

CANADIAN CAREER ACADEMY,  
92 BRIDGE STREET,  
CARLETON PLACE ON, K7C-3P3

# Employer Newsletter

Spring/Summer 2011

## What's Happening at the CCA

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On August 1<sup>st</sup> 2010 the Canadian Career Academy established a new contract with the Ministry of Training, Colleges and Universities which allows the Employment Resource Centre to provide enhanced employer services to businesses in Carleton Place and surrounding area. Our new job development program is a combination of Job Matching, Placement and Financial Incentives.

Job Developers introduce clients to prospective employers. Job developers create opportunity by accomplishing two main things on behalf of job seekers.

1. Develop an ever expanding pool of progressive employers with demonstrated willingness to work with not-for-profit employment agencies
2. Increase the odds of being notified of job opportunities before these jobs are advertised (thereby opening up the hidden job market where the majority of the job opportunities are).

The Canadian Career Academy has been helping employers and job seekers in Carleton Place and the surrounding area for 25 years. As we continue to grow our services to the local businesses, we encourage employers to contact us for assistance with their employment solutions.

Financial incentives MAY be available for companies working with the Employment Resource Centre.

Contact our Job Developer for further details about our unique program at 613-257-3237.

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ONTARIO**

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## Did You Know?

- That you can post a job advertisement in the Employment Resource Centre for free?
- The Employment Resource Centre can refer candidates to your organization if you have a posting available?
- Our Job Developer can sit and teach you how to post your job opening on the free National Job Bank website.



## Hiring Tips for Your Company

1. When you review a resume, look for length of time on the job: a candidate with several short- term employers (less than a year) could mean a lack of commitment on their part. Of course, with all the recent lay-offs, it could just mean they got caught in the fallout.
2. Look for gaps in employment and ask for an explanation. Long periods out of work could signal a time out to update their education, raise a family or may indicate some unusual situations.
3. Watch the employment dates for "overlaps". This could be a simple error, but also might indicate that the candidate is not being truthful about previous employers. Ask the person to explain it.
4. Have a copy of the job description at hand when you review the resumes. The more skills that match your job description, the more likely you will be to have a great match. It may not indicate as well, that the applicant is also a hard worker with several different part time jobs.
5. Sort your likely resumes into two "stacks" - one for those that look perfect to you, the other for those that look good. Call the perfect ones on the phone and ask them why they want to work for your company. If they don't make you feel good when you're speaking to them on the phone, they may not make a very good first impression on the customers who call your company.



## Upcoming Events

Here is an upcoming business networking event in Carleton Place

### Carleton Place Chamber Golf Classic

September 12<sup>th</sup>

Monday, September 12, 2011 at the Mississippi Golf Club, 341 Wilson Street, RR#3, Almonte, Ontario.  
Registration & Lunch 11 am - Shotgun Start 12:30 pm - Dinner 6:30 pm

## Contacts in the Community



### Carleton Place BIA

175 Bridge St. Carleton Place, ON. K7C 2V8  
Phone: 612- 257- 8049 or 613- 257- 8170  
Email: [info@downtowncarletonplace.com](mailto:info@downtowncarletonplace.com)



### Town of Carleton Place

175 Bridge Street  
Carleton Place, ON, K7C2V8  
Main Reception: [613-257-6200](tel:613-257-6200)  
Fax: [613-257-8170](tel:613-257-8170)  
[www.carletonplace.ca](http://www.carletonplace.ca)



### Canadian Career Academy

92 Bridge Street,  
Carleton Place ON, K7C-3P3  
Phone: 613-257-3237  
[www.canadacareer.ca](http://www.canadacareer.ca)



### Ministry of Training, Colleges, and Universities

#### Employment Ontario

<http://www.tcu.gov.on.ca>



### Carleton Place Chamber of Commerce

132 Coleman Street,  
Carleton Place,  
Ontario, K7C 4M7, Phone: 613-257-1976  
Email: [manager@cpchamber.com](mailto:manager@cpchamber.com)

**If you would like to find out more about our services and potential employer subsidies, please contact us:**



**92 Bridge Street  
Carleton Place ON, K7C 3P3  
(613)-257-3237 Fax:613-253-5003  
[www.canadacareer.ca](http://www.canadacareer.ca)**

### **For Our Job Seekers**

- Resume/Cover Letter Preparation
- Job Search Strategies
- Interview Tips & Techniques
- Job Matching and Placement
- Paid Trial Work Placements
- Employment Counseling
- Funded Training Information
- Workshops
- Second Career and Training Info

### **For Our Employers**

- Establish a workplace training plan for our clients which may include a financial incentive for the employer
- Financial Incentives through Apprenticeship Placements
- Free job postings on our local Job Board
- Assistance in teaching employers how to post free job postings on the national Job Bank
- Workshops on topics of interest to the general business community

**As with any program, circumstances vary and it is always best to speak directly with our staff on a case by case basis. Private briefing sessions are offered so that you can see how your business may benefit now or in the future.**



*This Employment Ontario project, program, or service is funded in part by the Government of Canada*