

Job Finder's Guide

Lanark County

Your guide to
employment
in Lanark County

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Employment Resource Centres

Looking for a Job?

A great place to start your job search is at one of the many employment resource centres located in Lanark County. The services available at these resource centres are free to job seekers and are staffed with friendly and knowledgeable professionals who are there to help you get back into the work force. The employment centres and services that are located in Lanark County can help you find the job that will work for you.

Give them a call today!

ontrac



Employment Resource Services

ontrac Employment Resource Services has been providing free, confidential employment assistance services to residents in Smiths Falls, Merrickville, Perth, Lanark and surrounding areas for the past five years. Our goal is to help people become self sufficient in their job search and find employment.

We have offices in Smiths Falls and Perth.

ontrac -
Smiths Falls
1 Abel Street,
Smiths Falls, ON K7S 4L9
Tel: (613) 283-6978
Fax: (613) 283-6850

ontrac - Perth
Unit 1, 2 Wilson Street West, Perth, ON K7H 1T5
Tel: (613) 264-9888 Fax: (613) 264-8431
www.getontrac.ca

Job Connect serves all individuals regardless of age that are not in receipt of EI benefits. Free services include:

The Employment Resource Center: for job seekers and students, whether employed or not, that wish to access information on job search strategies, resume assistance, local employment opportunities, and employment related workshops.

The Employment Planning and Preparation (EPP): Working one-on-one with an Employment Counsellor we can help you identify your employment needs, establish short and long term goals, develop an action plan, and prepare for finding and maintaining employment.

The Job Development and Placement Support (JDPS): Working with a Job Developer we can help you access exclusive job leads, information on local labour market opportunities, effective self-marketing techniques, apprenticeship training, job coaching and continued employment support.

Job Connect
Perkins Building
2 Wilson St West, Unit #7
Perth, ON K7H 2M5
Phone: (613) 267-1381
Fax: (613) 267-1806
www.jobconnectperth.com

Job Search



Resource Centre

We are a centre dedicated to helping unemployed people in Smiths Falls and the surrounding areas, to prepare themselves to enter or return to the job market.

We can provide assistance and information on: resume preparation, cover letters, interviewing, labour market information, job search strategies, transferable skills, networking, referral to community agencies or other related career development activities.

We also offer a variety of workshops monthly.

Please call or drop by the office for a calendar.

Job Search
Resource Centre
Phone: (613) 283-8700
Fax: (613) 283-8011
59B Beckwith Street North
Smiths Falls, ON K7A 2B4
www.canadacareer.ca



Resource Centre

We provide comprehensive employment counselling through one-on-one and group workshops.

Career Decision Making: Assisting individuals by determining their natural aptitudes, interests and identifying possible career choices that would best suit them.

Skills Development: Assisting individuals who require upgrading in order to secure a job and become self-sufficient.

Job Search: Assisting individuals in the understanding of job seeking skills and accomplishing a successful job search.

Job Maintenance: Assisting individuals who have had a lot of jobs in a short period of time to acquire the skills necessary to maintain a job long-term.

Employment
Resource Centre

Phone: (613) 257-3237

Fax: (613) 257-5620

92 Bridge Street (P.O. Box 162)

Carleton Place, ON K7C 3P3

www.canadacareer.ca



Job Finding Tips

Useful tips on writing a resume, cover letter, and preparing for a job interview.



Networking

It's not what you know or who you know but who knows you.

Steps to networking success:

- Start by contacting people you already know.
- Specify your skills, qualification, and the type of job that you are pursuing.
- Keep records of your networking activities.
- Be aware of the impression you make.
- Follow up and maintain contact as you establish your network.

How and where to find a job:

- Visit employment centres.
- Walk-in. Even if there's no job ad in the paper, choose companies you want to work for and visit them.
- Talk to former employers. They might know of someone who is looking for staff.
- Read job ads every day.
- Search employment sites on the Internet.
- Network.

Resumes

Format:

- Name and contact information.
- Skills summary.
- Professional experience and accomplishments.
- Education. Include Dean's List, honour societies and academic awards.
- References are listed on a separate sheet and taken with you.

Never include:

- Age, Sex, Marital Status, Political and Religious Affiliations or your Social Insurance Number (SIN).
- Hobbies unless they are relevant.
- Salary and bonus expectations.

Tips:

- Be honest.
- Proof-read!
- Leave plenty of space so the page looks inviting to read.
- Label each section clearly.

