

# Welcome to Job Search Strategies!



We will start in a couple minutes. While you wait:

✓ Please mute (for now)



✓ Turn on subtitles (Note: REV's logo appears as "LIVE" on the top left corner of Zoom. This session is not being recorded.)

- Hover your cursor over the Zoom toolbar at the bottom of your Zoom screen
- Click on the three dots in the bottom right corner. Select "Show Subtitles"



✓ Display your name

- Hover your cursor over the square with your name and click on the three dots in the top right corner
- Use the "Rename" function to display your preferred name



✓ In the chat (centre, bottom of screen):

- Name, department, what you hope to gain after today's workshop?

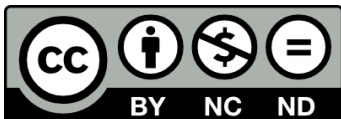
# Job Search Strategies



CLNx.utoronto.ca

STUDENT  
LIFE

Career Exploration  
& Education



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# Land Acknowledgement

We wish to acknowledge this land on which the University of Toronto operates. For thousands of years it has been the traditional land of the Huron-Wendat, the Seneca, and the Mississaugas of the Credit. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land.

# Access Check

We understand access to be a shared responsibility between everyone in this space. We strive to create an accessible space that reduces the need for you to disclose a disability or impairment for the purposes of gaining an accommodation. In doing this together, we strive to welcome disability, and the changes it brings, into our space. ([AODA Office](#), *University of Toronto*)

- **What do you need to engage in this virtual space today?**
- **Are there any access needs we could address as a group to support your engagement?**

# Equity Statement

The Division of Student Life at the University of Toronto is driven by a mission to “enrich the university experience *for and with* students by fostering learning, growth, connections, community, and support” ([Student Life webpage](#), 2021).

Career Education seeks to do this through a commitment to equity, diversity, inclusion, access, belonging and reconciliation as we navigate career conversations and skill development, while simultaneously recognizing that career education is limited by its grounding in a Euro-Western worldview.

- **What is one thing we can each do today to contribute to an equitable and inclusive space? (*Please reflect privately; this will not be shared.*)**

# Forms of Engagement

**In this workshop, you can expect to engage through the following formats and mediums:**

- Optional sharing on-mic and/or in the Chat
- Discussion questions and open Q&A (via Chat or on-mic, your preference)
- PDFs and Word documents shared via Chat
- Short activities for personal reflection

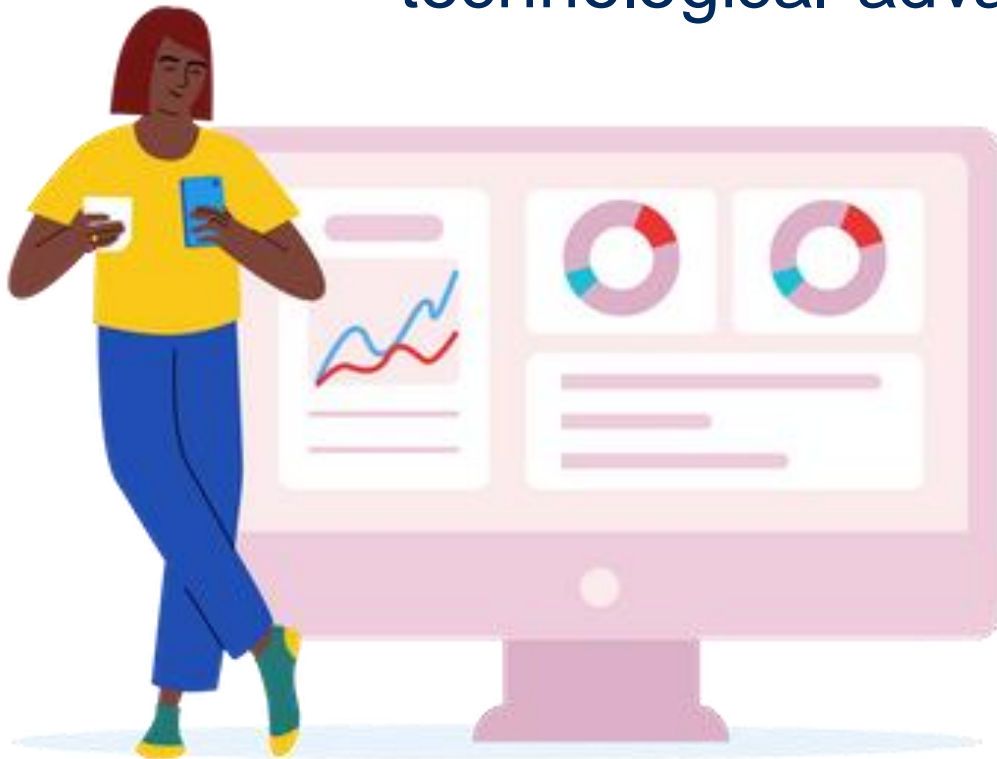
# A Plan for Our Time Together

1. Identify key elements, resources and tools that are available for the job search process.
2. Develop a personal job search plan
3. Identify strategies for tracking progress and staying motivated.



