POGO

PEDIATRIC ONCOLOGY GROUP OF ONTARIO

FOR KIDS WITH CANCER
FOR NOW, FOR LIFE.

Getting Down to Business: A Guide to Employment

The POGO School and Work Transitions Program

GUIDANCE | **ADVOCACY** | **EMPOWERMENT** for childhood cancer survivors

Ready to take the plunge into the job market?
This resource will provide guidance around searching for opportunities, building your resume, the interview process and provide some links to resources.

School and Work Transitions Counsellors support survivors with a smoother transition from secondary school or from being off school or work to further education or employment. You'll see School and Work Transitions Counsellors **(POGO Counsellors)** mentioned throughout this guide. Know that you can contact your POGO Counsellor as needed.

Let's get started!

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Searching for Opportunities

Via the Internet

There are many places to job search online.

- The Service Canada Job Bank **www.jobbank.gc.ca** is a database maintained by the Canadian government that is used by many employers to advertise jobs. It is fairly easy to search and customize to your goals. It also has a section dedicated to newcomers in Canada. **https://www.jobbank.gc.ca/findajob/newcomers**

- The Public Service Commission is a database containing opportunities to work for the Federal government. **www.canada.ca/en/services/jobs/opportunities/government.html**

- Indeed **ca.indeed.com** searches multiple local sites and posts job opportunities on its website. Some employers also post directly on indeed.ca. It is easy to use and includes most major employers.

- Find out if your professional association has a website with job postings.

- Find out if your college or university has external job postings for graduates.

- Are you targeting a particular job sector? Is there a website for that sector?
  - For example:
    - Many not-for-profit jobs are listed on a site called Charity Village **www.charityvillage.com**

    - Ontario Public Sector jobs can be found on **www.gojobs.gov.on.ca**

- Do you wish to work at a particular company? Find their website and post your resume on the "Careers" section. Check for employment updates often.

Most job search websites have "Alerts" that you can have delivered to your inbox daily. These alerts can be customized to the type of work you seek.

General Job Search Sites

• www.monster.ca	• https://www.thecareerowl.ca/
• www.workopolis.com/en/	• www.jobboom.com
• www.charityvillage.com	• www.careerbuilder.ca
• www.eluta.ca	• www.wowjobs.ca/
• www.canjobs.com	• https://www.glassdoor.ca

Research

- What major employers do you want to target? Check out their websites for postings. Make a general application.
- If you know the area you hope to live in and how far you are willing to commute, make a list of potential employers in this area and send resumes.
- Always check the website for instructions as to how a corporation wishes to be approached. “No calls” means no calls. “Apply online” means apply online using the format suggested by the company.
- Go to your local library or employment centre to look for opportunities.

Keep a file or list of the jobs to which you have applied. If you are applying for many and varied positions, the process can easily become confusing. With a list, you will be well prepared when you are invited for an interview.

Knocking on Doors

In-person job searching is now a bit antiqued, but if you are looking at a smaller employer, for example in the retail sector, it may be more beneficial to walk through the mall with resumes. To job search in person, wear what you would to an interview. If you want to attempt a walk-in strategy with a large corporation, it is best to call ahead and find out if they accept walk-in applications.

Networking

- If you are a recent graduate, make use of your college or university employment support offices. Ask your former teachers if they have job leads or industry connections.

- Tell **EVERYONE** you are job searching. Have them tell **EVERYONE**.

- Make a list of close friends and family who have connections you might utilize. Approach them and ask if Company ABC is looking for people with training in xyz. Who would they suggest you approach at ABC and is it all right to use their name? Ask friends of friends, relatives of relatives. At the very worst, they will say no or not follow through.

- Post your resume on a social media site such as "Linked In" or on an employment site, such as the Job Bank.

- Use the services of a professional recruiter, but do not pay any fees – this should not cost you any money.

Internships

An internship can be paid or unpaid and is a way to gain experience in an industry in exchange for your labour. It is an excellent way to improve your knowledge base, make contacts and build your resume.

- Visit the Government of Canada website on services for youth:
  - **https://www.canada.ca/en/services/youth.html**

Additional information about internship programs:

- The Public Service Commission helps post-secondary students find co-op and intern positions in the federal public service.
  - **https://www.canada.ca/en/public-service-commission/jobs/services/recruitment/students/coop-internship.html**

- Career Edge offers internships specifically designed for university, college and high school graduates with disabilities.
  - **www.careeredge.ca**

Seeking an Apprenticeship

If you want to become an apprentice, apply directly to an employer, union, local apprenticeship committee or sponsor group.