Cover letters

What to include:

- The position you are applying for.
- When and how you learned about the job.
- A summary of your qualifications.
- Explain the responsibilities you've had in previous jobs and how this experience will benefit the company.
- Describe how you would contribute to the success of the company.
- Thank the employer for their time and effort in reviewing your application.
- Refer to your resume being enclosed and your desire to meet with the employer.
- Include your contact information and suggest when you're available.

Tips:

- Keep it be brief; no more than 4 paragraphs.
- Use the same paper for your resume and cover letter.
- Sign your letter in blue or black ink.

Preparing for a Job Interview

- Prepare your answers to difficult questions ahead of time.
- Research the company thoroughly; know their products, mission statement, and duties for the job you're interviewing for.
- Call your references; be sure they are prepared to answer questions about your experience.
- Have your list of references ready to present at the interview.
- Dress appropriately for the interview.
- Act as if it counts, because it does!
- Practice, practice, practice!

Introducing Yourself

Prepare a brief statement to use when introducing yourself. This will answer the question “Tell me about yourself” during an interview.

It contains three major elements:

- Your background: highlights of your employment history & academic qualifications.
- Key accomplishments that relate to your background.
- Your career objectives.

Example:

“I have over 15 years experience in manufacturing and shipping and receiving. I’m certified and highly skilled in the safe operation of forklifts and overhead cranes.

In my last position, I handled hazardous material such as sulphuric acids, paint and thinners, and relied heavily on my Transportation of Dangerous Goods training when receiving unfamiliar hazardous materials.

I am looking for a position in warehousing, which will utilize my safety training and driver certifications.”

Interviewing

- Be yourself.
- Smile and make eye contact.
- Be confident. They have selected you for an interview out of all the other applicants.
- Ask for the interviewer's business card.
- Display a positive attitude and avoid showing resentment toward former employers.
- Listen to the employer and then address their needs with your skills.
- Focus on success stories that demonstrate your skill level.
- If not mentioned, ask when it would be an appropriate time for you to follow up on a decision.
- Thank your interviewer(s).

After the Interview

Prepare and send out a thank you letter within 24 hours after your interview. It should:

- Re-confirm your interest in the position.
- State a positive aspect of the interview.
- Summarize your skills in relation to the job.
- Address any concerns you feel the interviewer may have had about hiring you.



Service Providers

Local training and service providers can help you upgrade your skills and prepare for work. Contact any of the following organizations for information on how they can help.



Literacy Link



Eastern Ontario

Are you an adult who would like to improve your reading, writing or math skills?

Do you know an adult who needs help in improving his/her basic skills?

If so, there are people in your community who can help. We have free or very low cost community-based, school board, and college programs throughout eastern Ontario. You will discover that you or someone you know is not alone.

If you are looking for help or information please call the

Read Line:
1-800-465-7323

Literacy Link
Eastern Ontario
830A Development Drive
Kingston, ON K7M 5V7
Tel.: (613) 389-5307
Fax: (613) 389-5174
www.lleo.ca

Algonquin College



Smiths Falls Centre

The little campus with big results!

For more than 20 years, Algonquin College, Smiths Falls Centre, has given the residents of Lanark County the opportunity to learn in a friendly stress-free environment. We offer academic upgrading free of charge to adults 19 years of age or older. Students may improve their skills in reading, writing, math, and computer skills. Students who are preparing to enter a post-secondary program can earn prerequisite courses such as college prep communications, college prep math, senior biology, chemistry and/or physics. Adults have the opportunity to earn our ACE Certificate. The ACE is recognized by all community colleges as meeting college grade 12 entry requirements. Students may attend classes on a full-time or part-time basis. Day and evening classes are available.

Algonquin College
Smiths Falls Centre
Literacy & Basic Skills
18 William Street West
Smiths Falls, Ontario K7A 1M9
Tel: (613) 283-8567 ext. 101
Fax: (613) 283-3226
www.algonquincollege.com

T.R. Leger School of Adult Alternative and Continuing Education



At the T.R. Leger School, you can...

- Design training to suit your needs
- Access training in Essential Skills and literacy for work, home or further education
- Choose your schedule and training location
- Train in a friendly, adult setting
- Earn an Ontario Secondary School diploma
- Prepare for the changing Canadian job market
- Prepare for college, apprenticeship or university
- Learn English As a Second Language
- Explore various occupations
- Learn part-time or full-time

Lanark County campuses are located in:

- Carleton Place
- Smiths Falls
- Almonte
- Perth

Upper Canada
District School Board
T.R. Leger Alternative
School – Lanark County
2288 Parkedale Avenue
Brockville, Ontario K6V 5X3

Tel: (613) 342-1127 Fax: (613) 342-1216

1-877-TR LEGER

www.ucdsb.on.ca/trleger/

Adult Learning and Training Centre



Adult Learning & Training Centre

Do you have difficulties with reading, writing or math?