# Considering the Labour Market

- Ongoing impacts of COVID-19 have created a sense of increased ambiguity in the job market. This ambiguity is heightened by ongoing changes in the world of work and technological advancements.



- Some sectors can be impacted negatively, other sectors range from getting by to thriving, and there are new sectors being created every day





# Finding Work: The Job Search Process

What is involved in getting a job?  
What might some key elements be?  
Share in the chat!



Up Next: 6 Key Elements of the Job Search Process



# The Job Search Process: 6 Key Elements

1. Explore, Research, & Find Opportunities
2. Understand Required Skills & Upskill
3. Engage in Networking
4. Tailoring Your Applications
5. Prepare for & Practice Interviewing
6. Stay Organized & Motivated



# Targeted Job Search

Before you embark on your job search you should know some key pieces of information:

- What type of work are you looking for?
- What are some reasons for wanting a full time/ part-time job? (money, experience, learning a new skill?)
- What makes you a good candidate for the types of positions/roles you're interested in?
- What are your parameters for the search?  
(Distance, experience, field of interest, etc)

**EXPLORE, RESEARCH,  
FIND OPPORTUNITIES**

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**01**



# Career Exploration

- [Career Navigator](#)
- [Job Shadowing / In the Field](#) (CLNx login required)
- Dream Job Academy (CLNx login required)
- Career Cruiser (CLNx login required)
- Entrepreneurship  
[University of Toronto Entrepreneurship](#) (UTE)

# Research and Find Opportunities



- Research is an important part of being able to find opportunities that are right for you!
- Whether you are actively job searching or not, finding current opportunities can be a great place to research the requirements of particular roles or industries
- Use SMART goals for yourself during this process to help keep yourself from getting overwhelmed
  - SMART: Specific, Measurable, Attainable, Realistic, Time-Based

Up Next: So where are the jobs?


# So where are the jobs?

## On Campus Jobs

- CLNx Job Boards
- Athletic Centre (search KPE + casual and student jobs)
- Hart House (under [harthouse.ca](http://harthouse.ca) +join us + jobs)
- U of T Bookstore
- U of T Libraries: <https://onesearch.library.utoronto.ca/student-jobs>
- Work Study Positions ([clnx.utoronto.ca](http://clnx.utoronto.ca))




# CLNx Job Board

 OVERVIEW

You are currently logged in as  
**Utsj TEST**

- Dashboard
- Faculty of Arts & Science
- Leslie Dan Faculty of Pharmacy
- Master of Environmental Science
- Pharmacy Residency
- Appointments
- Co-Curricular Record
- Events & Workshops
- Experiential Learning
- JOBS & RECRUITMENT**
- OVERVIEW - JOBS & RECRUITMENT**
- Recruitment
- Casual Job Board
- Off Campus Jobs
- On-Campus Jobs
- Volunteer Postings
- Work Study

## Welcome



The University of Toronto does not endorse or recommend employers, and employment or volunteer postings on the Career & Co-curricular Learning Network do not constitute endorsement or recommendation. The University is not responsible for the practices of employers or conditions of off-campus employment opportunities. The University makes no representations or guarantees about the employment or volunteer postings or accuracy of the information provided by the employers. Students and graduates are responsible for researching organizations and verifying the employment terms and conditions with the employer before applying to or accepting opportunities.

### Job Boards

Here you will find employment and volunteer opportunities posted by employers on-campus and from around the world.

- **Off-Campus Jobs:** These are paid positions posted by employers
- **On-Campus Jobs:** These are paid positions posted by U of T faculty and staff
- **Casual Jobs:** These are paid positions posted by individuals in the local community seeking to hire for work in their home. Work such as childcare, tutoring, home and lawn care maintenance, elderly and special needs caregiving, etc.
  - Are you an experienced babysitter? If you are a current U of T student or the partner/spouse of a student, you can become a casual babysitter for current students, staff and faculty. For more information and where to pick up an in-person application form, please email [family.care@utoronto.ca](mailto:family.care@utoronto.ca).
- **Volunteer Positions:** These are on and off-campus part-time and short-term unpaid opportunities that may include a stipend.
- **Work Study Positions:** These are paid experiential learning opportunities with the University of Toronto staff and faculty. Please check for the program eligibility before applying.

