

# CAREER DEVELOPMENT



## FINDING A PART-TIME JOB IN CANADA

[hired.durhamcollege.ca](http://hired.durhamcollege.ca)

# HOUSEKEEPING FOR A SUCCESSFUL SESSION

- Mute your mic
- Respect each other's comments and opinions
- Send questions via the chat



# AGENDA

This workshop will cover:

- How to effectively search for part-time employment
- Canadian employers' expectations
- Canadian workplace culture and expectations
- Job search strategies to seek employment
- Workers rights
- Common job scams and how to avoid them
- How to develop a Resumé and Cover Letter



# OVERVIEW – EMPLOYMENT SEARCH

- Know your skills and be able to promote yourself
  - It's all about what you can do for the employer
- The market is competitive
  - Apply online on job search websites
  - Network - ask friends, teachers and others you know for leads
- Resumé and cover letter should be tailored to positions
  - You may be required to complete an online application as well as upload a resume for a job

# WHAT TO EXPECT

- Application – resumé, cover letter, other form
- Meet employer for an interview virtually or in-person
- References
- Job paperwork
- Training
- Work shifts/pay



# Canadian Workplace Culture

- Workplace etiquette
- Rights and responsibilities
- Professionalism and communication

# COMMON PART-TIME JOBS

## Retail

- Customer service, inventory, shipping and receiving

## Hospitality

- Front desk, housekeeping

## Fast food, restaurants

- Server, bartender, cook, host/hostess, cashier

## On-campus work (IWorks)

- Limited #'s – Fall 2022
- Must be approved by Financial Aid
- Office work, bookstore, lab support



## Hired.durhamcollege.ca

DURHAM COLLEGE

HOME ABOUT US ▾ STUDENTS/ALUMNI ▾ EMPLOYERS ▾ FACULTY AND STAFF ▾

Hired

Career Development and Experiential Learning

Login Here

Log in with your student ID # 100111000  
and MyDC password



Durham College Careers | Career Development - MyAccount | New Tab

hired.durhamcollege.ca/myAccount/dashboard.htm

LinkedIn Profile Pict... | Scholarship, Bursari... | ICE | Student Jobs 101 | Portal - Home | Imported | How to download... | Other bookmarks

**OVERVIEW**

You are currently logged in as  
**Durham College Student**

**DASHBOARD**

- Portal Navigation
- Career Resources
- Career Development
- On-campus Employment
- Co-operative Education
- Field Placement
- Events / Workshops
- Co-op

## Welcome Durham College Student

- Dashboard
- Interviews
- Appointments
- Event Registration
- Outcome Campus Connect

- Overview**
- My Account
- My Calendar

Welcome to the Hired portal! This is the Durham College hub for all things career-related!

Stay up-to-date with the latest job postings and career-focused tips. Follow the [GetHiredDC](#) Instagram where we post something great every weekday!

Need a quick introduction to the portal? Head over to the [Portal Navigation page](#).

### Upcoming Events / Workshops

Monday, May 2, 2022	
01:00 PM - 02:00 PM Events	Calling International Part-time Job Se
Tuesday, May 3, 2022	
12:00 PM - 02:00 PM Events	Deloitte Canada? Info and Network
02:00 PM - 03:00 PM Events	Virtual Hiring Ev Canada
Wednesday, May 4, 2022	
05:00 PM - 07:00 PM Events	Deloitte Canada? Info and Network

**Actions**

- Search Postings
- Book an Appointment
- Register for an Event

Durham College Careers x Career Development - MyAccount x New Tab

hired.durhamcollege.ca/myAccount/careerdevelopment/jobs/postings.htm

LinkedIn Profile Pict... Scholarship, Bursari... ICE Student Jobs 101 Portal - Home Imported How to download... Other bookmarks

Log back in as alix

## DURHAM COLLEGE

OVERVIEW

You are currently logged in as  
**Durham College Student**

- Dashboard
- Career Resources
- CAREER DEVELOPMENT**
  - JOBS**
    - JOB LISTINGS**
    - Student Overview
  - Career Conversations Recordings
  - Beware of Fraudulent Postings
  - Independent Contractor Jobs
  - Appointments
- On-campus Employment
- Co-operative Education
- Field Placement

Keyword Search

**Search**

- or - Search Job Postings

**QUICK SEARCHES:**

140	Durham Region jobs
0	On-campus jobs (non-work study)
64	Part-time jobs
0	programming jobs
94	Summer jobs
21	Volunteer opportunities
53	Viewed
134	New Posting Since Last Login
100	Postings added in the last 7 days

**MY SAVED SEARCHES**

Saved searches will automatically expire 1 year after creation.