We can help!

Free, friendly, confidential one-on-one support for adults 19+.

We offer tutoring in basic reading, writing, math and computers.

We provide Essential Skills Programs to start you on the path of employment.

Call us and start your future today!

Adult Learning
and Training Centre
48 Wilson Street West, Unit 4
Perth, Ontario K7H 2N3
Tel: (613) 264-9110
Fax: (613) 264-1969
administration@cogeco.net

St. Lawrence College



The Smiths Falls Campus is a satellite facility serving the counties of Lanark, Leeds and Grenville, it provides a range of educational/training opportunities to businesses and residents, has a well equipped computer lab of 20 stations, comfortable classrooms, and an itinerary of courses that make education easy.

St. Lawrence College is the Test of Workplace Essential Skills (TOWES) Administrator in the Eastern Region. TOWES measures the level of literacy in relation to reading comprehension, understanding workplace documents and numeracy. By completing a TOWES test an individual may improve job prospects, by identifying gaps in essential skills that could be used to improve career options.

St. Lawrence College
Smiths Falls Campus
25 William Street West
Smiths Falls, ON K7A 1N2
Tel.: 613-283-8477
Fax: 613-283-5820
www.stlawrencecollege.ca

Service Canada



The local offices of Service Canada provide information for both employers and job seekers on a wide range of labour market issues.

Carleton Place Service Canada Centre

46 Lansdowne Avenue,
Carleton Place, Ontario K7C3S9
Tel: (613) 257-3344 Fax: (613) 257-2505

Smiths Falls Service Canada Centre

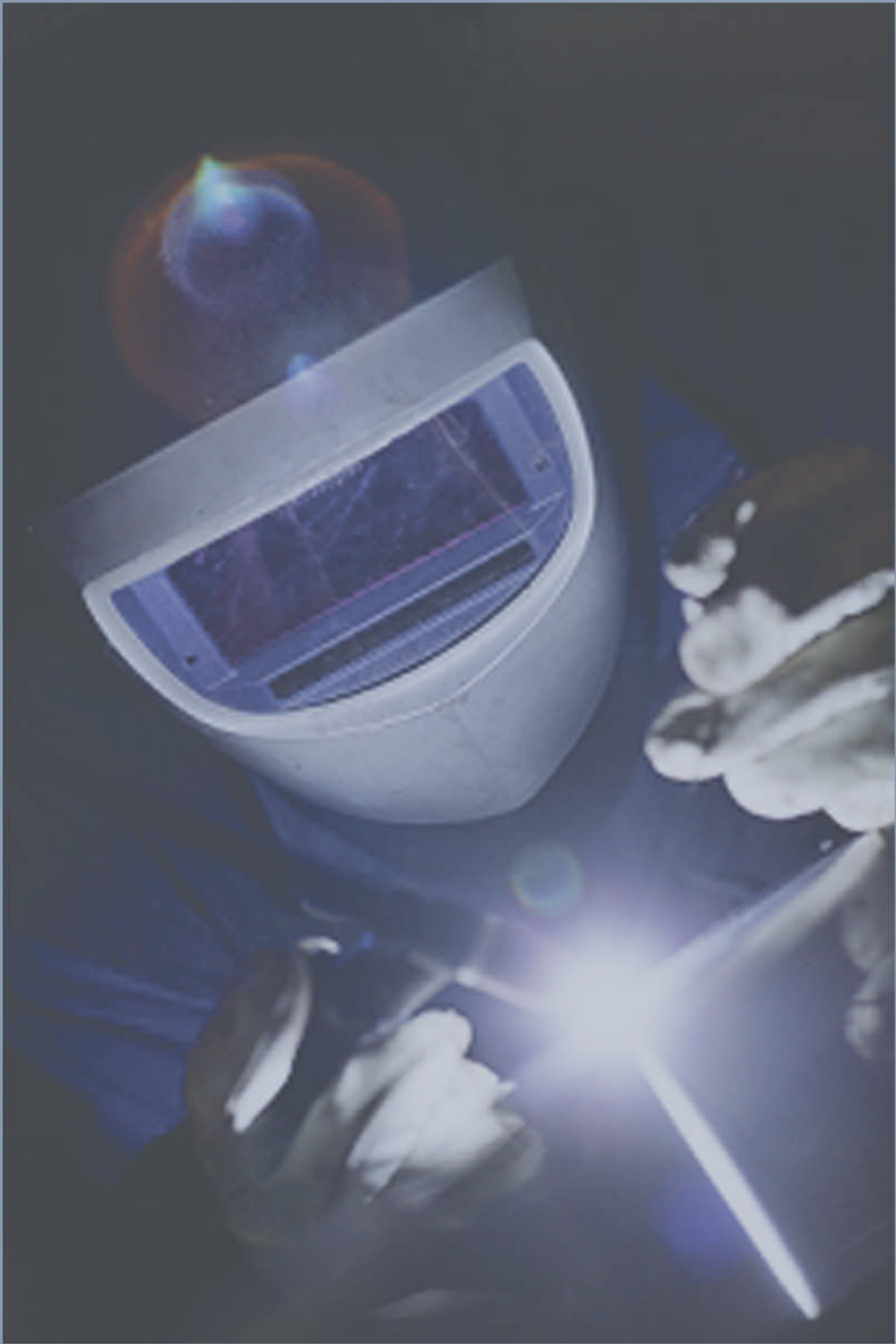
91 Cornelia Street West Room Suite 115
Smith Falls, Ontario K7A5L3
Tel: (613) 283-4790 Fax: (613) 283-9002