Are you interested in volunteering or working with a **campus club or group**? Visit the clubs and groups website, Ulife and explore diverse opportunities to engage on and off campus: <https://www.ulife.utoronto.ca/opportunities/list>

### Organization Profiles



# Finding Opportunities

- **CLNx Job Boards (Career Learning Network)**

## **On Campus Recruitment**

- Recruitment Fair
- Employer Information Sessions
- Industry Nights

## **Job Search Aggregators**

- [workinculture.ca](http://workinculture.ca), [charityvillage.com](http://charityvillage.com), [indeed.ca](http://indeed.ca), [idealist.org](http://idealist.org),
- [glassdoor.ca](http://glassdoor.ca), [jobbank.gc.ca](http://jobbank.gc.ca), [workopolis.com](http://workopolis.com), [monster.ca](http://monster.ca),
- [ca.linkedin.com/jobs](http://ca.linkedin.com/jobs), [neuvoo.ca](http://neuvoo.ca), [eluta.ca](http://eluta.ca), [simplyhired.ca](http://simplyhired.ca),
- [vicinityjobs.com](http://vicinityjobs.com), [talentegg.ca](http://talentegg.ca), [careeredge.ca](http://careeredge.ca)

# **UNDERSTAND REQUIRED SKILLS & UPSKILL**

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**02**



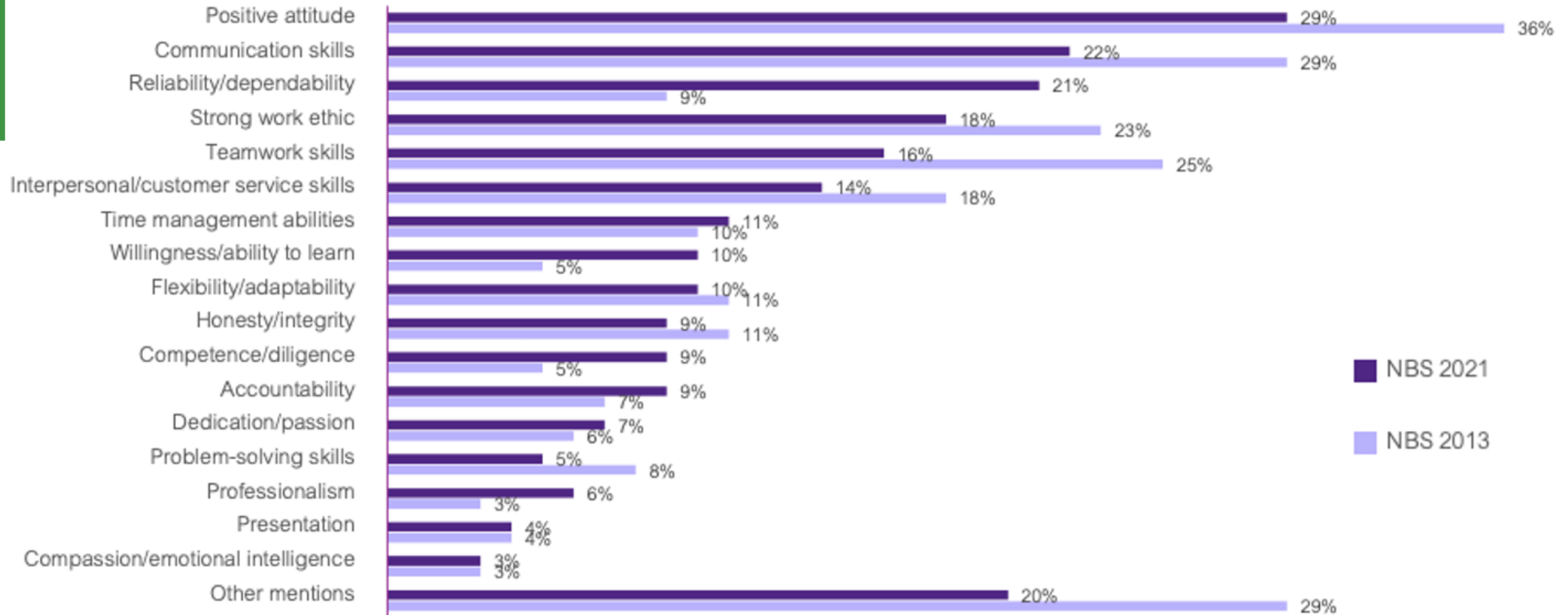
# Share in the chat!

What are the top skills that employers look for in new graduates?