- **https://www.ontario.ca/page/employment-ontario**

Employment Ontario Employment Service has information about apprenticeships and the particular requirements to meet for certification. They also help to match people looking for work with employers who want to hire workers and apprentices.

- **www.apprenticesearch.com**

This free website allows you to search for apprenticeship opportunities serving all of Ontario connecting employers and apprentices in the skilled trades.

Other Ideas:

1. Is there a local union that could help, e.g., International Brotherhood of Electrical Workers (IBEW)? The IBEW interviews and accepts applicants for apprenticeships each year.

2. Use the Government of Canada Job Bank (www.jobbank.gc.ca) to set up employment alerts or searches. Look at employers who appear to be hiring in your field and drop off a resume even if they aren't specifically asking for an apprentice.

3. Make a list of potential local employers – and take your resume personally.

4. Network – Who do you know locally? Who do your parents know? Your friends? Get the word out that you are looking for an apprenticeship.

5. Remind employers there are government incentives for hiring apprentices.

6. There are also loans for purchasing tools and for completing an apprenticeship. Visit https://www.canada.ca/en/services/jobs/training/support-skilled-trades-apprentices/loan.html

7. If you have no luck, consider that there may be a co-operative college education program in your area where you can get training and work towards your hours www.ontario.ca.

Volunteering

This is another way to gain experience and build your resume. Volunteering will also help you maintain motivation and confidence while you search for paid work. Vital contacts may be made for future employment and reference sources. Some communities have a central volunteer bureau or a listing of organizations seeking volunteers.

Apply, Apply, Apply....
Don't sell yourself short or make assumptions that you aren't qualified. The worst thing that can happen is that you won't get an interview. The best thing that can happen is your resume may be pulled for another position down the road.

Building a Resume

The look should be crisp and clean

- 1 - 2 pages maximum
- Black type on white
- 8.5” x 11” paper
- Use a simple font – Arial for example
- Make sure the print quality is excellent
- The resume should be well spaced, not crowded or busy
- Keep the same format throughout

Highlight any awards you received at school (honor student, scholarships), at work for performance or in the community for volunteer work.

The content should be:

Pointed

- Read the posting or company mission statement. Address the main points in your resume and cover letter.

Tailored

- It is imperative that you tailor your resume and cover letter for each posting or company profile. Have 1 or 2 versions of your resume on hand, ready to customize.

Honest and Reliable

- Use numbers and examples as often as possible, e.g., sales increased by 40% or built relationship with five major customers.
- Be transparent and accurate.

Well Written

- Don’t use technical jargon as the first person to review your resume may not have a technical background.
- Stay away from tired clichés, e.g., “excellent communication skills.”
- Use action words, e.g., achieved, handled, organized, managed https://careerservices.uni.edu/sites/default/files/docs/resume_verbs.pdf
- NO personal information or pictures.

Organization

- **Templates** – There are many online resume templates that are useful and free. A Microsoft Word template is always a good place to begin.

Types of Resumes

- **Chronological** – If you have a lot of prior experience, this is usually the best way to organize your resume. Begin with most current jobs or experience. This type of resume provides the best readability and flow for the employer.
  - Order the headings of "Experience" and "Education," depending on what it is that you want to highlight. If a company is looking for a particular type of education or professional designation (e.g., RN or PSW) then education should be the first piece of information the recruiter sees. If the company appears to value experience and you have relevant experience, place your experience first. If you are a new grad, education is where you should begin your resume.

- **Functional** –If the posting appears to be looking for a skill set, then a functional resume maybe the best option. However, this type of resume is not universally liked by employers and you may be screened out before you start, so limit this use if possible.
  - This is a way to highlight your skill set versus your experience. You choose a skill and use points to illustrate how you learned or have shown competence in a particular area. This works well if you don't have a lot of experience or there is a large time gap in your resume.

◆◆◆◆◆

What (skill set) are hiring managers looking for?

People skills/relationship-building; communication skills; problem-solving skills; analytical abilities; leadership skills; industry-specific knowledge & experience; functional knowledge; technological literacy; project management skills; creative thinking.

- Source: Workopolis

If you need help or someone to proofread your resume, call the POGO Counsellor in your area.

