Finding Work:

Summer or part-time work
Step 1—Identify your priorities and goals

The first step in your summer or part-time work search involves determining your priorities. What do you want to gain from your summer or part time employment experience? Do you want to improve specific skills or develop new ones? Do you want to work in a job related to your future career? Is earning money the most important consideration? Being clear about what is important to you, will help you focus your summer or part-time work search. Review the checklist below and take some time to prioritize your work search goals. Decide your top priority by ranking it 1. Your second priority will receive a 2 and so forth until you have ranked each item. If you have priorities that are not mentioned, write them in the space provided.

<table>
<thead>
<tr>
<th>Summer or part-time goals</th>
<th>Ranking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gain skills and experience in specific position or industry</td>
<td></td>
</tr>
<tr>
<td>Explore a career area of interest</td>
<td></td>
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<tr>
<td>Earn money</td>
<td></td>
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<tr>
<td>Time and flexibility (e.g. balance school and work activities)</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td></td>
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<tr>
<td>Hours of work</td>
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<tr>
<td>Availability (i.e. when can you begin?)</td>
<td></td>
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<tr>
<td>Personal interest</td>
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</tbody>
</table>

List your top 3 priorities.

1. ____________________________
2. ____________________________
3. ____________________________
Step 2—Get ready for your work search

Understand employer and position needs
When preparing for your work search it is important to understand the needs of the company and the requirements of the position you are considering applying to. What skills and/or experience does the position require? If you are replying to an advertised position, begin by identifying the qualifications listed on the posting. Researching the position, company, and industry will give you further information about the duties required and will assist you in preparing your resume and cover letter. The chart below provides an example of how to break down the duties and qualifications of a job posting and how to begin to identify the skills you have that can be linked to the employer requirements.

<table>
<thead>
<tr>
<th>Employer’s needs</th>
<th>Your skills</th>
<th>Your related experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>• train volunteers</td>
<td>• training</td>
<td>• trained new cashiers at bookstore, trained other employees in opening and closing procedures</td>
</tr>
<tr>
<td>• analyze market conditions and possible trading trends in the Pacific Rim</td>
<td>• analyzing</td>
<td>• analyze market trends to accurately forecast in April the price of gold (student project)</td>
</tr>
</tbody>
</table>

Prepare your job search tools
The Career Centre offers many resources that can assist you in preparing your resume and cover letter. Refer to the Resume Toolkit available at http://www.studentlife.utoronto.ca/cc/resumes and additional online resources including short instructional videos and samples found on the Career Centre website that can assist you in preparing your documents. Need more help? Check https://cln.utoronto.ca/ for a full listing of workshops, tutorials and other help for preparing your job search tools.
Step 3—Work search strategies

You are now ready to begin your work search. A successful work search involves incorporating a variety of work search strategies into your search process so as to ensure that you meet the goals that you have set for yourself. Below are a list of strategies that you will learn more about in the pages that follow:

1. Research websites and companies and apply to advertised and unadvertised jobs
2. Explore summer work programs and internships
3. Attend summer and part-time job fairs on and off campus
4. Utilize social media
5. Network

1. Research and apply to online postings

In addition to researching company websites for advertised job listings, there are numerous job banks, listservs and online postings that advertise openings. The following is a brief list of job search websites for you to explore as a starting point. While general job boards can be useful, focus your search on industry-specific job boards found through professional associations and on organization websites.

Career Builder— http://www.careerbuilder.ca/
Career Jet— http://www.careerjet.ca/
Career Edge— https://www.careeredge.ca/en/home
Indeed— http://canada.indeed.com/
Job Bank— http://www.jobbank.gc.ca/
JobPostings— http://www.jobpostings.ca/
Ontario Municipal Jobs— http://www.ontariomunicipaljobs.com/
Ontario WorkInfoNet (OnWIN) - http://onwin.ca/
TorontoJobs— http://www.torontojobs.ca
Talent Egg— http://talentegg.ca/
The Vault - http://www.vault.com/
Working— http://working.canada.com/
Workopolis— http://www.workopolis.com/jobsearch/all-student-jobs
Additionally finding companies to apply to as part of your job search usually involves looking at company directories — many of the most popular of these are available in the Career Resource Library or online. This type of research will help you uncover unadvertised jobs.

