

I'm going on a job search!



Get your Social Insurance Number

You need a SIN to work at most jobs in Canada.

To get one, you must complete an application form, available at a Service Canada Centre or on their website.

You must also provide proof of your identity and status in Canada.

It will take approximately 2 weeks.



Using your SIN

Your Social Insurance Number is private and personal.

Your employer will need to know your SIN so that deductions can be paid to the government on your behalf.

Otherwise, always keep it private, like a PIN number on a bank or credit card, and never borrow someone's SIN to get a job, or lend yours out.

What Kinds of Jobs to Consider

There are five main areas where young people with little or no work experience can often find that important first job:

- **Hospitality** - hotel worker, restaurant worker, tour guide, casino worker
- **Office work** - word processing operator, receptionist, clerk
- **Labour** - construction worker, warehouse worker, gardener/landscaper
- **Retail** - grocery clerk, department store clerk, cashier
- **Recreation** - camp counsellor, special event worker, pool attendant, babysitter

What Does the Job Involve?



There are a lot of ways you can find out about what's involved in a job.

Networking

Networking means talking to someone who does the job.

This can be as informal as talking to

a friend, or as formal as phoning someone you've heard of in the field you're interested in and making an appointment to speak to them.

Some local groups, such as the Chamber of Commerce, can help you find someone to talk to if you don't know where to start.



Labour Market Information

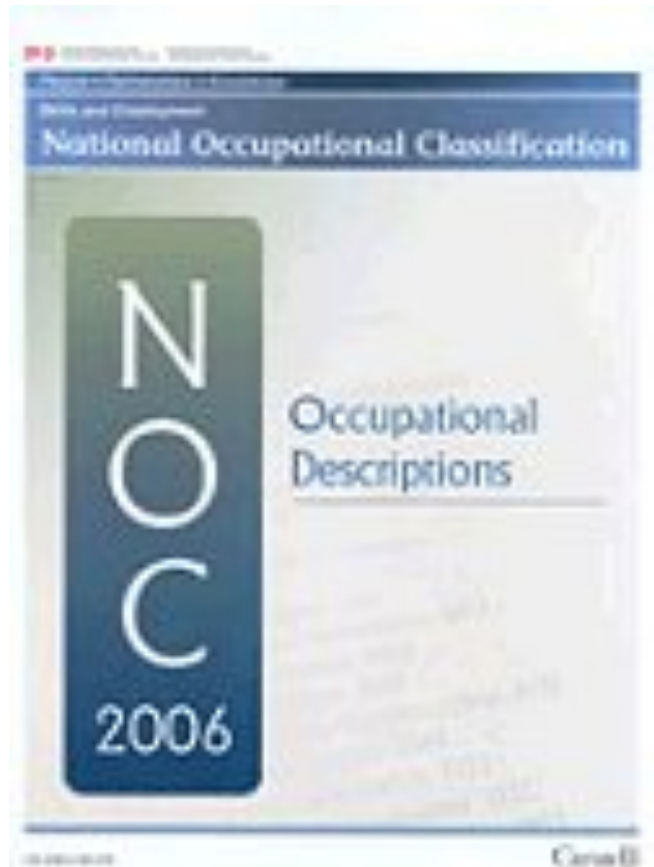
Another way is to use Labour Market Information (LMI). It can help you find out:

- What a person in a certain job does (called “occupational profiles”)
- The range of pay rates for different occupations
- The levels and kinds of education needed for different jobs
- What areas of the economy are expanding
- Which companies are hiring in the industry that interests you

National Occupational Classification

The National Occupational Classification (NOC) is a system used to describe jobs found in the Canadian labour market. There are over 500 general descriptions. Main duties, education and training requirements, and potential employers are described in each of these descriptions.

The NOC is a great resource for anyone looking for assistance on writing their résumé, in understanding the requirements for a job, or planning their career path.



