

# SENECA COLLEGE

*Faculty of Workforce Skills Development*

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Graduating high school and looking for work?

**LET US HELP!!!**

Seneca Employment Services offers a variety of job search support to community job seekers...

# RESOURCE & INFORMATION

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- Helpful handouts, websites and information to start your job search
- Job postings & job fair advertisements
- Information about the job market & wages
- Community services & volunteer info
- Apprenticeship tips & information
- Self-employment / how to start a business
- Career information, upgrading and training

# JOB SEARCH SUPPORT

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- Everyone's situation is unique and requires a different path to get you where you want to be
- You can meet 1-1 with an Employment Consultant who will help you plan out next steps to get you working









# JOB SEARCH SUPPORT...

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- We can help with...
  - Career exploration and goal setting
  - Skills and interests assessments
  - Interviews and employment preparation
  - Planning and conducting a job search for full-time, part-time, and summer jobs
  - Paid job trials and other on-the-job financial supports

# [www.workforceready.ca](http://www.workforceready.ca)

Workforce offers monthly workshops – information can be found on their calendar at this website. Select the “I Want to Work” tab and look for the Newmarket Workshops.

  		Resume Review or Practice Interview? Ask our Resource Information Specialist		NEXT MONTH Looking ahead... <i>Career Assessment</i>		
Workforce Skills Centre 16655 Yonge St. Unit 3 Newmarket ON L3X 1V6  <b>EMPLOYMENT ONTARIO</b> <small>Your job is not there. We'll help you find it.</small>  <b>905-898-6199</b> CALL FOR INFORMATION  <b>Hours of Operation</b> Monday – Friday 8:30am – 4:30pm Thursdays until 8:00pm  <b>Job Search Related Resources</b> <ul style="list-style-type: none"> <li>• Job Postings</li> <li>• Computers for Resume Writing and Internet Job Search</li> <li>• Community Info</li> <li>• Laser Printer</li> <li>• Fax Machine</li> <li>• Laser Photocopier</li> </ul>		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<b>1</b>  <b>LABOUR DAY</b> <b>Centre Closed</b>	<b>2</b>	<b>3</b> <b>Effective Resumes</b> 9:30am – 11:45am	<b>4</b> <b>Resume Clinic</b> 1:00pm – 3:00pm	<b>5</b>	
	<b>8</b> <b>Job Search</b> 9:30am – 11:45am	<b>9</b>  <b>APPLEone Job Fair</b> 9:00am – 1:00pm	<b>10</b> <b>Career Assessment</b> 9:00am – 3:00pm	<b>11</b> <b>Career Assessment</b> 9:00am – 3:00pm	<b>12</b>	
	<b>15</b>	<b>16</b> <b>Interview Skills</b> 9:30am – 11:45am	<b>17</b> <b>Effective Resumes</b> 9:30am – 11:45am	<b>18</b> <b>Resume Clinic</b> 1:00pm – 3:00pm	<b>19</b> <b>Smart Serve</b> 9:00am - 1:00pm *FEE 	
	<b>22</b>	<b>23</b> <b>Job Search</b> 9:30am – 11:45am	<b>24</b>  <b>OfficeTeam®</b> <small>A Robert Half Company</small>  <b>Accountemps®</b> <small>A Robert Half Company</small> <b>Job Fair / Info Session</b> 9:30am – 11:30am	<b>25</b>  <b>APPLEone Job Fair</b> 9:00am – 1:00pm  <b>Resume Clinic</b> 1:00pm – 3:00pm	<b>26</b> <b>Test of Workplace Essential Skills</b> (must review preparation guide with staff prior to attending) 1:30pm – 4:00pm	
<b>NOTE</b> * You need to	<b>29</b> <b>Interview Skills</b>	<b>30</b> <b>Conquering</b>			<b>Mock Interviews</b>	



# Youth Employment Fund Employment Ontario

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The Youth Employment Fund or “YEF” is an initiative created by Employment Ontario.

## OBJECTIVE:

- Provide young people with an entry point to long-term employment through job placements that offer the chance to learn work skills while earning income.

## OUTCOMES:

- Employment and improved long-term employability
- Short-term training
- Education: returning to school and/or other academic upgrading

# Youth Employment Fund (YEF)

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- *Who can access the YEF?*
  - You can access YEF if you are:
    - Between 15 – 29 years old
    - Unemployed
    - Not participating in full-time training or education
    - Residents of Ontario

# YEF starts September 2014!

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Newmarket Workforce Skills Centre  
16655 Yonge St Unit 3, Newmarket  
Tel: (905) 898-6199

- For on-site information session times and locations, go to [www.workforceready.ca](http://www.workforceready.ca)
- You can book an appointment directly with an employment consultant who will assess your eligibility



# JOB RETENTION

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Now that you have the job...  
you need to keep the job!

On-going support, follow up, coaching and  
counselling while you are working and for as  
long as you need us

# WORDS OF ADVICE

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- You're going to be spending a lot of time at your job, so make sure you apply for jobs that interest you!
- A good work ethic is important – show up on time, looking good, and ready to work – even on those days you don't want to!
- The thing to remember is that you're earning money, gaining experience, and making good contacts & future references

**GOOD LUCK!!!!**

# WHERE TO FIND US...

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16655 Yonge Street, Unit 3

*(southeast corner of Yonge & Mulock)*

(905) 898-6199

[www.workforceready.ca](http://www.workforceready.ca)