

## Job Search Club 101

The Job Search Club provides an opportunity to build confidence, skills, and capacity among long-standing Ontario Works clients who face multiple barriers to employment. It focuses on improving participant's 'mindset' by discussing and defusing negative experiences, strengthening communication skills, enhancing peer and community networks, sharing pre-employment strategies, discussing local labour market opportunities, and addressing job search target areas. It is built on the foundation of peer engagement and accountability. Throughout the program, clients are guided towards realizing their strengths, assets, and potential – finding their “spark” – in a safe, non-judgemental environment facilitated by a trusted staff member. Guest speakers are featured in most sessions. Meetings take place once every two weeks over a period of three months. There is a one month follow up meeting.

*\*Note: Day one is mandatory for identified participants. Resume is required (even if outdated). Binder of resources provided to each participant. Lunch is provided.*

### Job Search Club – Program Outline

#### Day One

10:00am-3:00pm

\*local EO provider guest speaker

#### 1. Program Introduction

- workshops goals (make a list of participant goals + interests to ensure buy in)
- review resource binder, which includes handouts that will be used through the workshop
- review various uses of binder (e.g. job search tool, portfolio, etc)
- group norms/parking lot, review how group will work together
- quiz: self-evaluation of values, interests, and skills

#### 2. Pre-Employment Skills

- building a job search plan - steps to successful job search
- coldcalling introduction - touched on throughout workshop
- setting job search target - complete/review as a group, sets stage for next topic (P/T; F/T; priority jobs; interim jobs; JS target area) (*\*note: see activity to pull conversation for Day 2*)

#### 3. Networking

- building capacity/group accountability
- VPI Employment Services (EO provider) presentation; review of services and supports

#### 4. Homework

- clients required to bring a minimum of 2 job ads each session going forward; specific to themselves or others in group; networking promotion and accountability to each other
- clients encouraged to connect with EO service between session 1 & 2
- benefits of working with EO service is highlighted



**Day Two**  
**1:00pm – 3:30pm**  
\*local employer guest speaker

**1. Check in & Homework Review**

- two job ads (for self and/or someone else in the group)
- resume (even if outdated)

**2. Review of Job Search Target area/activity**

- follow up in these areas for completion is intended to build in personal accountability piece for group/networking showcased and a natural way to reinforce OW expectations with clients

**3. Introduction to the 30 Second Message/Coldcalling Methods**

- starting point for approaching employers, hidden job market, unadvertised jobs  
(\*note: 30 second message activity is not practiced this session, just intro and prep)

**4. Employer Perspective/Competitive Edge Presentation**

**Day Three**  
**1:00pm – 3:30pm**  
\*local training/job placement service guest speaker

**1. Check in & Homework Review**

- two job ads (for self and/or someone else in the group)

**2. Preparing for Job Readiness**

- intro to the top ten interview questions
- personal presentation - first impressions worksheet
- self-reflection in preparation for personal employment “sales pitch”
- communication skills
- stereotypes; age proofing resume
- managing job termination and moving forward/resume discussion
- comfort zone/attitude motivational exercises

**3. Community Training & Job Placement/Connect2Skills Presentation**



**Day Four**  
**1:00pm – 3:30pm**

\*community learning/education support guest speakers

**1. Check in & Homework Review**

- two job ads (for self and/or someone else in the group)

**2. Community Supports/Adult Learning Centre & Quill Presentation**

**3. Informational Interview & 30 Second Message presentations**

- when to use 30 second message (e.g. cold-calling, info interview)  
(\*note: 30 second message activity completed this session)

**4. Online Applications/Questionnaires**

**5. How To Find Information/Labour Market Research**

**6. National Occupational Classification (NOC), Essential Skills, Hard Skills, Soft Skills**

(note: internet used to review local supports - VPI, YMCA, Bruce County Jobs site, Job Bank, NOC, Indeed, Facebook, online aids to help research)

**Day Five**  
**1:00pm – 3:30pm**

\*no guest speakers – deeper regroup and reflection on activities to date

**1. Check in & Homework Review**

- two job ads (for self and/or someone else in the group)

**2. Recap of Job Search Club**

- regroup and reflect on last four sessions & activity in between

**3. Interview Foundations**

- where to find information in preparation for interview; acronyms presented (SUCCESS)
- rapport is established within 3-5 minutes of interview (body language, eye contact, etc.)
- guess the importance of ...

**4. Interview Activity & New Homework**

- Common Interview Questions and Mock Interview Question handouts
- 10 Top Interview Questions handout; work through first 2 questions as a group; complete questions 3-5 as homework targeted to one of the job ads that have been found



**Day Six**  
**1:00pm – 3:30pm**

\*local education support and online training/resources guest speaker

**1. Check in & Homework Review**

- two job ads (for self and/or someone else in the group)

**2. Interview Foundations Continued**

- practicing interview skills
- top 10 Interview Questions (review of homework and group discussion)
- introduction to behavioural interviewing; methods to prepare; answer the “tough questions”

**3. Local Education Support/Contact North Presentation Education Community**

- included increasing marketable skills and tapping into personal interests
- making use of online resources (e.g. public library website/online learning)

**Day Seven**  
**1:00pm – 3:30pm**

\*no guest speaker – program closure and wrap up

**1. Check in & Homework Review**

- two job ads (for self and/or someone else in the group)

**2. Interview Foundations Continued**

- behavioural interviewing and questions review, group practice, discussion

**3. Celebrating Success! ★**

- reflecting on program, group success, personal success
- program evaluation & feedback for facilitator
- cake & coffee, promote continued networking

**4. What's Next?**

- staff will continue to meet one-one with clients to re-evaluate goals, monitor progress, identify strategies and supports
- set a follow up date in 4 weeks' time to regroup and explore what's working, what's not, what's next, and what supports might be helpful to keep moving forward

*“Life is not about how fast you run or how high you climb, it's all about how well you BOUNCE!”*

*– Tigger*

