

REGIONAL EMPLOYMENT HELP CENTRE

Centre régional d'aide à l'emploi

Dubreuilville, Wawa, White River

EMPLOYMENT
ONTARIO

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

EMPLOI
ONTARIO

Une emploi vous attend. Nous vous aidons à le trouver.

Job Search Activity Tracking

Individuals should be aware that documented evidence of an active job search is required for applications to various MTCU funded programs such as Second Career and the Self Employment Benefits. Below are examples of activities that may be undertaken during an active job search. **Please note that job search activities are to be in fields related to an individual's work experience, skills, education and training.**

- Applications / resumes submitted to employers
- Follow-up with employers
- Attendance at job / career fairs
- Reading local newspapers classified ads
- Checking online sources such as the Job Bank website and other job posting sites
- Research of labour market information, job prospects, etc.
- Networking activities such as community job fairs, college information sessions
- Informational interviewing with employers
- Cold calling to employers
- Meeting with an Employment Consultant regarding career decision-making, employment maintenance, job searches, skills assessment
- Visiting the job board at the Regional Employments Help Centre office or online at www.wawarehc.com
- Creating and updating self-marketing tools such as resume, cover letters, and a portfolio
- Job coaching / mentoring

Sample Events in Tracking Chart

EMPLOYER	POSITION TITLE	DATE OF APPLICATION	RESULTS
Appointment with Career Consultant at REHC		May 1, 2012	File opened, update resume
Interviewing Skills Workshop at REHC		May 15, 2012	Completed
Met with OW Case Worker		May 17, 2012	Advised to send out resume
Check job bank online		Ongoing from May 18, 2012	Applications sent out
Richmont Mines	Labourer	June 1, 2012	Resume on file
Municipality of Wawa	Arena attendant	June 15, 2012	No contact
EDC	Assistant	July 5, 2012	Interview July 15, 2012

Helping individuals move forward 

Regional Employment Help Centre 65B Broadway Ave Wawa ON P0S 1K0

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This *Employment Ontario* Employment Service project is funded by the Government of Ontario.

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