# Understand Required Skills

From the [Business Council of Canada Survey, 2021](#)



Up Next: Understand Required Skills & Upskill

# Understand Required Skills and Upskill

- [Coursera](#) and [edX](#) (take free and paid online courses from top universities and leading companies). Need some ideas?
- LinkedIn Learning
- [GitHub](#) and [GitHub Learning Lab](#) (develop and showcase your coding).
- [The School of Continuing Studies](#) has a wide range of skill-enhancing and career-boosting options offered online. New grads have a \$500 credit towards a course.

# What set of skills will you need to develop?



## ACTIVITY:

1. Click on the Padlet link
2. Insert a career/ job type that you are interested in pursuing
3. List the technical & transferrable skills that this job requires
4. Reflect on the skills that you will need to ramp up and ways you will do so
5. Select the thumbs up when you are done (about 4 mins)

# NETWORKING

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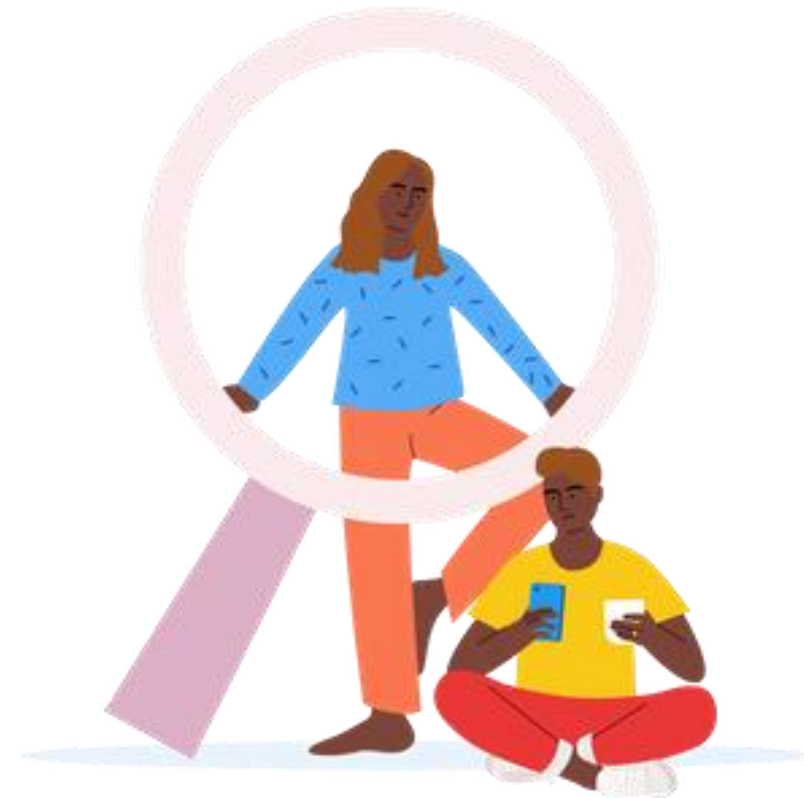
# 03

# Engage in Networking

**Networking:** a supportive system of sharing information and services among individuals and groups having a common interest.

Effective networking involves:

- Knowing Yourself
- Finding Your People
- Practice



Up Next: Find Your People





# Find Your People

Where or how have you made a connection in the past?

How might you build your networks?

## INFORMATIONAL INTERVIEWS

Informal coffee chats  
to learn more about a  
role, industry, or  
sector

## COMMUNITY SUPPORT

Use your existing  
communities and  
support networks to  
build a professional  
network

# Planned Happenstance

“The situations in which individuals find themselves are partly a function of factors over which they have no control and partly a function of actions that the individuals have initiated themselves.”

- Dr. John Krumboltz, *The Happenstance Learning Theory*

Traditional	Happenstance
Clear decision is the goal	Indecision is okay
Logical and predictable	Embraces unpredictability
Ideal career identified	Open to rising opportunities
Matched skills to career	Curiosity driven
Choices narrowed	Choices made as needed

# TAILORING YOUR APPLICATIONS

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04

# Tailoring Your Application Documents

- Tools that you can use to demonstrate your candidacy for employment:
  - Resume
  - Cover Letter
  - LinkedIn Profile
  - Portfolios



Remember:  
**Quality > Quantity!**  
*(Tailor each application)*

# Matching Your Skills to the Job Description

- Consider your skills and experiences based on the keywords present in the Job Description

Required Skill	Your Experience
Teamwork	VP Finance on the Muslim Students' Association (MSA)
Editing reports	Contributed weekly articles to opinions sections of The Varsity
Gather and analyze information	Wrote a research paper on the experiences of LGBTQ2+ university students