Other places to get job information

- Occupational profiles and other resources available at your local library, school, Service Canada Center, band office, or friendship centre
- Librarians
- Business directories, annual reports, articles and other information available at the public library
- Some companies have reports, brochures, or promotional material available to the general public
- The company's website

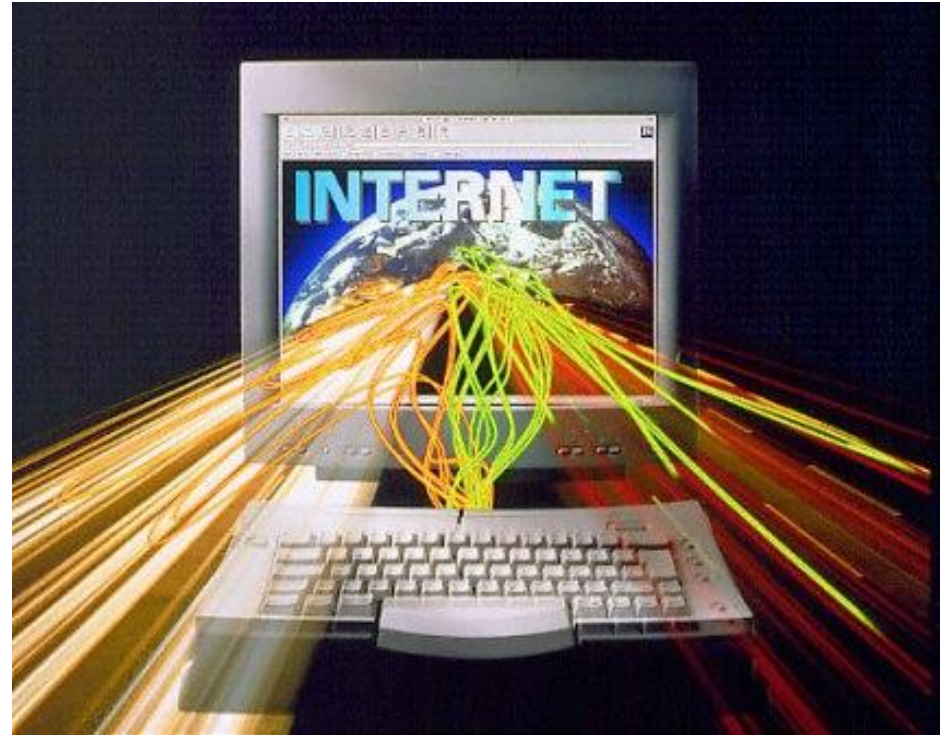
So, What's Out There?

Now you're ready to take the next step in your job search. It's time to see what kinds of jobs are out there.

Labour Market Information has the facts, figures and trends about the world of work in Canada. It is produced both by governments and by private sector organizations. LMI can give you information on different occupations, wages, standards and qualifications.

LMI & the Internet

The Internet is a good source of up-to-date labour market information in your area, and across the country. There are a number of good places to start, including the Job Futures Website.



Job Futures

Job Futures provides employment facts and information about trends in today's labour market - where people find work, educational requirements, earnings, and much more.

Job Futures lets you look ahead to see how labour market conditions and job prospects will change over the coming years.



HRDC Job Bank

More information
(including job postings)
on the labour market is
on the Human
Resources and Skills
Development Canada's
web site:

www.jobbank.gc.ca



Human Resources Centres of Canada for Students (HRCC-S)

HRCC-Ss are not just for people in school. They are a source of employment opportunities for all youth, and are great because they often feature entry-level positions and short-term opportunities that can sometimes turn into permanent ones.

Most HRCC-Ss have a casual work registry, so you can earn some money while you're still looking. Your local HRCC-S is also a great place to go to find a summer job.

Most HRCC-Ss are open from May to August.

To find the Service Canada Centre or HRCC-S in your area, call the Government of Canada's line at 1-800-O-Canada or visit their website.

Canada 

Other ways to find out about jobs

- Help wanted ads
- Job/Career fairs
- Word of mouth (networking)
- Cold calls
- Internet – company websites and recruiting sites