By industry or region

You can access a number of specialized industry directories including finance, biotechnology, healthcare, consulting, music and the environment to name a few in the Career Resource Library. For those industries not covered in a specific industry directory, you may want to consider:

Scott’s Directories or Contact Toronto — These directories cover the major companies in the Toronto area, searchable by industry and are available at the Rotman Business Information Centre.


Associations Canada — Find professional associations by industry sector [http://go.utlib.ca/cat/7911443](http://go.utlib.ca/cat/7911443)

Canadian Careers — [www.canadiancareers.com](http://www.canadiancareers.com)

Labour Market Information across Canada and links to regional and provincial sites — [http://www.servicecanada.gc.ca/eng/about/publication/jobseek/lminfo.shtml](http://www.servicecanada.gc.ca/eng/about/publication/jobseek/lminfo.shtml)

WetFeet.com — [www.wetfeet.com](http://www.wetfeet.com)

Local Chamber of Commerce or Board of Trade associations — [http://occ.on.ca/](http://occ.on.ca/)

2. Explore Summer Work Programs and Internships

In addition to exploring the summer and internship job postings on the CLN ([cln.utoronto.ca](http://cln.utoronto.ca)) below are a list of additional websites for your review:


Government of Ontario Summer Employment Opportunities- [https://www.gojobs.gov.on.ca/Pages/SEP.aspx](https://www.gojobs.gov.on.ca/Pages/SEP.aspx)

Youth Canada (summer, volunteer, internships by province)- [www.youth.gc.ca](http://www.youth.gc.ca)

Government of Ontario Internship Programs- [https://www.gojobs.gov.on.ca/Pages/JumpStart.aspx#Internships](https://www.gojobs.gov.on.ca/Pages/JumpStart.aspx#Internships)


Canadian Internship Programs- [http://www.internshipprograms.com/](http://www.internshipprograms.com/)

Canada World Youth- [http://canadaworldyouth.org/](http://canadaworldyouth.org/)


3. Attend summer and part-time job fairs on and off campus

By attending job fairs, you will have the opportunity to meet with potential employers of interest, and build relationships with the representatives that may lead to valuable information about current job openings. There are a number of job fairs on campus throughout the school year, including the Career Centre’s Summer Job Fair, Internship Fair, and the Volunteer Fair. For more information about these events, including lists of companies attending, visit the Career Centre website www.careers.uoft.ca.

4. Utilizing social media tools

Work search also happens online using social media. Utilizing sites such as LinkedIn, Twitter and Facebook, offer opportunities for conducting effective company research and networking. Begin by creating your profile on each site, remembering to be professional as your profile information could be viewed by a potential employer. Next, follow companies in your area of interest as this information will help you in several ways. First, your research will allow you to find relevant companies in area of interest and learn more about them and the people that work there. Second, you may find postings that you may be interested in applying to.

The following links will introduce you to these social media tools and how to use them in your work search.
LinkedIn— http://learn.linkedin.com/students/step-1/
Twitter— http://www.youtube.com/watch?v=B0sdTdcM2Ws
Facebook – http://www.youtube.com/watch?v=ZbwvK5AI0dQ&feature=related

5. Network and conduct informational interviews

A final key work search strategy focuses on networking and conducting informational interviews. You can also use your company research that you have done so far to generate a list of contacts to network with and/or conduct informational interviews to gather more career information and uncover potential opportunities.
Action plan

1. What are my 3 top priorities for summer or part-time work?

2. I need to develop my job search tools.
   - Research the needs of the company and the position
   - For resume and interview resources and assistance refer to the online resume and interview tools at www.careers.utoronto.ca

3. I am ready to begin my work search and will use the following strategies to find work opportunities:
   - Research and apply to advertised jobs through online postings, industry specific listservs, Career Centre website, company websites, and by following companies on Facebook, Twitter and LinkedIn
   - Explore summer work programs and internships and apply to those that are of interest
   - Attend summer and part-time job fairs on and off-campus
     - For on-campus job fairs, visit the Career Centre website www.careers.utoronto.ca
     - For off campus job fairs, visit the Possibilities Project website at www.poss.ca