For more resume examples visit: **https://www.thebalancemoney.com/resume-types-chronological-functional-combination-2063235**

Tips

- Don't list irrelevant education and experience.
- Hobbies that don't relate to the job should not be included.
- Use keywords (skills asked for in job posting) throughout.

- If there are gaps of time in your resume – explain what you were doing if possible (volunteering, child rearing, sabbatical, etc.) use full years vs months and years in chronology.

- If you have numerous jobs doing the same kind of work, group them together, e.g., Insurance Claims Clerk – various companies, 2017-2024 and add duties.

- Consider adding a section of Accomplishments – e.g., Award for highest sales 2023.

Unique ways to make your application stand out:

- If you are looking for a job in the arts, attach examples of your creative work.

- Add quotes from clients, employers.

- Consider adding a link to your LinkedIn profile.

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Career Objective – Recruiters like this information at the beginning of a resume. If you elect to use this in your format, keep it simple, straightforward and concise.

- Example: ***To build a long-term career in marketing with opportunities for career growth.***

References – Have 2-3 references written on a separate page. Bring this page to the interview, in the event that they request them during the interview. Some companies may request that references are sent via email following the interview. Always ask permission from the person before using them as a reference.

Examples

Ms. Valencia Orange
Former Manager
Acme Incorporated
905-555-9612

Mr. Beetle Juice
Current Colleague
Main Street Market
905-555-8776
valencia.organ@fakemail.com

All finished?	**Verb Tense**
✓ Proof the content for errors… ✓ Proof it again for errors… ✓ Have someone else proof it… ✓ And then step back and review the format only…	**Present Tense** – current job and cover letter; "manage, handle, organize" **Past Tense** – previous jobs; "managed, handled, organized" **Double check that it is consistent!!!!**

Your Resume Checklist

NAME
Address
City, ON
Postal
Phone
Email

CAREER OBJECTIVE

xxxxxxxxxxxxxx
xxxxxxxxxxxxxx

WORK EXPERIENCE

Dates **Job #1 City, ON**

- **xxxxxxxx**
- **xxxxxxxx**

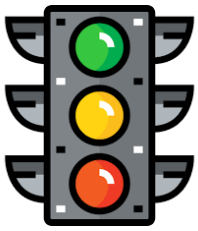
Dates **Job #2 City, ON**

- **xxxxxxxx**
- **xxxxxxxx**

Dates **Job #3 City, ON**

- **xxxxxxxx**
- **xxxxxxxx**

1. Are the headings formatted the same throughout?
2. Is the spacing consistent?
3. Do the bullets have consistent margins?
4. Are all the bullets the same size and appearance? Don't change from bullet points to numbers part way through.
5. Do all the margins line up?
6. Is the font the same throughout?
7. **IS IT CLEAN & CRISP?**



Successful Interviewing

What to Wear

The focus needs to be on you, not what you are wearing.

- ✓ Know your industry and dress accordingly.
- ✓ Wear shoes that you can walk properly in and that are comfortable enough for a tour of the facility should one take place.
- ✓ Have a clean appearance (wear clean, well fitting, wrinkle free clothes and brushed hair).
- ✓ Have good body hygiene (take a shower and brush teeth before the interview, wear deodorant).

You could choose...

A tailored pair of dark dress pants, dark dress shoes; a shirt with a collar (with some colour or print) and a blazer to leave on or take off as you decide. A tie could be worn if the job is more formal.

If you need clothing appropriate for a job interview, many local not-for-profit agencies have free clothing available. Try your local community shelter, youth drop-in centers, and churches. Many specifically try to stock business attire for interviews.

What to Bring

- ✓ One bag or case with everything you need. **Not a bag and a purse. One bag**. This will help you look polished, organized and neat.
- ✓ Copies of your resume.
- ✓ A typed list of your references.
- ✓ A portfolio or examples of your work if applicable.
- ✓ Thank you letters or reference letters from previous employers/customers.
- ✓ A bottle of water should you cough or lose your voice.
- ✓ Pen and pad of paper.

What to Say

- ✓ It is common to be asked if you have any questions at the end of an interview. Have these prepared to show your level of engagement.
- ✓ Reference the company's mission statement, goals and values in interview, if possible.
- ✓ Less is more. It is tempting to keep chatting to avoid an uncomfortable silence, but this opens the door to disclosing more than you intended or descending into negativity. Don't be afraid of the silences. When you are finished answering the question, smile at the interviewer and let them take the lead.