# **PREPARE & PRACTICE FOR INTERVIEWING**

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**05**

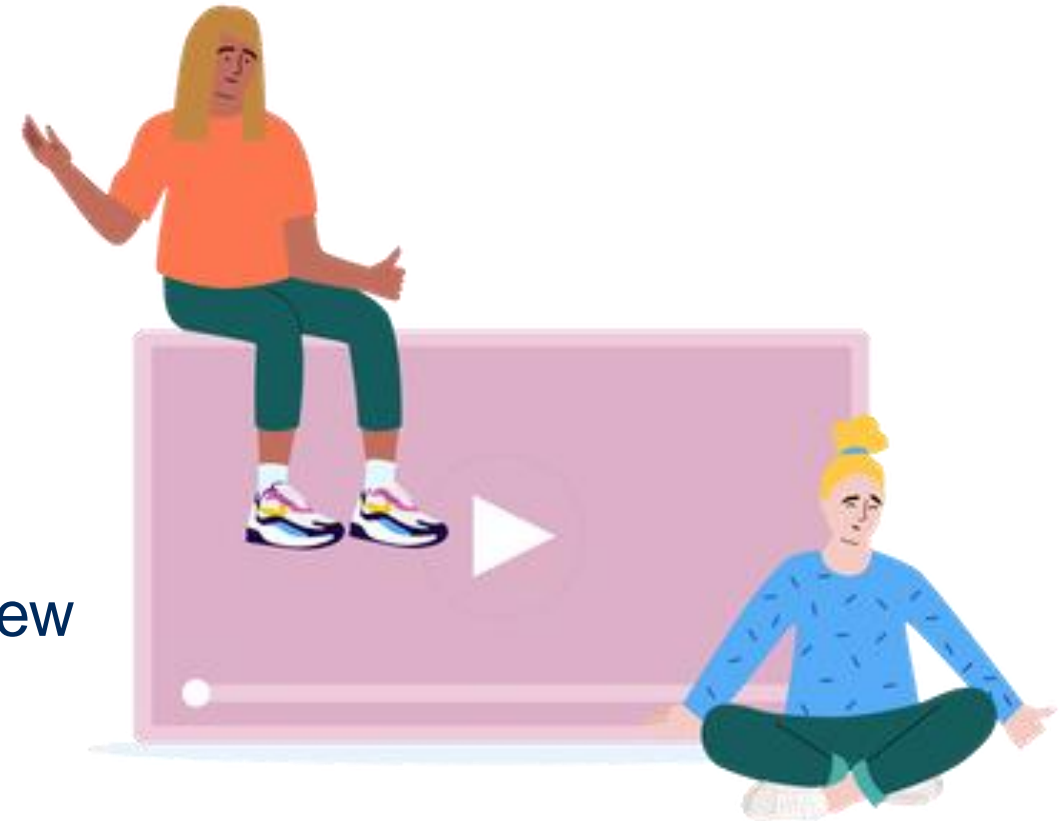
# Prepare for Interviewing



- **What makes a remote interview different from an in-person interview? Are there any benefits or challenges?**

## Key Elements of Interview Prep:

- Test your Tech!
- Research
- Question Preparation
- Practice
  - CLNx > Resources > Big Interview