Perth Service Canada Centre

Federal Building
13 Herriot Street,
Perth, Ontario K7H3E4
Tel: (613) 267-1921
Fax: (613) 267-3947

www.servicecanada.gc.ca

Employment Insurance
Telephone Information Service
1 800 206-7218



Top Employers in Lanark County

There is a great variety of employers in Lanark County. Don't forget to consider small business. It's the fastest growing sector. They offer a range of opportunities and the chances to move up faster.



Top Employers in Lanark County

3M

2 Craig Street, Perth, ON K7H 3E2
Tel: (613) 267-5300 Fax: (613) 267-8627

Albany International

P.O. Box 100, Perth, ON K7H 3E3
Tel: (613) 267-7921 Fax: (613) 267-2859
www.albint.com

Canadian Hydro Components Ltd.

P.O. Box 640 - 16 Main Street, Almonte, ON K0A 1A0
Tel: (613) 256-1983 Fax: (613)256-4235
inquiries@canadianhydro.com

Canadian Tire—Carleton Place

485 McNeely Avenue, Highway 7
Carleton Place, ON K7C 4S6
Tel: (613) 253-8473
www.canadiantire.ca

Canadian Tire—Perth

45 Dufferin Street, Perth, K7H 3A5
Tel: (613) 267-3412
www.canadiantire.ca

Canadian Tire—Smiths Falls

10 Ferrara Drive, Highway 15

Smiths Falls, ON K7A 5K4

Tel: (613) 283-3906

www.canadiantire.ca

Central Wire

1 North Street, Perth, ON K7H 2S2

Tel: (613) 267-3752 Fax: (613) 267-5617

www.centralwire.com

Commonwealth Resource Management Limited

53 Herriott Street, Perth, ON K7H 1T5

Tel: (613) 267-7040 Fax: (613) 267-1635

DICA Electronics Ltd.

160 Industrial Avenue, Carleton Place,

Ontario K7C 3T2

Tel: (613) 257-5379 Fax: (613) 257-8430

info@dica.ca

www.dica.ca

DRS Technologies Canada Company

115 Emily Street, Carleton Place, Ontario K7C 4J5

Tel: (613) 253-3020 Fax: (613) 253-3033

www.drs.com

Eaton Electrical (Eaton Yale Ltd.)

P.O. Box 70, 9 Industrial Road, Perth, ON K7H 3E2

Tel: (613) 267-6170 Fax: (613) 267-6785

www.eatoncanada.ca

GH Metal Stamping Corp.

36 Lorne Street, Smiths Falls, ON K7A 3K7

Tel: (613) 284-2605 Fax: (613) 284-2606

Grenville Castings Ltd.

1 Conlon Drive, Perth, Ontario K7H 3N1

Tel: (613) 267-7557 Fax: (613) 267-5323

www.grenvillecastings.com

Guildline Instruments Limited

21 Gilroy Street, Smiths Falls, Ontario K7A 4S9

Tel: (613) 283-3000 Fax: (613) 283-6082

H Rose Machining Ltd.

