

Work Search Strategies

Mary Goldsmith - Careerspace



Agenda

- Preparing for your search
- Advertised & non-advertised jobs
- Networking
- Getting organized and staying on track

Preparing For Your Search

- Know your skills and interests
- Define a goal
- Target your search
- Research



Reflect on your skills and interests

- Think about your skills gained from academic, extra-curricular, work and volunteer experiences
- Also think about your unique skills as an international student
- Be prepared to highlight these on your resume and to talk about them in interviews, and when you are networking.

Target your search

- Make a short list of companies or organizations that interest you so that you focus your time on these potential employers
- Research the company
- Connect with people at the company – alumni/Human Resources and others

Goal Statements

What industry? What role?

- I would like to work in publishing. I am interested in a sales and marketing role.
- I would like to work in the not-for-profit sector in community outreach.
- I'd like to work in the private sector as a Market Research Analyst.
- Research the entry-level roles that are a good fit for you

Research

- Know the employers in your field and research their mission, services, and entry level opportunities
- Review job ads to find skills employers are looking for to see if they are a fit and to target your resume
- Browse Trent alumni career paths in this field on LinkedIn and Trent U Connect

(more later)



Job search strategies

- Advertised Jobs
 - Target your online search
- Unadvertised
 - reaching out directly to employers
 - networking

Meta search engines/job aggregators

- Indeed.ca
- Eluta.ca etc.
- Google for Jobs

- Try different keyword searches
 - Job titles
 - Keywords from your skills and your degree
 - Try junior/assistant/entry-level/assistant/new grad/intern
 - Management trainee
 - Some positions say for co-op students. Usually these are work terms only for students in a co-op program. If you are not sure you can contact the company to ask.

General job boards

- Job boards: jobbank.gc.ca
- Workopolis.com
- Monster
- Glassdoor.ca

Etc.

Local job board - wdb.ca/jobs



About ▾ News Our Projects Resources ▾ Labour Market Information ▾ Employers ▾ Job Seekers ▾



All Tools

- All Industries ▾
- All Job Types ▾
- All Skill Levels ▾
- All Durations ▾
- City of Peterborough ▾
- All Tags ▾
- All Languages ▾
- Sort By Newest First ▾
- Show 25 Posts Per Page ▾

Found 415 job posts of 1302 total.

Maintenance Technician-III (Instrumentation and Control), Fairlife

The Coca-Cola Company

2021-01-19 · Full Time · Contract · Industrial instrument technicians and mechanics · Why Join Coca-Cola North America? Its an exciting time to work at The Coca-Cola Company! Were accelerating our momentum as the fastest-growing large consumer goods company in North America by putting people at the heart of our business and everything we do whether were innovating to give consumers the drinks and packaging sizes they want,

Go to Job Post

Back on Track Facilitator

Fourcast

2021-01-19 · Full Time · Contract · This position will be 28 hours per week, including some evening and

Students/new grads

- Trent Job Boards
- talentegg.ca
- Jobpostings.ca
- Careeredge.ca

Industry specific

- Biotechbiotalent.ca



- Environmental
 - Eco.ca
 - Workcabin.ca
 - Goodwork.ca



- Not for profit

- Charityvillage.com
- Workinnonprofits.ca



Online resources: “What Can I do With My Degree?”

What you can do with your studies in:

CAREERSPACE CAREERS & EXPERIENCES TRENT UNIVERSITY

Environmental & Resource Science/Studies

For more information & resources, visit trentu.ca/careerspace

What you can do with your studies in:

CAREERSPACE CAREERS & EXPERIENCES TRENT UNIVERSITY

Environmental & Resource Science/Studies

SKILLS DEVELOPED <ul style="list-style-type: none">• Conduct field studies• Analyze data, perform statistical analyses, interpret and present results• Retrieve, classify, manipulate and display data• Understand and complete population, economic and statistical analysis• Utilize spreadsheet, statistical, computer and database software• Report writing and record keeping• Lab skills – chemical and physical laboratory settings• Awareness of safety procedures, handling of chemicals, and basic experimental methodology• Effectively deal with companies, government and communities to study and solve environmental problems• Species identification• Use collected data to analyze and understand situations• Use of sampling devices and chemical analysis instruments• Oral presentation skills• Project design and management• Policy and institutional analysis• Use GIS, create maps/graphs/charts	SAMPLE JOB TITLES <ul style="list-style-type: none">• Agricultural/Resource Economist• Climatologist• Community Development• Conservationist• Conservation Authorities• Consulting Firms• Ecologist• Eco-Tourism Planner• Energy Analyst• Engineering Firms• Environmental Education• Environmental Risk Assessor• Forestry• Hazardous Waste Specialist• Local/Provincial/Federal Government• Hydrogeology• Laboratory Technician• Law Firms• National/Provincial Parks• Non-profit Organizations• Outdoor Recreation Companies• Park Interpreter• Policy Analyst• Pollution Remediation• Real Estate Companies• Sustainability Coordinator• Urban Planner• Waste Management• Water Quality Inspector
--	--

Professional Associations & Societies

Professional associations and societies can be effective exploration resources as they provide information about careers, job boards, events and professional development opportunities. These groups can be used for networking, so become familiar with them!

- The Green Pages
- Ontario Environment Industry Association
- Ontario Society for Ecological Restoration
- Environmental Careers Organization (ECO) Canada; ECO's Job Board
- Environmental Education & Communication
- Canadian Institute for Environmental Law and Policy
- Canadian Parks and Wilderness Society
- Canadian Institute of Forestry
- Canadian Environmental Law Association
- Green Communities Canada

Opportunities - Internships, Careers, Government Programs

- Trent University Student Job Board
- Ontario Environment Network
- Ontario Environment Business Directory
- Nature Jobs
- Forestry Jobs in Canada
- Work Cabin Environmental Jobs
- Environmental Job Site
- Career Edge
- Conservation Ontario
- Young Leaders for a Sustainable Future (YLSF) Program
- Electricity Sector
- Federal Government Jobs
- Provincial Government Jobs
- Environment Canada Careers
- Charity Village

Get Experience

- Environmental & Resource Sc./Studies at Trent University – Degree options & courses, what ERS grads are doing, and more department information.
- Trent Community Research Centre – Students are matched with local organizations to assist with research, planning and other community development projects for course credit.
- Trent University Student Organizations – Get involved in groups that will contribute to learning new skills & gaining a variety of experience.

Chemical technologists and technician jobs

in City of Toronto

Jan 2020 - Dec 2020

Past 12 months

Current job openings

JOB POSTINGS

City of Toronto

79

Ontario

375

ADVERTISED SALARY

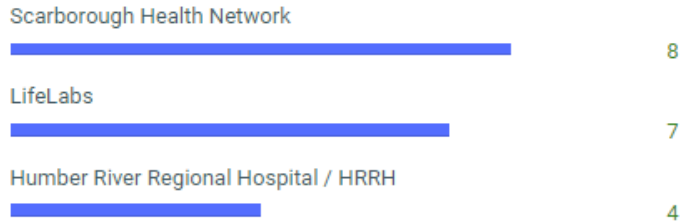
\$ 38,207 - 41,608

average across 19 postings

REQUIRED SKILLS AND CERTIFICATIONS

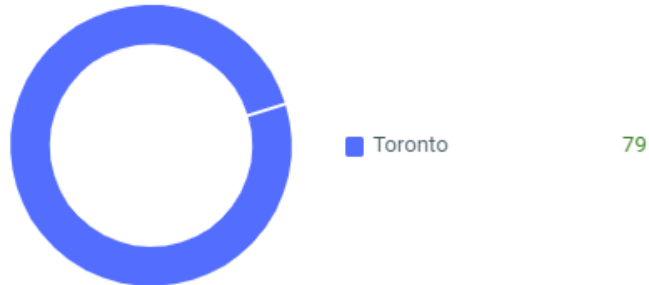
SOFT SKILLS	SPECIALIZED SKILLS	TECHNOLOGIES	CERTIFICATIONS
<ul style="list-style-type: none"> HOT • Communication skills 40 • Teamwork 31 • Attention to Detail 31 • Fast-paced Setting 30 	<ul style="list-style-type: none"> • Quality Assurance 33 • Current Good Manufacturing Practice (GMP/cGMP) 21 • Occupational Health and Safety 17 • Analytical Skills 14 	<ul style="list-style-type: none"> • Microsoft Office 16 • Microsoft Word 8 • Microsoft Excel 6 • Joomla 6 	<ul style="list-style-type: none"> • Driver's licence 10 • Workplace Hazardous Materials Information System (WHMIS) Certificate 8 • HVAC Certification 3 • Six Sigma 2
+ VIEW MORE	+ VIEW MORE	+ VIEW MORE	

WHO'S BEEN HIRING?