# Practice Interviewing

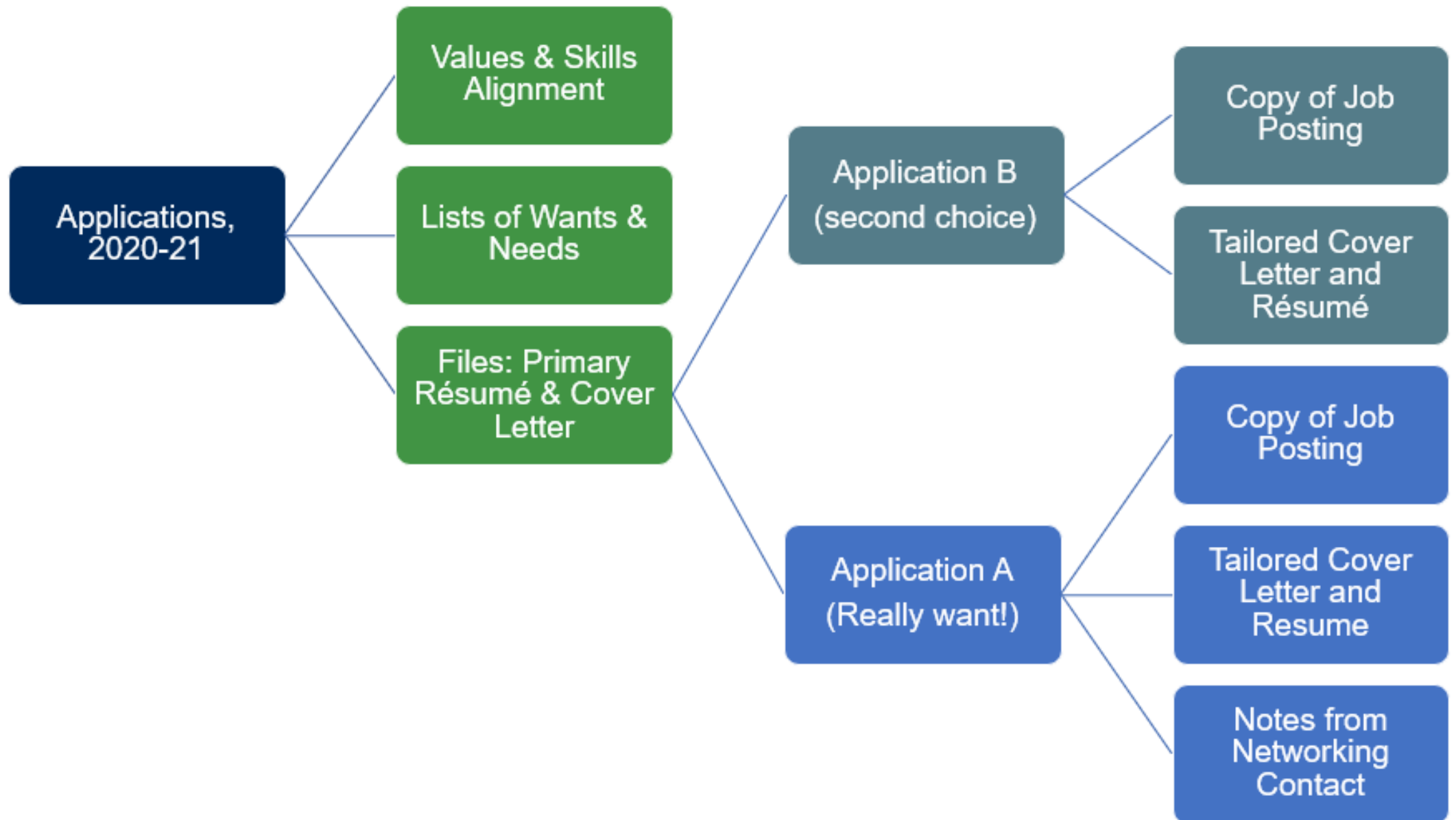
Top Required Skills	Interview Questions
1-on-1 advising (consultations)	What are some important qualities or skills that a student advisor should have and why? How would you demonstrate these?
Group advising and workshop facilitation	Tell me about your experience providing peer-to-peer support that made a difference in another student's personal or academic life?
Providing constructive feedback (group or individual)	Tell me about a time you provided constructive feedback. What was the person's reaction?
Technical knowledge	Experience screening/editing resumes, and knowledge of common mistakes



**STAY ORGANIZED  
& MOTIVATED**

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**06**



# Stay Organized

Up Next: Stay Motivated

# Staying Motivated

**The job search process can  
feel challenging.**

**How do you stay motivated?**

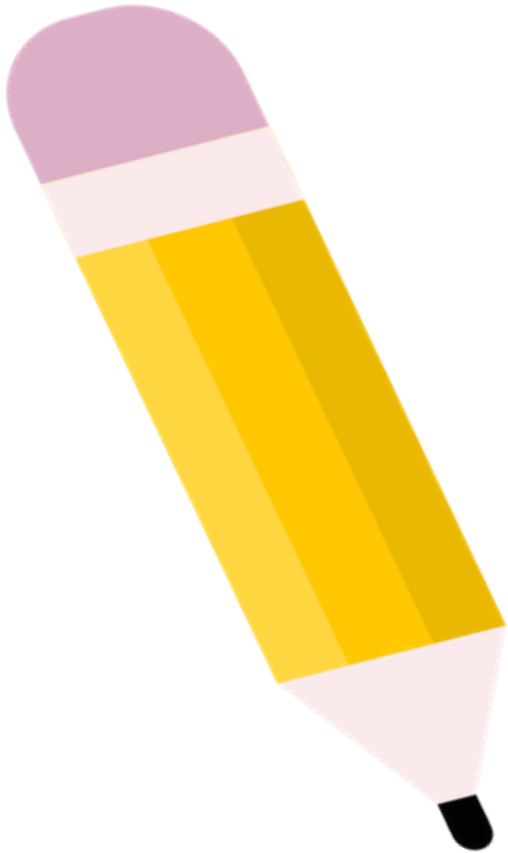
1. Focus on things you can control
2. Set SMART goals (Specific, Measurable, Achievable, Relevant and Time-based)
3. Celebrate your wins, big and small.
4. Remember to engage in self-care (exercise, being in nature, getting rest, connecting with wellness supports)
5. Seek support from your community (if you can, find an accountability buddy)