- select -

-or- Run Multiple Saved Searches

**SEARCH POSTING**

Enter the job ID you are searching for

**Search**

Windows Taskbar: File Explorer, Edge, Chrome, Outlook, Teams, Word, PowerPoint, System Tray (Network, Volume, Bluetooth, Date/Time: 11:42 AM 2022-05-02)



<https://ca.indeed.com/>

 Government of Canada / Gouvernement du Canada

## Job Bank

Job search ▾ Career planning ▾ Trend analysis ▾ Hiring ▾ Help ▾

[Job Bank](#)

 Job Bank is here to assist you through this uncertain time. Visit [Job Bank's COVID-19 page](#) to browse jobs in essential services.

Job Search


## Find a job

Search **74,528** job postings in Canada

Example: Farm Worker in Brantford, ON

SEARCH

Sort by:  Best Match  Date Posted  Last 30 days

 Advanced

<https://www.jobbank.gc.ca/findajob>

- Help Wanted signs or ads
  - Walk in
- New store or business location openings
  - Job fairs
- Networking
  - Who do you know?



- Administration
- Accounting
- Information Technology (IT)
- Communications
- Banking and finance

# MINIMUM WAGE RATES

- **General minimum wage in Ontario is:**

**\$ 15.00 per hour**

(October 1, 2022) \$15.50 per hour

# WORKERS' RIGHTS

- Canadian laws protect every worker in Canada
- Be paid minimum wage for their work
- Hours of work and overtime
- Have a safe workplace

<https://www.ontario.ca/document/your-guide-employment-standards-act-0>

<https://files.ontario.ca/employment-standards-in-ontario.pdf>



## How not to be Scammed

- Are you offered a job without an application or interview?
- Does the employer conduct the interview through texting, PM or DM?
- Does the company ask you to pay for something before you start working?
- Does the "employer" send you money or cheques and asks to use your bank account?
- Does the "employer" promise high pay for not much work?
- Is the job description vague? Does it not require experience or specific skills?
- Is the company or contact information missing or vaguely presented?
- Does the employer use an unprofessional email address?
- Do the "employer" search results add up?
- Does the job posting sound too good to be true?
- If in doubt. Ask! We are happy to help!



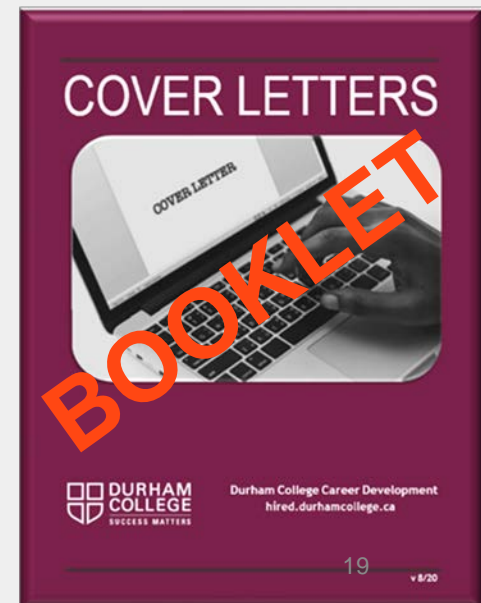


- Gather all information about the fraud
- Contact your financial institution
- Contact the police
- Report the incident
- Protect yourself from future fraud

# COVER LETTER

- Not typically used for part-time work
  - Can be a great way to stand out
- Gives more detail about you:
  - Why you're interested in the position or business
  - Highlight your skills/experience related to the position

<https://hired.durhamcollege.ca/home.htm>



## DO NOT INCLUDE:

- Photo
- Marital status or family information
- Parents' names
- Birth date or age
- Social Insurance Number (SIN)
- Passport number
- Work permit information