[+ VIEW MORE](#)

WHERE?



MOST COMMON JOB TITLES



Linked In

- Professional social networking
- Also job postings





lab assistant

Canada

Search



Jobs

Date Posted

Experience Level

Company

Job Type

Remote

LinkedIn Features

Lab assistant in Canada

221 results

Job Alert Off



Lab Technical Assistant

Victoria, BC

1 week ago • 3 applicants



Laboratory Assistant

Toronto, ON

1 week ago • 0 applicants



Lab Assistant

Montréal-Est, QC

2 days ago • 0 applicants



Lab Assistant - Technologies



Lab Technical Assistant

LifeLabs · Victoria, BC

Posted 1 week ago · 32 views

Apply

Save

See how you compare to 3 applicants

[Reactivate Premium](#)

Job

- 3 applicants
- Entry level

Company

Company page not claimed
[This is my company >](#)

Connections

You have 0 connections
[Add >](#)

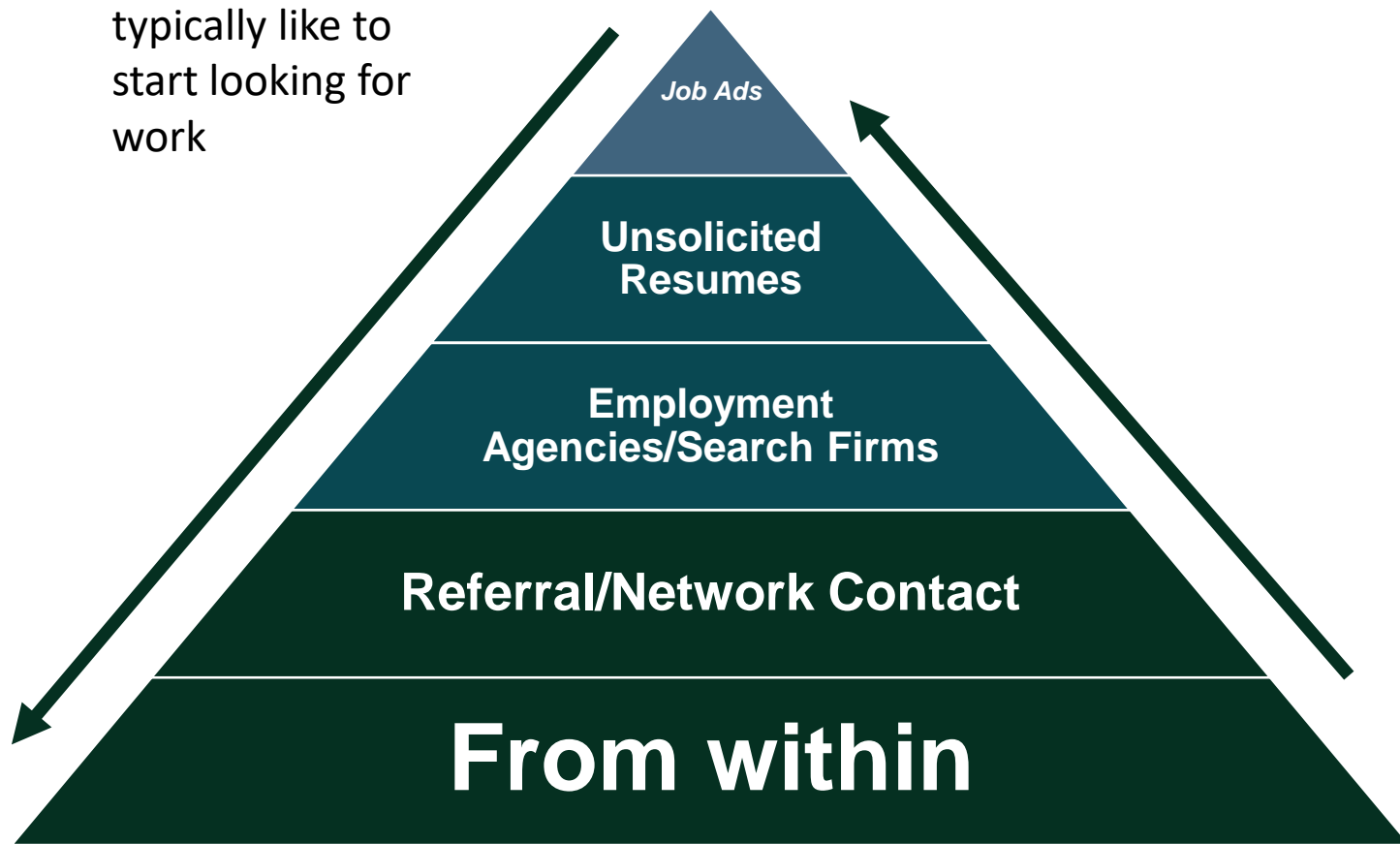


Company specific

- Target companies of interest
 - Look at career pages
 - Follow on social media
 - Contact human resources or others in company
 - Find students or alumni who work there

