be more likely to have printed job ads that never find their way online.

Some of the more common sources of print ads include printed local newspapers, printed trade magazines and smaller weekly publications. In addition, look for job postings on community information boards, religious institutions or at job fairs that may be held at an employer or for the general public. Speak to your local librarian about sources of printed job ads in your local community or within your field of work / industry. They should have a good idea of what print publications are available.

OTHERS GREAT SOURCES OF JOBS:

Virtual Job Fairs / Local Career Fairs – Virtual job fairs or local career fairs can be an excellent source of job opportunities since those employers attending are typically looking for people right now! Do a search on the internet using words such as 'Oakville career fairs' to uncover upcoming events. In addition, check out: http://www.petersnewjobs.com/toronto-employment-events-and-organizations.html

Friends, family, your network – remember to network and talk to your friends and family to let them know you are looking for a job. Your network is one of the best ways to uncover job opportunities so make a point to get the word out. See the tips below to help you prepare for these conversations.

REQUESTING A NETWORKING MEETING:

Below are some sample scripts to assist you in requesting a networking meeting. Feel free to adapt these to your unique situation. Remember these key components when making the request:

- Decide the best method to communicate (Phone, Email or Text). Note that
 email is the most common, but a phone call can be very effective if you have
 the person's phone number and feel confident in reaching them live. Texting is
 appropriate if you already have an established relationship/rapport with the
 person or have been advised that they prefer text (for example by your own
 contact)
- Explain who you are/how you know them
- Share why you would like to speak with them (e.g. to gain their advice about your job search)
- Request a 20–30 minute meeting (ideally face-to-face via a virtual meeting technology or by phone)

SAMPLE SCRIPT - REFERRAL

"Hi John, my name is Alison Holden. I was referred to you by our mutual friend Karen Long. She recommended I reach out to you as she felt you would be a good contact for me as I look to find an apprentice opportunity. Have I caught you at a good time? (if on the phone)

I am currently very interested in learning more about the work that you do and how you got your start and Karen thought you would be a great person for me to speak with.

I wonder if you might have 20-30 minutes to meet either virtually using a meeting technology or by phone so I could share with you my background and goals and ask you some questions about the work you do and what advice you might have for me at this time in my career. I realize you are very busy and am happy to be flexible to your schedule."

SAMPLE SCRIPT - COLD CALL

"Hi John, my name is Alison Holden. I am reaching out because I was very excited to read about your business here in Oakville and how you are expanding. Have I caught you at a good time? (if on the phone).

I graduated from Central Technical High School last year with a Red Seal in Automotive and completed courses in heavy equipment, small engines and welding. As I look to start my career as an apprentice, I was hoping you might be open to a 20–30 minute networking meeting so that I could learn more about your company and your plans for growth in the Oakville area. I am happy to set-up an online/virtual meeting or schedule a phone call for us to connect. I realize you must be very busy and am happy to be flexible to your schedule."

FOLLOW-UP RECOMMENDATIONS:

- Allow 5 business days for a reply to your first message
- If no reply after 5 business days, send a follow-up message using a new communication method (e.g. if you called and left a voicemail, try next to send an email)
- If no reply after 7-10 business days, attempt a 3rd and final reach out to the individual
- If there is no reply following your 3rd request, remove them from your networking list and move on!

SAMPLE NETWORKING QUESTIONS

Prior to each meeting be sure to prepare 6-10 questions. Remember that your questions will vary depending on what you would like to learn your objective for the meeting. Select from the questions below OR do your own research to come up with questions that will show preparation and make a great impression!

- How did you get into this field? OR How did you get to where you are today in your career?
- Can you tell me more about your hours of work and the type of working conditions you experience? What should someone like me getting started be prepared for?
- What do you most enjoy about this field of work? What do you find most challenging?
- What trends have you noticed in this field of work (or industry)? How has your organization been keeping up with these trends?
- Are there specific employers you are aware of that would be looking for someone with my skills/background/experience?
- What would be your advice to someone like me looking for an apprentice opportunity in this field of work (or industry)?
- Where do you think the greatest prospects are for the future in this field of work/industry?
- Are there professional associations you would recommend I join or investigate that you feel are important to belong to, based on my area of career interest?
- Is there any further training you'd recommend I undertake?
- What do you most enjoy about working for your current company?
- What makes a person successful within this organization?

3 Key Wrap Up Questions: At the end of a networking meeting, there are 3 key questions you should ask in order to continue to grow your network, keep in touch and seek an opportunity to reciprocate. Include these 3 questions at the end of each networking meeting as part of a successful summary and wrap-up.

- **GROW YOUR NETWORK:** Are there 1-2 others in your network that you feel might be helpful for me to network with based on my current career goals?
- **KEEP IN TOUCH:** I would appreciate the opportunity to keep in touch and update you regarding my career/job search progress. Would you be open to connecting via social media (e.g. LinkedIn) and for me to keep in touch every so often with an update on my progress?
- RECIPROCATE: I really appreciate the time you have given me out of your schedule today to network. Is there anything I can do for you?