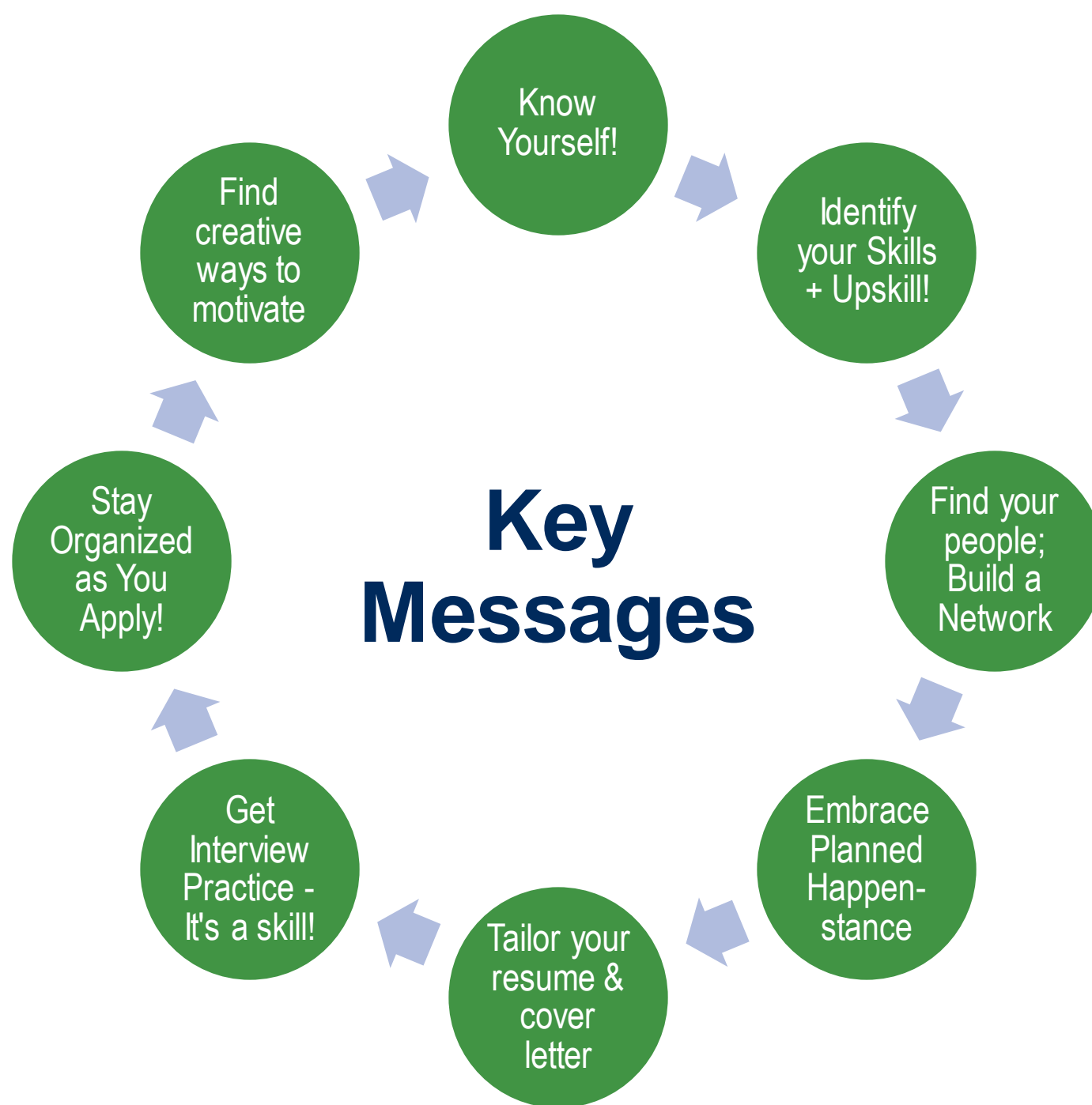
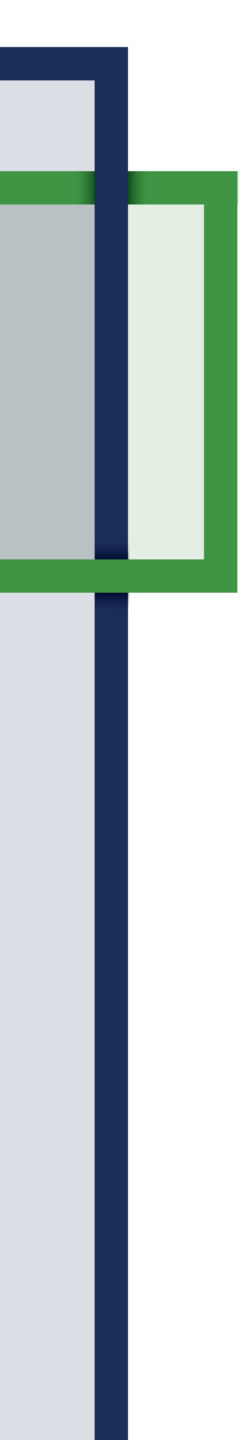