Work Search Strategies

Where people typically like to start looking for work

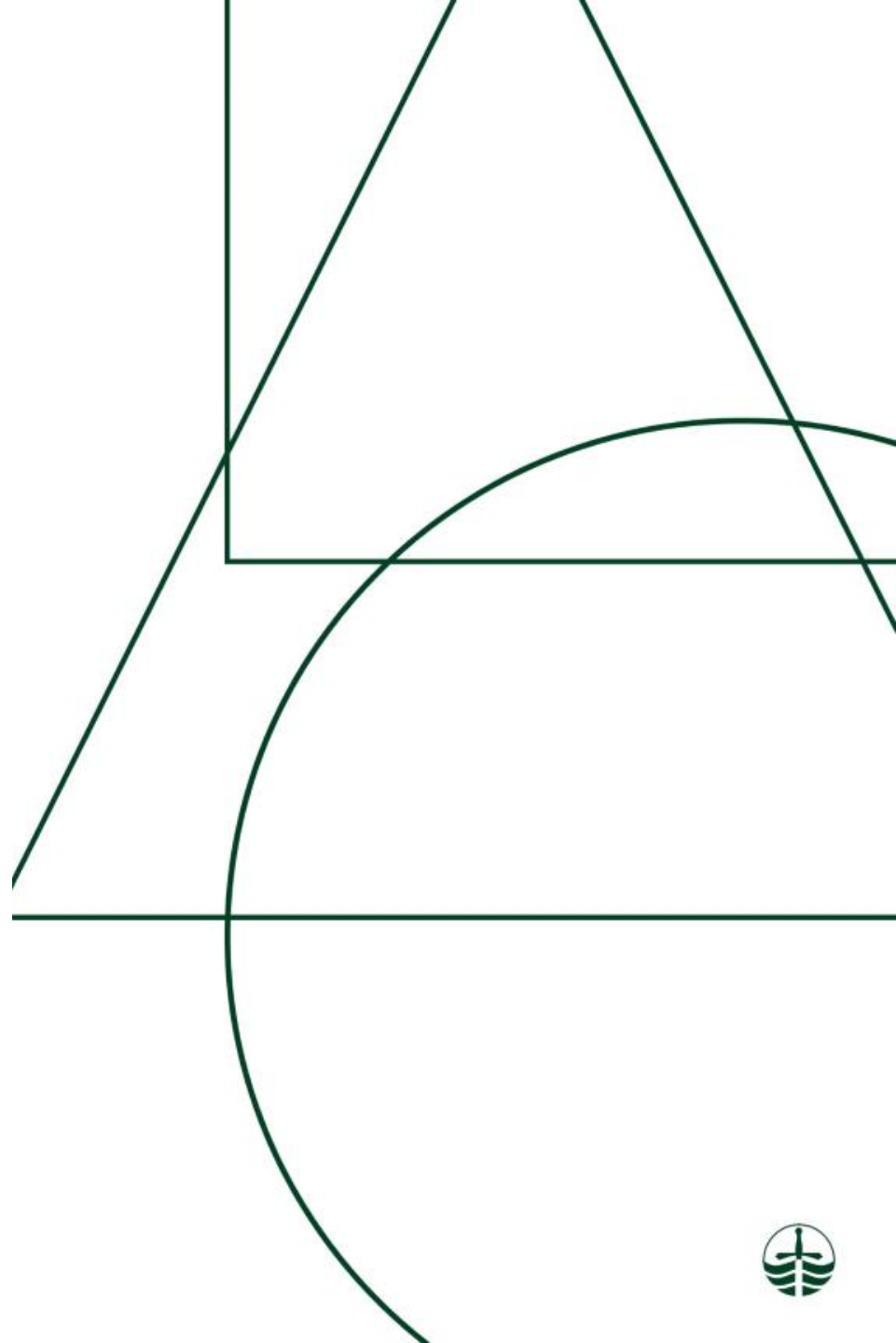


Where employers typically prefer to fill vacancies

Finding Unadvertised Work

- Direct employer contact
- Volunteering/interning
- Contract/temporary work
- Developing your online presence
- Joining professional associations

Networking



TrentU Connect

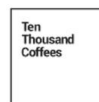
A great way to build your network is to sign up with TrentU connect to be matched with Trent Alumni who have something in common with you



Did you know...

85% of all jobs are filled via networking?

Sign up for TrentUConnect and start building your network today!



Supported by:



Future Launch



Try The Economist - Get insights into topics that matter most to you. Subscribe today Ad ...



Trent University

Peterborough, on · 33,098+ alumni · 37,996 followers

Challenge the Way You Think at Ontario's #1 undergraduate university, located in Peterborough and Durham GTA.

+ Follow

Visit website



Lee & 63 other connections work here

See all 1,711 employees on LinkedIn

Home

About

Jobs

Alumni

Videos

Ads

33,102 alumni

Start year

End year

< Previous Next >

Where they live

+ Add

Where they work

+ Add



Messaging

Connect and message

- connect and attach a 300 character message.

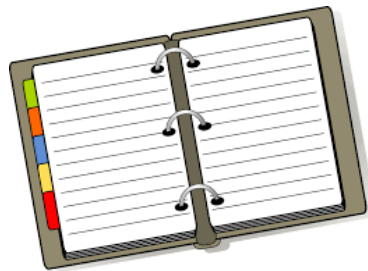
Message (optional)

Hi Colleen. I am graduating this April with a BSc. in Environmental Sci. I see we did the same program, and you work at the Ministry of the Environment. I would be very interested in knowing more about your role as an Environmental Technician and any advice you have for a new grad. Thanks!
Sam.

4 / 300

Get Organized