41 Bruce Crescent, Carleton Place, ON K7C 3T3

Tel: (613) 257-5788 Fax: (613) 257-8519

www.hrose.com

Hewitt Tool Engineering

25 Grange Street, P.O. Box 404,
Smiths Falls, ON K7A 4Y7

Tel: (613) 283-9590 Fax: (613) 283-8144
admin@hewitttoolengineering.com
www.hewitttoolengineering.com

HI-Q.A. Inc.

1 Smythe Road, Carleton Place, Ontario K7C 4J4
Tel: (613) 257-2802 Fax: (613) 257-8804
www.hiqa.com

Home Depot

570 McNeely Avenue, Carleton Place, ON K7C 0A7
Tel: (613) 253-3870
www.homedepot.ca

Kilmarnock Enterprise

P.O. Box 2177 Hershey Drive,
Smiths Falls, Ontario K7A 4T1
Tel: (613) 283-4422 Fax: (613) 283.8649
www.kilmarnock.ca

Knudsen Engineering Limited

10 Industrial Road, Perth, Ontario K7H 3P2
Tel: (613) 267-1165 Fax: (613) 267-7085
info@knudsenengineering.com
www.knudsenengineering.com

Metasheen

2 Air Care Drive, Smiths Falls, ON K7A 5C7

Tel: (613) 283-4400 Fax: (613) 283-0377

OMYA (Canada) Inc.

18595 Highway 7 West, Perth, ON K7H 3E4

Tel: (613) 267-5367 Fax: (613) 267-5408

www.omya-na.com

Perth Home Hardware

115 Drummond Street West, Perth, ON K7H 2K8

Tel: (613) 267-4501

www.homehardware.ca

Perth Soap Company / Trillium Health Care Products

5 Herriott Street, Perth, ON K7H 3E5

Tel: (613) 267-1881 Fax: (613) 267-4293

Powerbase Energy Systems Inc.

150 Rosamond Street,

Carleton Place, Ontario K7C 1V2

Tel: (613) 253-5258 Fax: (613) 257-1840

hydro@powerbase.com

www.powerbase.com

Smiths Falls Transmissions

149 Lombard Street, Smiths Falls, ON K7A 5B8

Tel: (613) 284-2200

www.smiths-falls-transmission.com

Triacta Power Technologies, Inc.

Box 582-7 Mill Street , Almonte ON K0A 1A0

Tel: (613) 256-2868 Fax: (613) 256-6602

www.triacta.com

Tyco Electronics

150 Mill Street, Carleton Place, ON K7C 1T4

Tel: (613) 257-8069

www.tycoelectronics.com

UPE Canada Inc

5 Bates Dr, Carleton Place, ON K7C 4J8

Tel: (613)257-7569 Fax: (613) 257-8326

www.up-inc.com

Wal-Mart

450 McNeely Ave, Carleton Place , ON

Tel: (613) 253-5023



Websites for Job Search

Visit the following websites for more information related to job searching.



Local Sites

www.algonquincollege.com
www.canadacareer.ca
www.carletonplace.ca
www.city.ottawa.on.ca
www.getontrac.ca
www.jobconnectperth.com
www.lanarkhighlands.ca
www.lleo.ca
www.mississippimills.com
www.ontarioguide.com/counties/lanark
www.ontarioguide.com/counties/leeds
www.stlawrencecollege.ca
www.town.smiths-falls.on.ca
www.ucdsb.on.ca/trleger/

Self-Employment Sites

www.canadaone.com
www.cbosc.org/ontario
www.entrepreneurship.com
www.sbinfocanada.about.com
www.vdma.ca

General Sites

www.canadajobs.com
www.careerbuilder.ca
www.careerowl.com
www.charityvillage.com
<http://caohat03.oha.com/hirehealthcare>
www.cooljobscanada.com
www.gojobs.gov.on.ca
www.hotjobs.ca
<http://jb-ge.hrdc-drhc.gc.ca>
www.jobs.gc.ca
www.jobshark.com
www.monster.ca
www.ontario.ca/employmentontario
www.ottawajobshop.ca
www.ottawajobsite.com
www.psc-cfp.gc.ca
www.servicecanada.gc.ca
www.working.canada.com
www.workopolis.com

Disability Support

www.ala.ca
www.and.ca
www.line1000.ca

To obtain this document in booklet form, please contact
the TOP office:

Trends, Opportunities & Priorities Lanark / Renfrew
70 Pembroke Street West
Pembroke, ON K8A 5M6

ph 613.735.4292 fx 613.735.5761
renfrewlanark@gmail.com



Trends
Opportunities & Priorities
LANARK RENFREW

1000 Islands Region
WORKFORCE DEVELOPMENT BOARD

**EMPLOYMENT
ONTARIO**