- ✓ There is nothing wrong with taking a few seconds to gather your thoughts after a question. It is fine to say, "I just need a moment." Also, you can ask for the question to be repeated or clarified if you don't understand.

How to Act

- ✓ Confident smile, firm handshake and eye contact with interviewer.
- ✓ Good manners and use polite language.
- ✓ No negativity about past employers or competitors, etc.
- ✓ Don't fidget, tap or pick.
- ✓ Be conscious of your body language. Present yourself in an open, confident way and it will help you feel more self-assured. Arms should be at your side, not crossed in front of you.
- ✓ Be alert and attentive. Don't lounge in the chair; sit upright.
- ✓ Thank the interviewer for their time at the end and send a thank you note if you wish.

Behavioural Interviews

Preparation for the Behavioural or Functional Interview - (Used with permission of Lori Turner-Otte) Many large employers and the public service sector use this type of interview. This format is used to draw out concrete examples from the interviewee's experiences about when they have been challenged in some way. This will demonstrate to the employer how you will handle difficult circumstances. Basically, all the questions are very similar.

> **Think of a time when "x difficult situation" occurred. How did you handle it? What was the outcome?**

The best way to prepare is to spend some time coming up with several scenarios from your own experience. Most should be work related, but if you don't have a lot of work experience, then scenarios can be pulled from volunteering, school, etc. These answers can then be practiced, and tailored to answer the questions posed during the interview. A single scenario can work well in answer to several different questions.

Possible scenarios to think about:

- a disagreement with a supervisor or a co-worker
- a time when you were challenged working with a team
- an ethical dilemma
- a moment of great pride in the way you handled a challenge
- a difficult encounter with a customer
- a time when you had to balance priorities or manage time effectively to be successful

Clean up your social media accounts. Remove questionable pictures, language or subject matter. Employers do check. Google yourself. What comes up?

The bonus of doing this type of preparation is that it forces you to reflect on strengths and abilities, thereby boosting your confidence.

Possible pitfalls:

- Too much information! It is easy to disclose more information than you should, i.e., about a difficult interpersonal relationship with a supervisor. Stay professional and stick to the facts.
- It is easy to talk yourself into negative territory when relating difficult experiences. Ensure you end on a positive note, e.g., "My plan was not adopted by management, but I was able to put this into perspective, and I realize that the experience gained putting such a plan together was invaluable."
- It is tempting to finish the answer without wrapping up with the outcome. Talk about what you learned or what experience you gained as a result of the situation.

Practice, Practice, Practice

Write down a list of possible questions – there are millions to choose from on the internet. Look for questions specific to your industry. Take the list with you and practice answering—in the car, in the grocery store, before bed, whenever you have a spare moment. This will help you to be polished and prepared for the interview.

Be Your Best Self

The bottom line is that a job interview is a two-sided process. The "fit" must be good on both sides of the interview table. If you were not successful, then it likely would not have been a good position for you. Be your best self, but not someone else. Chances are, if you click with the company, and vice versa, you will be happy in that environment. Every interview helps you prepare to clinch the job that is the perfect job for you.

Sample Interview Questions

Standard Questions

1. Tell me about yourself
2. What are your strengths?
3. Name one of your weaknesses and how you are working to overcome it?
4. What are your career goals? Where do you see yourself in 3-5 years?
5. Why do you want to work here? Why should we hire you?

Behavioural Questions

1. Tell me about a time when you have worked as part of a team.
2. How are you in dealing with stressful situations? Give an example.
3. How would you rate yourself as a public speaker?
4. How would you describe your ability to deal with conflict? Explain.
5. Describe a time when you were able to manage your time effectively.
6. Describe a time when you have made a mistake and what you did to correct it.
7. What is your experience working in a culturally diverse setting?

Resume Related Questions

1. Describe your position at……. (insert company name).
2. Please explain the gap on your resume from (year X) to (year Y).
3. What did you enjoy most about your time with (insert company name here)?

Other Questions

1. How would you describe your last/current supervisor? What would you change about him/her?
2. What do you know about our company? What do you know about this industry?
3. How would you describe your work style?
4. What do you enjoy most/least about working as a _____?

Questions to ask at the end of an Interview

1. If I am selected for the position, what will the training process involve?
2. What do you enjoy most about working here?
3. Can you tell me about the team that I will be working with?
4. What are the biggest challenges that someone in this position would face?
5. When do you expect to make a hiring decision?