- Have a system: keep track of who, what, when
- Have a schedule or routine
- Make time in your schedule for networking and connecting with people
- Have manageable goals



shutterstock.com • 265790615

Event: Career Expo - virtual

CAREER + EXPERIENCES EXPO 2021



HEALTH AND WELLNESS

January 14, 2021, 10 a.m. - 4 p.m.

COMMUNITY DEVELOPMENT/JUSTICE

January 22, 2021, 10 a.m. - 4 p.m.

BUSINESS AND COMPUTERS

January 27, 2021, 10 a.m. - 4 p.m.

NATURAL RESOURCES & ENVIRONMENTAL PROGRAMS

February 4, 2021, 10 a.m. - 4 p.m.



For more information please visit trentu.ca/sep

Careerspace

Go to: www.trentu.ca/sep to book appointments

(705) 748-1011 x 6012

careers@trentu.ca

www.trentu.ca/careerspace

Hours: Monday-Friday, 9:30am-4:30pm



What are my rights as a worker in Ontario?

- The Employment Standards Act (ESA) is a law in Ontario that protects workers' rights. This law tells employers how to treat workers fairly.
- the hours you work
- minimum wage; overtime work
- Public holidays
- How much vacation time workers get and when you get vacation pay
- Etc.

(Ontario Ministry of Labour, Training and Skills Development)

The Ontario Human Rights Code

- The Ontario Human Rights Code is Ontario's anti-discrimination law. It is illegal for anyone to discriminate against another person on the basis of:
- Race;
- Ancestry;
- Place of origin;
- Colour;
- Ethnic origin;
- Citizenship;
- Creed (religion);
- Sex;

Illegal Questions

- Based on race, religion, gender, marital status, politics, health, etc.
 - Examples:
 - What is your ethnic background?
 - Are you on any medication?
- Answer if you are comfortable
- Ask them to explain why they are asking this question
- Don't answer it