

HELPFUL WEBSITES

JOB POSTINGS



Applying to job postings should only be done for about **10% – 20% of the time you spend on your job search!** Most professional jobs are found by networking and building relationships with people, rather than by responding to postings. You can also use job postings as a tool to research what skills, experience and education employers are looking for in your field.

- www.jobbank.gc.ca
- www.indeed.ca
- www.eluta.ca (will not list temp agencies)
- www.theworkingcentre.org/jobs
- www.charityvillage.com (not-for-profit companies)
- <http://minwaterloo.jobthread.com> (manufacturing postings in the KW area)
- www.workopolis.com
- www.waterlootechjobs.com
- www.wowjobs.ca
- www.monster.ca
- www.kwjobshop.ca
- www.kijiji.ca
- www.kwcareers.com/jobs.aspx
- <http://vicinityjobs.com/>
- <http://jobs.localwork.ca/>

COMPANY DIRECTORIES

Finding an employer in a business directory does not necessarily mean that they are hiring now, but it is a good way to find companies in your industry that you could apply to.

- www.techtriangle.ca/en/resourcestools/Business-Directory.asp (provides links to online business directories produced by the cities of Kitchener, Waterloo, and Cambridge)
- www.greaterkwchamber.com (Members Directory)
- www.yip.ca (Yellow Pages)
- www.canada411.ca
- www.goldbook.ca

CAREER EXPLORATION & LABOUR MARKET INFORMATION



These links are a great place to start if you are not sure what kind of job you would like to do, are not sure what the opportunities are like in your field, or even if you need some help in thinking how you would describe your experience on your resume.

- **Career Cruising:** www.careercruising.com (Username: workingcentre, Password: careers)
 - Assessments, information on hundreds of careers, and an Employment Guide for resume help, etc.
- **Job Bank:** www.jobbank.gc.ca (“Occupations” section)
 - Job-specific information including local wage rates, outlook for the position, main duties, educational requirements, and job postings
- **Ontario Job Futures:** www.tcu.gov.on.ca/eng/ojf/index.html
 - Info on current trends and future outlook for common occupations in Ontario
- **Workforce Planning Board:** <http://workforceplanningboard.com/currentreports.html>
 - Local trends and labour market reports
- **National Occupational Classification (NOC):** www5.hrsdc.gc.ca/NOC/English/NOC/2011/Welcome.aspx
 - Enter a job title or 4-digit NOC code for info on typical main duties, employment requirements, etc.
- **North American Industry Classification System (NAICS):** www.statcan.gc.ca/eng/concepts/searchclasscod
 - Like the NOC (above), but categorizes *industries* instead of occupations

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VOLUNTEERING

Volunteering can be used to build or maintain your skills while you help others and develop relationships in the community. People who are new to the area or do not have recent work experience can gain references and a familiarity with local workplace culture.



- **Volunteer Action Centre:** www.volunteerkw.ca
- **Charity Village Career Centre:** www.charityvillage.com/cvnet/vol_search.aspx
- **Volunteer Canada:** www.volunteer.ca

SOCIAL MEDIA



Social media sites allow you to maintain and grow your network of connections. Facebook tends to be more casual and personal, while LinkedIn is used more formally with business connections. Never post anything you wouldn't want an employer to see.

- **Facebook:** www.facebook.com
- **Twitter:** www.twitter.com
- **Blogs:** www.wordpress.com, www.blogger.com, and *many* more
- **LinkedIn:** ca.linkedin.com
- **Google+:** plus.google.com

EDUCATION

- **Improving Essential Skills:** www.projectread.ca/
- **Postsecondary:** www.tcu.gov.on.ca/eng/postsecondary/schoolsprogramms
- **Public colleges:** www.ontariocolleges.ca
- **Private career colleges:** www.tcu.gov.on.ca/pepg/audiences/pcc/searchpcc.html
- **Ontario Bridge Training Programs:** www.citizenship.gov.on.ca/english/working/experience
- **English as a Second Language:**
<http://www.ymcacambridgekw.ca/en/immigrant-services/Language.asp>



SCHOOL SCHOLARSHIPS & LOANS



- www.ontariocolleges.ca/colleges/paying-for-college
- www.canlearn.ca
- www.yconic.com
- www.newyouth.ca/list-scholarships-grants-and-bursaries

OTHER HELPFUL ONLINE RESOURCES

- www.theworkingcentre.org (Look for “Job Search Resource Centre”, then “For Job Searchers”)
- <http://waterlooregion.cioc.ca> - Community information database
- www.gcflearnfree.org – Offers free online training on a variety of topics including Computers. These courses will not offer you a certificate or diploma, but are easy to use to learn about a wide variety of topics.
- www.kpl.org/about/default.html - Kitchener Public Library
- www.eventbrite.com – Search for events related to your interest or career
- www.meetup.com – Search for groups that share a common interest
- www.youtube.com – Watch short videos that other people upload, or upload your own. Most videos are just for fun, but you could try searching “What is it like being a Truck Driver” (or a different career of your choice) and find out other peoples’ opinions or experiences.