Do NOT ask...

- How much notice do you need if I want to quit?
- How do I compare to the other candidates?

Illegal Interview Questions

Employers **DO NOT** have the right to ask personal questions related to a candidate's:

- Race, colour, or national origin.
- Religion
- Sex, gender identity or sexual orientation
- Pregnancy status
- Disability
- Age or genetic information
- Citizenship
- Marital status or number of children

Samples of illegal questions:

- Do you have a disability?
- How old are your children? What childcare arrangements do you have in place while you work?
- Are you pregnant? Do you plan to have children?
- When did you graduate from high school?
- Are you a Canadian citizen?
- What does your husband/wife do for a living?
- In which country did you live while you were growing up?
- Will you need personal time off for any religious holidays?
- How long do you plan to work until you retire?
- Have you experienced any serious illnesses in the past year?

Disclosure

Should I disclose to a potential or current employer information regarding my invisible disability (i.e., cognitive, learning disability, anxiety)? This is a tough question and a very personal one. Here is a site with great information on the pros and cons of disclosure and your rights. The bottom line is, it is your choice, but we recommend you prepare in advance so you aren't blindsided.

- www.connectability.ca/2017/12/04/a-job-coachs-tips-on-disclosure-in-the-workplace/

Remember: You do not have to disclose your diagnosis, only the nature of the impairment that necessitates accommodation, i.e., "I need speech-to-text software in order to complete reports in an efficient manner."

- You can disclose at any point during or after the hiring process.
- Your employer is obligated to accommodate you unless this would expose him/her to undue hardship.
- Deciding against disclosure may hurt your relationship with your employer in the long term. It also may be stressful for you to hide a disability.
- Deciding against disclosure could compromise your safety or the safety of your co-workers.
- Disclosure may open you up to possible discrimination.
- Conversely, some large employers and the government seek to hire persons with disabilities to meet employment equity goals. Find a current list of the best diversity employers at Canada's Best Diversity Employers http://www.canadastop100.com.

Accessing Resources

Federal

- **Federal Student Work Experience Program (FSWEP)** helps match students with federal departments and agencies for temporary jobs by maintaining a national inventory of students seeking employment within the federal public service. www.canada.ca/en/public-service-commission/jobs/services/recruitment/students/federal-student-work-program.html
- **Youth Employment and Skills Strategy (YESS)** offers services tailored to each individual youth to gain the skills and experience that they need to successfully transition into the labour market. https://www.canada.ca/en/employment-social-development/services/funding/youth-employment-strategy.html

- **Inclusion Canada** is designed to increase labour force participation of people with intellectual disabilities, and thereby advance economic productivity and social inclusion in Canada. https://inclusioncanada.ca/campaign/employment/

Provincial

- **Better Jobs Ontario (formerly Second Career)** is an initiative offered by the Ontario government. It provides eligible laid-off workers with financial support for skills training to help find jobs in high-demand occupations in Ontario. It may help cover such costs as tuition, textbooks, transportation and basic living allowance. Additional support may be available to accommodate the needs of individuals with disabilities, dependent care, costs of living away from home and Academic Upgrading or ESL. https://www.ontario.ca/page/better-jobs-ontario

- **Programs for Youth** offers a list of programs to help young people get ready for the job market that includes opportunities to get work experience, get training or learn from the experts. https://www.ontario.ca/page/job-programs-youth

- **Ontario Disability Support Program (ODSP) Employment Supports** can help even if you have never worked before, have been out of work for some time or are in school. Once you start working, you can also get assistance to keep your job or to advance your career. You don't have to be receiving Income Support from ODSP to be eligible for Employment Supports. https://www.ontario.ca/page/ontario-disability-support-program-employment-supports

- **Ontario Job Opportunity Information Network (JOIN)** is one of Canada's leading organizations specializing in recruitment of persons with disabilities and disability in the workplace. JOIN works with job seekers with disabilities to find and maintain work and assist employers to recruit qualified candidates to meet their hiring needs and make their workplaces more accessible. https://joininfo.ca/job-seekers/

- **Ontario March of Dimes** offers employment services, vocational assessment service, community-based work assessment and occupation therapist services. Serves clients with chronic pain and learning and physical disabilities. Barrier-free design and consultation. www.marchofdimes.ca

- **Developmental Services Ontario (DSO)** is essentially a clearinghouse that assesses eligibility for services and supports for those with a developmental disability. In order to access services and supports, the person must have a developmental disability as defined within the **Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act (2008)**.

