

JOB SEARCH AND WORKFORCE READINESS

Learn about effective job search strategies and get prepared for successfully entering the workforce.

Students are encouraged to explore resources in their areas of interest and utilize various networking platforms.

Job Search Strategies

- [Job Hunting Explained](#) (*Devant*)
- [7 questions to ask before starting your job search](#) (*Devant*)
- [Job search skills you need from the very start](#) (*Devant*)
- [Checklist](#)
- [Job Tracking Sheet](#)
- [Job Search Master Plan](#) (*LinkedInLearning*)
- [Networking](#)

Networking involves making and sustaining connections while building relationships with people who share your profession, industry, or interest. It's a great way to connect with people and learn about the ins-and-outs of your area of interest. You can even use the informational interview skills that you learned in the previous section when networking.

Learn more about networking and how to use it to your advantage by following the links below:

- [10 Reasons Why Networking Is Essential For Your Career](#) (*Forbes*)
- [How to Network: 18 Easy Networking Tips You Can Use Today](#) (*Science of People*)
- [How to Network on LinkedIn](#) (*LinkedInLearning*)
- [Professional Networking](#) (*LinkedInLearning*)
 - [Prioritize Contacts Worksheet](#) (*LinkedInLearning*)
 - [Networking Event Worksheet](#) (*LinkedInLearning*)

Below are some suggested networking tools:

Ten Thousand Coffees

Make a profile on the Algoma University Cafe, powered by [Ten Thousand Coffees](#) and make a new connection. Don't be afraid to reach out to professionals and Algoma University Alumni! Use these tips to create the best profile:

- Add a picture.
- Update your profile.
- Add some icebreakers.
- Not sure what to do next? Click "Welcome" on the left-hand side. This gives you many great options and tools to use this networking platform successfully.
- Wait to be matched - you'll get a monthly email connecting you to a "match."
- Why wait? Find a new contact: go to "Members", scroll down to see all students and professionals or use "Filter" to select members based on field or interests.

LinkedIn

Having a professional and well articulated LinkedIn profile is a must, especially in this post-pandemic era. [LinkedIn \(LinkedIn Learning\)](#) gives you the ability to showcase your profile, expertise, recommendations and connections. Not only is your profile the first professional impression of you when recruiters and employers use LinkedIn to search for candidates but it also demonstrates credibility in your industry and highlights your achievements.

- Create a professional LinkedIn Profile that meets and displays a high degree of creativity and strong communication skills.
- Research and connect with five professionals in your industry of choice.

The recommended training below will assist you in creating a LinkedIn profile that markets you, helps you network, and showcases your career journey.

[Creating Your LinkedIn Profile- Brief Overview \(Devant\)](#)

[Creating Your LinkedIn Profile- Detailed Version \(LinkedIn Learning\)](#)

[LinkedIn: Increase Your Chances of Reply When Messaging New Connections \(Devant\)](#)

Informational Interviews

- [Informational Interviews \(LinkedIn Learning\)](#)
- [Informational Interview Guide](#)
- [Questions to Ask During Informational Interviews \(LinkedIn Learning\)](#)
- [Leverage the Alumni Tool \(LinkedIn Learning\)](#)

Skills for Success

- [Skills for Success \(canada.ca\)](#), identified by Employment & Social Development Canada



Job Frauds

- [15 Common Job Search Scams and How to Protect Yourself](#) (*Flex Jobs*)
- [Common Job Search Scams and How to Protect Yourself](#) (*YouTube*)
- [Job Scams Are on the Rise. Watch Out for These Red Flags](#) (*CNN*)
- [Is This a Job Scam? 7 Red Flags to Look Out for During Your Job Search](#) (*Devant*)

Job Banks

- [Job Banks](#)

Salary Negotiation

- [When to Negotiate Salary](#) (*Devant*)
- [How to Negotiate Salary](#) (*Devant*)
- [Salary Research Demo](#) (*Devant*)
- [How to Answer “What Are Your Salary Expectations?”](#) (*Harvard Business Review*)

Canadian Workplace Culture and Etiquette

- [Canadian Workplace Culture](#) (*Devant*)
- [Workplace Do's and Don'ts](#) (*Devant*)
- [Meeting Etiquette](#) (*Devant*)
- [How to Master Your Company's Culture](#) (*Devant*)
- [Moving Diversity Equity and Inclusion from Intention to Impact](#) (*LinkedInLearning*)

Recommended Training:

- [Get Hired Masterclass](#) (*Devant*)
- [Canadian Workplace Culture Certificate](#) (*Devant*)
- [Moving DEI from Intention to Impact](#) (*LinkedIn Learning*)