For further learning on how to network for a job, check out this great resource: https://20mnm.com/#graduate

Goal Job Criteria - Worksheet

Instructions:

- 1. Using the form below, define your goal job criteria preferences in the middle column. If you are uncertain at this stage in your search or career, leave the section blank and revisit later.
- 2. In the third column, identify whether your goal job criteria are Must-Have (M) or a Nice-To-Have (N). Remember it is important to be flexible and realistic where possible. If you have limited relevant experience or supply of candidates is higher than demand by employers, you may need to be more flexible with your criteria.
- 3. Adapt the information in the worksheet as needed and refer back to it often to help evaluate the positions you apply for and eventually the job offer(s) you receive!

Goal Job Criteria Considerations	My Preferences	Must-Have or Nice-to-Have? (M/N)
Position		
1. The opportunity I am focused on:	The job title(s) I am targeting: My preferred responsibilities/duties are:	
2. The industry or industries I am targeting:		
3. The location I would like to find work (e.g. city):		
Lifestyle		
4. My realistic commute time to work each way is (Consider access to transportation and family/life commitments):		
5. The days/hours of week I am available:		
6. The physical work environment / conditions that are most important to me:		
Compensation		
7. Based on my research, my pay / hourly rate is:		
8. The other compensation criteria that are most important to me are (e.g. Health benefits):		
9. Other goal job criteria		

Developing a Routine and Set Goals

Establishing a new routine soon after finishing your job with the company will be an important step in moving forward and landing a new job as quickly as possible. In addition to a new routine, daily job search goal setting will play a vital role in your success. Based on our years of experience working with thousands of job seekers, people who establish a routine and set daily goals see these benefits:

- Stay focused on their top priority finding a job
- Use their time wisely and avoid wasting time on unproductive activities
- Are more clearly able to communicate to others such as friends and family members what type of job they are seeking and what their goals are
- Feel a sense of accomplishment as they achieve goals which motivates them forward the next day
- Learn information quickly which can help inform future goal setting

Let's take a look at a typical routine of a job seeker who is focused on finding a job as quickly as possible.



SAMPLE DAILY ROUTINE OF A JOB SEEKER

- 7-8:30am Breakfast/Exercise/Get Updated on the News
- 8:30-9am Get Ready for the Day
- 9–12:00pm –Check and Follow-Up on Emails and Voicemails, Scan Sources of Jobs (e.g. company websites, employment agencies, classified ads, etc.)
 / Apply to Positions
- 12:00-1:00pm -Lunch
- 1:00 4:00 Contact Friends and Family That May Know of Open Jobs / Research Upcoming Job Fairs / Prepare for Upcoming Interviews
- 4:00 5:00 Wrap Up Day and Set Job Search Goals for Tomorrow

EVENINGS/WEEKENDS = PERSONAL TIME WITH FAMILY/FRIENDS

This routine is great because it prioritizes finding a job as the most important activity each day, combined with time for self-care and breaks with some exercise in the morning and a good lunch break mid-day.

DAILY ROUTINE WORKSHEET

Use the area below to determine what your daily routine will be to keep you focused on your job search.

Time of Day	Activity During This Time	

SAMPLE DAILY JOB SEARCH GOALS

In addition to establishing a new routine, you will want to set specific job search goals each day to help you stay focused on finding a job. Be sure to leave time at the end of each day to set goals for the next day.

Job Search Goals	Time
Monday	
Reply to emails or voicemails.	9-9:30am
Review job opportunities that were posted over the weekend online.	9:30-10am
Prepare and submit at least 2 new applications for job opportunities.	10-11:30am
Call the local library to see what job search resources they have available.	11:30am
Call my friend Jane that I worked with at my last company and see if she would be open to chatting about my job search and if she has any ideas.	1:00pm
Identify and email 3 more friends/family members and see if I can set-up a call to speak with them about the type of job I am seeking.	2-3pm
Review information provided on preparing for interviews and start to do some of the activities.	3-4pm
Wrap up my day and set job search goals for Tuesday.	4-5pm



About ApprenticeSearch.com

ApprenticeSearch.com, powered by HIEC, has successfully connected apprentices and employers in Ontario for the past 20 years, using both technology and a people-centered approach that helps job seekers find employment and employers grow their workforce. The service supports over 20,000 Apprentice applicants who are looking for work in the skilled trades, and upwards of 5,000 employers who are looking to recruit new talent.



About eLoft Careers

eLoft Careers utilizes their in-depth job search expertise to support job market success. By focusing on developing job search skills that work, the organization maximizes job seeker success in today's job market in order to build fulfilling careers and successful futures. Their solutions ensure that job seekers will walk away engaged and ready to perform at their best!