  Once eligibility is confirmed, DSO will help adults with developmental disabilities find services and supports in their community. The only way to access these supports is through the DSO. They can also provide information and help to clients and caregivers with planning for the future. www.dsontario.ca/

Local Resources

London

- **Employment Services – Community Living London (CLL)** supports individuals with a developmental disability. Their employment services include student transitional planning, pre-employment training, career exploration, employment planning, job placement and job coaching services. **https://www.cll.on.ca/employment-services**

- **Employment Services — Hutton House Association for Adults with Disabilities** helps people who identify as having a disability find meaningful work, including career exploration, creating a work action plan, computer training, job search, job coaching and retention, and workshops. **https://www.huttonhouse.com/employmentservices**

- **Leads Employment Services assists** people with disabilities and/or barriers to employment who live in London and Counties of: Bruce, Elgin, Grey, Huron, Lambton, Middlesex, Oxford and Perth. Their services include employment planning, job placement, job coaching and follow-up support. **www.leadsservices.com/**

- **Career Services | Youth Opportunities Unlimited (YOU)** is located in London and Strathroy, YOU offers career services to 15- to 30-year-olds who are not working full-time and not attending school (if under 18). Their supports include resume building, interview preparation, job searching, and educational opportunities (i.e., Smart Serve, Safe Food Handling). London and Middlesex County residents may also have the opportunity to engage in employment training programs such as at the YOU Made It Café, YOU Woodshop, or creating our Mushed by YOU preserves. **https://www.you.ca/career-services**

- **WILL Employment Connections** support newcomers to find work. They offer employment counselling, employment preparation workshops, and mentorship for newcomer success. They also help newcomers continue their career in Canada by providing assistance in accreditation, licensure, certification and employment in Ontario. **https://willemployment.ca/**

- **Career Centre, London - Goodwill Industries -** Free Services for all ages (16-65) and abilities who need help with employment preparation, job search skills, resumes and cover letters, interview and networking skills, and workshops/training. Employment supports for people with disabilities include employment counselling and planning, vocational assessments, life skills, work placements and job shadowing with supported coaching and more. This location also has **ClothingWorks**, which provide free job interview outfits to people experiencing barriers to employment. **https://www.goodwillindustries.ca/london-career-centre/**

- **Pathways Employment Help Centre** formerly (London Employment Help Centre) offers employment supports which includes career and job search coaching, workshops and training programs to move towards meaningful employment. There are also specialized programs for newcomers and services are available in Spanish or Arabic. **https://www.pathwaysehc.ca/**

- **London Training Centre** is a non-profit organization dedicated to helping individuals develop new skills, certifications, and micro-credentials to improve their employability and resilience. Their

services include a resources center (computers, internet, fax machine, etc.), employment counselling, job matching, pre-employment programs, and training/certifications (Safe Food Handling, First Aid, Smart Serve, etc.). As an Employment Ontario sponsored organization, it can provide information about all of the Employment Ontario programs and services

- **Jobs Training | ATN** is a non-profit organization that's been serving the community for over 30 years, helping individuals with disabilities and other barriers achieve their employment and educational goals. serve all people with disabilities and all types of barriers. Their services include a drop-in resource center, supported employment, paid job training programs, digital literacy skills training, and learning disability services. **https://www.atn.ca/**

- **Nokee Kwe - London Employment and Education Centre** Nokee Kway (pronounced "No-Kee Kway") is an Indigenous-led, non-profit organization delivering employment, training and transitional services to Indigenous and non-Indigenous youth and adults. Their services include job search supports, on-the-job supports, and career growth resources. **https://nokeekwe.ca/**

Hamilton

- **Employment Hamilton**'s employment counsellors are available to help with resume creation, job search strategies and interview tips. Employment Hamilton offers numerous training opportunities and will assist in setting up an apprenticeship. Services available to job seekers of all ages with specific services available to students and newcomers to Canada. **www.employmenthamilton.com/**

- **PATH Employment Services (PATH)** helps people with any kind of disability find and keep jobs. Individualized employment services and workshops are available. **http://www.pathemployment.com**

