

GOODWILL
CAREER CENTRE



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GOOD PEOPLE
FOR GOOD JOBS

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When you need **GOOD PEOPLE TO FILL THE JOB,**
GOODWILL WILL SEE THAT YOU GET THEM.

GOODWILL JOB PLACEMENT professionals have direct access to databases of skilled individuals seeking employment in your community right now:

- Experienced workers in a wide range of skill sets
- Recent graduates with certifications and licenses
- Those seeking to use skills in new ways

TO ENSURE YOU FIND THE BEST CANDIDATE, Goodwill can assist you with any and all steps of the hiring process:

- Composing job descriptions
- Recruiting appropriate candidates
- Interviewing applicants
- Hiring
- Posting job vacancies
- Testing applicants
- Selecting the right match



And **ALL THE HELP
YOU NEED TO GET THEM.**

GOODWILL JOB PLACEMENT

professionals can help you every step of the way or just with those steps on which you could use some assistance.

COMPOSING JOB DESCRIPTIONS

Let us know what you're looking for. We will write your recruitment ad.

POSTING JOB VACANCIES

We will post your ad where job seekers can see it inside Goodwill Career Centres and/or, at your request, in community media.

RECRUITING APPROPRIATE CANDIDATES

We will recruit and screen applicants against your pre-selection criteria.

TESTING APPLICANTS

We will administer tests for the appropriate job category and send you results for approval.



INTERVIEWING APPLICANTS

We will provide a welcoming space within our Career Centre where you can interview applicants – either by yourself or with a Goodwill professional beside you — or have our professional do it for you.

SELECTING THE RIGHT MATCH

We will select the best candidates and present them to you for your final decision.

HIRING

We will convey your congratulations to the successful candidate and have them report to the job on the date you require.

And **GOOD PROGRAMS TO HELP YOU KEEP THEM.**

GOODWILL OFFERS A WIDE SELECTION of employment services, each designed to meet specific needs.

ON-THE-JOB TRAINING SUPPORT

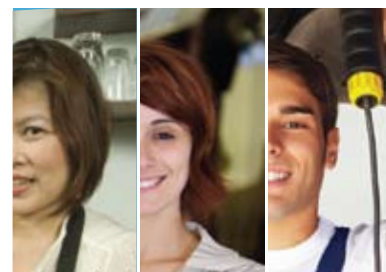
Goodwill Training professionals can prepare a plan to ensure the individual you hire is able to learn the skills you require quickly and to your specifications. We can also assist in upgrading skills to enhance employee value to your company.

JOB FOLLOW-UP AND RETENTION

Routinely checking on employee progress, Goodwill Job Retention professionals can provide mentoring support to ensure new hires adjust well to your organization.

TRAINING COST ASSISTANCE

Goodwill Job Placement professionals can provide you with all the information you need to hire with wage subsidy. Wage subsidies are available to assist with the cost of training new employees. Subsidies are determined by the eligibility of the candidate for employment programs delivered by Goodwill and the training they require to be independent on the job. You will receive full support from Goodwill from the beginning to the end of the process.



Finding **GOOD PEOPLE JUST GOT A LOT EASIER.**

PLACING THE LATEST TOOLS AND TECHNOLOGY AT YOUR FINGERTIPS, the Resource & Information Centre at Goodwill Career Centres is a free facility dedicated to helping you find the employees you want.

Whether online or in print, you will have access to everything — with expert assistance on hand whenever you need it — and the opportunity to participate in employment events and workshops.

USE OUR CONSULTANTS:

Goodwill Career Centres are staffed by knowledgeable and friendly Job Placement professionals who are always close by to assist you. We can not only assess and identify your needs, we can help point the way to your answers.

USE OUR TECHNOLOGY AND REFERENCES:

- Print out candidate résumés
- Scan documents to create your electronic job description or posting
- Photocopy job posting information
- Set up personal voice mail or email to receive applications
- Select career and job search software for assessments
- Make calls to set up interviews on our toll-free phone lines
- Review any or all Employment Ontario programs and services

WE SHOULD ALL HAVE **GOOD STORIES**

My name is Cheryl and here is my **Goodwill Story**.

While filing for Employment Insurance benefits, Cheryl learned about the Goodwill Career Centre and its extensive employment services. She attended a week-long job search workshop, giving her the information and skills to succeed.

It worked! Cheryl now thoroughly enjoys her full-time position coordinating activities for residents at a retirement community.



Cheryl
WORKS

Help us build your story!
www.goodwillekl.com



Look who was
**HIRED THROUGH
GOODWILL**

WE SHOULD ALL HAVE **GOOD STORIES**

My name is Tom and here is my **Goodwill Story**.

Tom has been able to re-enter the workforce after being laid off for 14 months from the manufacturing industry. He completed a back-to-work program, overcame ageism barriers and developed the self-esteem to market his newly acquired skills and abilities. Tom is now a proud crane operator and driver of a cutting-edge company.



Tom
WORKS

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