# Bringing it All Together: Developing Your Job Search Strategy

## ACTIVITY (6 mins):

1. Open the Job Search Assessment Worksheet
2. Write down ONE role or possible career path in column one, row one.
3. Fill in the remaining columns for this role
4. Use the columns here to decide on next steps for your job search strategy!
5. Let's debrief! ( If comfortable please share your responses )





Up Next: Future Actions



# Future Actions

- Do your research to take into consideration the labour market context, and find out more about the opportunities that are available
- Engage in multiple aspects of the job search process to maximize your chances of success in landing a job
- To stay motivated, remain open to ideas like Planned Happenstance, track your progress by being organized, and prioritize your applications appropriately

# Thank You – Q & A



## To ask a question:

- ✓ Unmute
- ✓ Turn on your video if you like
- ✓ Use the chat



## Before you leave:

- ✓ In the chat, share:
  - ✓ What has been your key take-away from today's session?

# Student Life Online

- Find answers to [Frequently Asked Questions](#) regarding **Student Life programs and services** during COVID-19
- Find [answers to frequently asked questions](#) about coping with **stress, residence, help for international students and safety abroad** from the Office of the Vice Provost, Students.

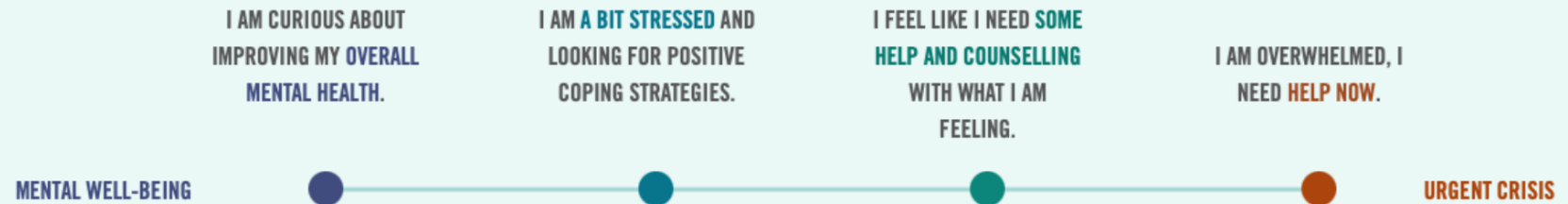


# Be Well

- U of T My SSP: Call **1-844-451-9700** or **001-416-380-6578** (outside North America) or download the app at the [Apple App Store](#) or [Google Play](#). Immediate counselling support is available in 35 languages and ongoing support in 146 languages.
- [Good2Talk Student Helpline](#): Call **1-866-925-5454**. Professional counseling, information and referrals student helpline for mental health, substance use disorder, and well-being.
- [Anishnawbe Health Toronto Mental Health Crisis Line](#): Call **416-360-0486**

# Seeking Mental Health Support at the University of Toronto

## SEEKING MENTAL HEALTH SUPPORT AT THE UNIVERSITY OF TORONTO?



No matter where you are on the mental wellness continuum, from being proactive about your well-being, to feeling stressed and needing urgent help, U of T is here to support you.

**We want to empower you to find the resources you need to feel and do your best. We have two new tools to help you.**

# Navi & Mental Health Resource Hub



An anonymous chat tool that can respond to specific questions and direct you to helpful resources. Check out Navi if you want help on specific topics, like test anxiety or roommate issues, or if you're simply feeling stressed but don't know where to start.

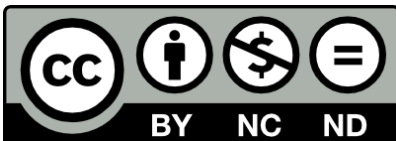
Look for the Navi icon on many U of T websites or visit **uoft.me/navi**.

## MENTAL HEALTH RESOURCE HUB

A website where you can browse programs and services on all campuses, build a personal tool kit of apps and resources or explore the stepped care model of service.

**mentalhealth.utoronto.ca**

If you are in crisis, visit  
**uoft.me/feelingdistressed**  
or call/visit My SSP at  
**1-844-451-9700** or **uoft.me/myssp**



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