- **Goodwill Career Centre** meets with each person individually and provides tools and information for finding a new career direction, specialized training and a great job. Experienced Career Development Specialists along with Job Developers assist with the process of planning, finding and maintaining employment. **https://goodwillonline.ca/employment-services/**

- **YWCA Hamilton Employment Services** provides many employment services, including job search information, assistance with resume writing and interview techniques. Numerous workshops offered. **www.ywcahamilton.org/employment**

- **Wesley Urban Ministries** professional career counsellors and a resource centre help job seekers to find and secure meaningful employment. Job developers help job seekers match their skills and abilities with job opportunities. Many workshops and training programs are offered. **https://wesley.ca/services/employment/employment-services/**

Toronto

- **Youth Employment Services (YES)** offers employment resources and coaching to find sustainable employment in Ontario. **www.yes.on.ca**

- **Toronto Universities** offer programs for post-secondary students through their career centres.
  - University of Toronto **https://studentlife.utoronto.ca/service/career-advising-appointments/**
  - York University **www.careers.yorku.ca/**
  - OCAD **https://www.ocadu.ca/after-ocad-u**
  - George Brown **www.georgebrown.ca/career-services/**
  - Humber **www.humber.ca/advising/career-services**
  - Centennial **https://www.centennialcollege.ca/student-life/career-services-and-co-operative-education/**

- **City of Toronto Employment Site** provides a list of current jobs in the public sector within the city of Toronto. Includes recreational jobs such as working for the various summer camps run by the city. **https://www.toronto.ca/home/jobs/**

- **Volunteer Toronto** is Canada's largest volunteer center connecting volunteers to the organizations that need them. **https://www.volunteertoronto.ca/**

- **Ability Edge** offers internships specifically designed for university, college and high school graduates with disabilities. **http://www.careeredge.ca**

- **JVS Toronto** provides job search support, employment counselling, training, mentoring, job coaching and retention, as well as career counselling and recruitment. Supports individuals with disabilities, newcomers to Canada, at-risk youth, and mature workers **https://www.jvstoronto.org/find-a-job/**

- **CCRW** offers job search assistance, employer incentives, accommodation assessments, consulting services, and a variety of workshops for persons with disabilities. **https://ccrw.org/employment-services/job-seekers-and-workers**

- **Toronto Employment & Social Services** provides financial supports, social supports, and referrals to employment supports for people receiving Ontario Works in Toronto. **https://www.toronto.ca/community-people/employment-social-support/employment-support/toronto-employment-and-social-services-locations/**

Ottawa

- **Causeway Work Centre** is dedicated to help empower people with mental illness and other barriers find meaningful work. They offer youth programming, wellness programming and an employment resource centre. **http://www.causewayworkcentre.org**

- **Centre de services à l'emploi** offers employment counselling, employment financial support, youth programs, specialized support for those with disabilities. Offers services in French. **https://www.csepr.ca/**

- **Youth Services Bureau (YSB)** with three locations, YSB's employment services offers one to one job support, including interview prep, job coaching and resume writing. **www.ysb.ca/services/ysb-employment-services/**

- **The Employment Centre, Algonquin College** offers career counselling, career readiness workshops, the work study program and an exclusive job board for Algonquin College students and graduates.
  - General Site: **https://www.algonquincollege.com/studentsupportservices/career-employment/**
  - Pembroke: **https://www.algonquincollege.com/pembroke-employment/**
  - Perth: **http://www.algonquincollege.com/perth-employment**

- **University of Ottawa Career Development Centre** supports students to launch their careers by helping with building resumes, building transferable skills and creating networking opportunities. **https://www.uottawa.ca/study/career-experiential-learning/career-development**

- **Carleton University Career Services offers** career exploration, job search support and networking events. **https://carleton.ca/career/**

- **City of Ottawa Student Jobs** offers opportunities to gain work experience, explore career paths, showcase skills and work directly within the community and be involved in work that creates change in our city. **https://jobs-emplois.ottawa.ca/city-jobs/content/Summer-and-Coop-Student-Recruitment/?locale=en_GB**

- **Live Work Play** provides direct supports and services in the Ottawa area to include people with intellectual disabilities, autistic persons, and individuals with a dual diagnosis to live, work, and play. **https://liveworkplay.ca/how-we-can-help-you/**

Kingston

St Lawrence College Employment Services offers local a local job board, career events and workshops and career advisors on staff to help you in your search. Services available in Kingston, Brockville and Cornwall campuses. **www.employmentservice.sl.on.ca**