## **Contact information**

- Name, email and phone number

## **Objective**

- Seeking part-time work, times available

## **Education**

- Current Durham College program
- Previous education

## **Relevant Skills**

- List of 4-6 strengths you have

## **Past experience**

- Paid work, volunteer work, extra-curricular activities

**Vicki Wan**

647-555-1212/ vwan@gmail.com

999-888 Maple Leaf Street, Bowmanville, ON, L1H 9K2

**OBJECTIVE** To obtain part time employment in Customer Service

## HIGHLIGHTS OF QUALIFICATIONS

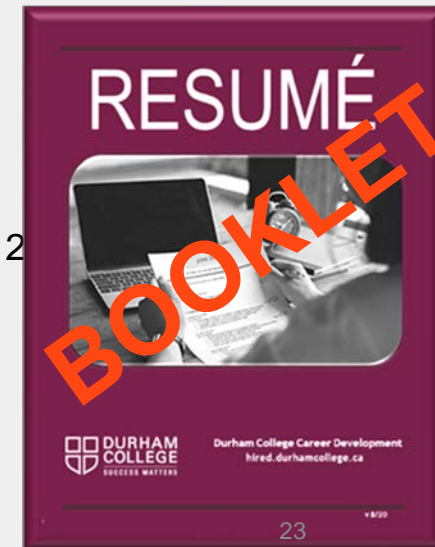
- Use strong communication skills to determine customer needs and effectively resolve customer concerns
- Able to work with the team to meet sales targets and business goals, while also completing independent tasks in a timely manner
- Creative, resourceful and work well under pressure
- Able to remain calm when dealing with difficult or distressed customers
- Organized with demonstrated experience completing multiple project deadlines
- Proven ability to work shifts, including evenings and weekends

## EDUCATION

### Law Clerk Advanced Diploma

Durham College, Oshawa, Ontario

- Completing second year of three-year program
- Cumulative GPA 4.1 / 5.0; awarded Honour Roll in two consecutive semesters



**Vicki Wan** Continued

647-555-1212/ vwan@gmail.com

## WORK EXPERIENCE

**Clerk / Cashier** - Mr. Sub, Oshawa, Ontario

2019 - Present

- Awarded “Staff Person of the Year” in 2019 for delivering superior customer service
- Conduct inventory checks to ensure adequate supplies are on hand
- Demonstrate leadership skills by training and guiding new staff in learning their roles
- Follow workplace safety guidelines and safe food handling policies

**Sales Associate** - Reitman’s, Pickering, Ontario

2016 - 2018

- Provided effective retail customer assistance
- Monitored stock levels and updated report tracking system for use by management
- Maintained store displays and merchandised for seasonal sales promotions

## VOLUNTEER EXPERIENCE

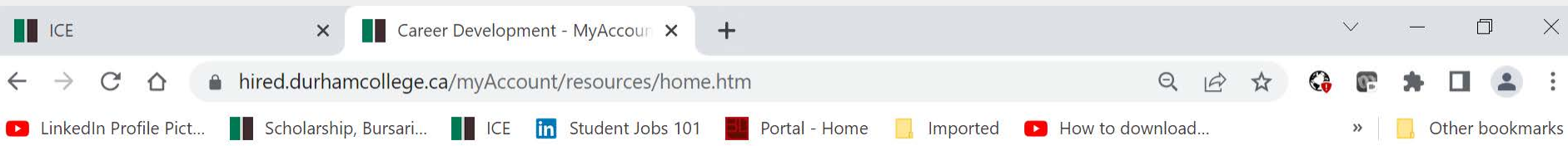
**Computer Tutor** - John Howard Society, Oshawa, Ontario

2016

- Tutored up to 14 children and young adults in the use of Microsoft Office 2013
- Demonstrated patience and friendliness while helping users develop new skills
- Worked without supervision while tutoring users in groups of up to 8 participants

# BOOKLETS AND SAMPLE

Visit [hired.durhamcollege.ca](https://hired.durhamcollege.ca)



## DURHAM COLLEGE

Start typing to search...

- OVERVIEW
- MY CALENDAR
- SEARCHES
- INTERACTIONS
- JOBS
- APPOINTMENTS
- EVENTS

- LinkedIn
- Volunteering
- Entrepreneurship: The Side Hustle
- Success on the Job
- Salary
- COVID-19
- General Resources and Articles
- Diversity, Equity and Inclusion
- Overview of Schools
- Career Resources for Employers
- Career Development
- On-campus Employment
- Co-operative Education
- Field Placement
- Events / Workshops
- File Upload
- Notification Centre

### Career Resources Overview



Resume



Cover Letter



Job Search



Interviews



Program-Specific



Occupation and Labour Market Research



Indigenous Relations



International Opportunities



Career Considerations



Networking and Mentorship



LinkedIn



Volunteering

# AFTER YOU ARE HIRED

- New employee forms
  - SIN
  - Banking information
- Direct deposit or cheque
- Regular shifts each week





# SUMMARY

- Job search strategies to seek part-time employment
- Canadian employers' expectations
- Canadian workplace culture and expectations
- Workers rights and responsibilities
- Common job scams and how to avoid them
- How to craft a marketable Resumé and Cover Letter

- Search for job postings
- Sign up for posting email notifications
- Book virtual appointments to enhance your job search strategies
- Upcoming virtual events and workshops
- Program specific resources
- COVID-19 specific resources



GETHIREDDC

# QUESTIONS ??