Keys Job Centre (serving Kingston, Gananoque, Elgin, and Smiths Falls) offers services for job seekers and newcomers. They offer specialized services for youth, students and individuals with disabilities. **www.keys.ca**

Restart offers employment counselling, training opportunities, and resources and information Employment Services Kingston **http://www.restartnow.ca**

Sudbury

- **YMCA Sudbury Employment Services** provides employment consultant services to offer personalized support to build job-searching skills. S.C.Y.L.D. (Shaping Careers for Youth through Learning & Development) offers skills training and a paid employment placement. **https://www.ymcaneo.ca/employment-services**

- **SPARK Employment Services** hosts weekly workshops on interview preparation, online job search strategies, value proposition as well as resume and cover letter writing. They offer education and training and employment services in a unique way. Try a career in virtual reality in their CareerLabsVR and the Edge+ program which supports people with disabilities enter and continue in the workforce. **https://www.sudburyemployment.ca/**

- **Employment Services at College Boréal**'s staff can help get ready for employment, writing applications and prepare for interviews. These services are available in French. https://collegeboreal.ca/en/service/employment-services/

- **Employment Services at Cambrian College** staff can help get ready for employment, writing applications and prepare for interviews. These services are available in English. https://cambriancollege.ca/community-partners-supporters/employment-options

Northern Ontario

North Bay Area

- **Yes Employment Services** delivers Employment Services d'emploi program in the North Bay area. Provides Language Instruction for Newcomers to Canada program. Services available in North Bay, Mattawa and Marten River. Services offered in French and English. https://yesnorthbay.com/

- **Nipissing/Parry Sound Job board** is a regional job board for Nipissing and Parry Sound Districts https://www.readysethired.ca/

- **Community Living Employment First** the program is designed to support individuals with developmental and intellectual disabilities enter the work force. https://communitylivingnorthbay.org/services/employment-services/

Timmins

- **Community Employment Service at Northern College** delivers Employment Services d'emploi program in the Timmins area. Also offers services for youth and new comers. Services available in English and French. https://www.northerncollege.ca/employment-services

Sault Saint Marie

- **Sault Community Career Centre** employment counselors can help you find a job, get training, or build skills. If you prefer to work independently, they have a Client Welcome Space with computers and tables to use. They also offer services for newcomers to Canada. https://saultcareercentre.ca

- **Employment Solutions at Sault College** serves Sault Ste. Marie, Blind River and the North Shore. Employment Solutions has a local job board and employment consultants that can help you navigate the job searching space and skills upgrading. https://employment-solutions.ca/

- **Yes You Can! Employment Counseling** offers personalized support during the job searching process and on the job support. http://yesyoucanemployment.ca/services

Thunder Bay/Northwestern Ontario

- **Yes Employment Services** offers the Employment Ontario services in Thundery Bay. They have a local job board, a resource area, employment counselors and supports for skills upgrading. https://yesjobsnow.com/

- **Northwest Employment Works at Confederation College** is a community resource centre that offers careering coaching, workshops and one to one support for your job search. They have computers, printers and phones to aid in the job search **https://northwestworks.ca/**

- **Anishinabek Employment and Training Services (AETS)** offers career planning, continuing education assistance, employment advising and job search support and strategies. There is an Elder in Residence at their Thunder Bay location **https://www.aets.org/**

- **Atikokan Employment Centre** offers Employment Ontario Services, including delivering the Youth Job Connection program where youth 15 to 29 are a provided paid pre-employment training and a paid job placement. **https://employment.atikokaninfo.com/**

- **Lake of the Woods Employment Action Project (LEAP)** offers the Employment Ontario services in Kenora. Connect with an Employment Advisor to get one on one support and workshops to aid in your job search. **https://www.leapforjobs.ca/**

- **Red Lake Career and Employment Services** offers the Employment Ontario services in Red Lake. Connect with an Employment Advisor to get one on one support and workshops to aid in your job search. The space also has internet access, computers and phones to aid in your search. **https://redlakejobs.ca/**

A CALL TO ACTION!
Share this guide! Help ensure that more survivors looking to enter the job market know that finding employment is possible for childhood cancer and brain tumour survivors!

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The Pediatric Oncology Group of Ontario partners to achieve the best childhood cancer care system for children, youth, survivors, and their families in Ontario and beyond.

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