



Job Seeker Profiles

Introduction

The Job Seeker Profile is a unique non traditional job development tool that was developed by The Provincial Networking Group Inc. (PNGI) to fill a purpose that was not being met by traditional resumes for people with barriers to employment.

The intention of a Job Seeker Profile (JSP) is to be a unique tool for highlighting all the great things about a Job Seeker. These 'great things' are all the things people who know the person will recognize but things that would never come out on a traditional resume.

Employers are very programmed on how to filter out resumes by completely ignoring all the typical token words often listed on resumes that have very little meaning at all (see the list that follows). These words should never be used on a JSP as they do nothing to really describe the assets of an individual.

In order to really create good JSP's you must have the ability to use Non Traditional questions and interview strategies during the intake process. If you are not able to do this, the profiles will just always end up looking like traditional resumes with a photo which is not the objective.

- The Job Seeker Profile booklet from the Job Developers Toolkit which has been developed by PNGI should be used as a guide for writing profiles.
- Each JSP must be unique and original. There is no standard template that can be simply used to fill in the blanks and change the name.
- Clip art, or cartoon pictures should generally not be used.
- Watch for unique touches that you could add into a persons profile.

One job seeker was a very creative and talented artist so we had her draw some art to use as the background for her JSP! It looked great and what better way to showcase her artistic talent than to actually show it.

Another way would be to find a great quote from someone in that person's life who has something wonderful to say about them!



Job Seeker Profiles

Benefits of using a Job Seeker Profile

A Job seeker profile incorporates a number of 'parts' that are aimed at featuring an individual with barriers to employment in the most positive light. Because it's not a traditional Resume, we don't have to follow the traditional rules!

The Great Photo!

Photos are usually a no-no in traditional resume construction... be we are all about 'non-traditional' as our job seekers don't generally find the greatest success in traditional systems.

A Great Introduction!

Short, sweet and to the point. This intro paragraph allows you to address exactly what this job seeker is looking for with regards to employment.

Information that fits the Person!

- * The main sections that might be included are Skills, Traits, Educational Highlights, Experience Highlights, and Hobbies.
- * These three sections are very flexible. If, for example this job seeker has many skills & traits, but little or no Education, then make the Skills and Traits section the larger of the three sections on the page.
- * The Education and Experience Highlight sections do not have to be chronological or have dates attached, unless the dates are significantly important.
- * Skills and Traits do not have to be specifically 'job' related if it shows something interesting or unique about the person, so if they know how to juggle or can play a mean game of chess, then put that down! Paint a picture of neat things about this person. If those skills can be tied to a job skill then make that connection also.

Misc. Tips:

- * Try to keep it to one page. You can attach information like a specific award or certificate if necessary.
- * Print it out on a good quality Printer and use good paper... It's non traditional but still needs to look professional.
- * Include some contact information for the agency, the supported employment person that is assisting this job seeker, or other contact(s) incase the potential employer has any questions. (We put our agency logo at the top, and our contact information at the bottom (footer).

Samples:





Job Seeker Profile

Charlie *****

I would like to work full time. I am willing to work split shifts and I am available for on call shifts as well. I enjoy physical labor and would like to have a job where I can be active. I am dependable and can be trusted to work on my own or with a team. I have my own transportation, so getting to and from work is not an issue.

SKILLS & TRAITS:

- Organized—In my past jobs I have had to multitask and be responsible for shop equipment and locking up.
- I have worked on job sites with a lot of people and I have always got along well with everyone.
- Eager to learn new skills - I have obtained several tickets for different work related jobs and have no problem learning new skills.
- Has worked irregular shifts Can be depended to show up on time and work extra hours when needed.

EDUCATIONAL HIGHLIGHTS

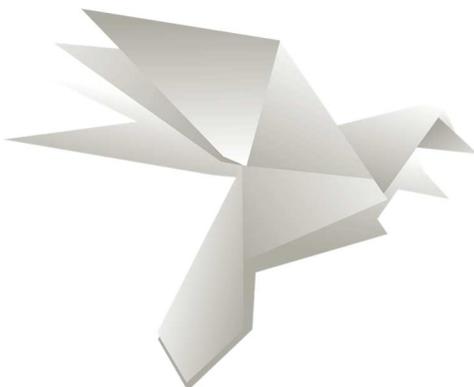
- Grade 12 completion
- Avalanche safety course
- First Aid Ticket
- H2S alive Ticket
- Forklift ticket
- Drivers License

EXPERIENTIAL HIGHLIGHTS

- Technical Services and Maintenance**
 - January 2009-May 2009, Saskatchewan
- ALS laboratory Group**
 - April 2007-Nov 2008, Terrace
- Resort Quest**
 - Feb 2005-Sept 2006, Whistler

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- Remember to make each Profile unique to the person.
- Don't feel you have to keep each text box area in the same place... move things around so it fits well on the page and looks good.
- Be creative with the photos. It's ok to 'stage' a perfect shot! Try not to have too much in the photo however that will detract from the person being profiled.







Job Seeker Profile

Jane ****

I am a very active person who always likes to be busy doing something. I enjoy working and volunteering in my community and especially enjoy work where I can interact with and be helpful to other people.

Skills & Traits:

- Good memory
- Can stick with a job until it's completed
- Always reliable and on time
- Respectful of others and considerate of people's feelings
- Loyal - knows how to be a good friend

Hobbies & Interests:

- Clothes & Fashion** - I take pride in my appearance and am interested in fashion and hairstyles.
- Sports** - I love being around people and being involved in team sports like bowling, basketball and soccer. Actively involve in Special Olympics.
- Baking & Cooking** - I like to try different recipes and be involved in every step.
- Travel
- Movies

Experiential Highlights:

- NWCC Daycare. Work experience
- Terrace Public Library. Work experience
- Provincial Networking Group. Work experience
- Clever Cub Den** - Paid work. Customer service, folding & sorting clothes, janitorial.
- Chill Soda Shop** - Paid work. Customer service, food service, stocking items, dishwashing and janitorial.

Educational Highlights:

- Work skills training program - NWCC
- Grade 12 adjusted program - Caledonia Sec. Food Safe Level 2
- Babysitting Certificate

"Jane is a joy to work with. She follows directions and is very helpful. She does a careful job. She completed tasks independently after being assigned specific tasks." M. Wilke, Terrace Public Library

"Jane has a great smile and friendly and helpful way of interacting with customers. People really like this about Hannah. She was always eager to try new things at the shop." C. Arnold, Chill Soda Shop

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Some helpful questions when gathering information for a Job Seeker Profile:

Please read through each of these questions and open your mind as you think of any answers that come to you... these are not the typical 'resume' type questions so don't get stuck in traditional thinking.

1. What do you think this person could be famous for?
2. Is there anything that makes you smile when you think about this person?
3. What are they very good at doing at home?
4. What is this person's hidden talents?
5. What makes them stand out in a group?
6. What are their favourite types of hobbies, sports, crafts, fun activities... do they collect anything?
7. List any 'skill' that you can think of that this person might have... it doesn't have to be related to a specific job or technical skill.
8. What do they have experience at in life? Not work experience, but other things. Are they great at moving residences / packing, are they great at talking on the telephone, are they experienced emailers, are they the best at stretching a dollar, etc.
9. If this person didn't have any disability or barriers to employment what could you picture them doing as a job?
10. Is this person a 'regular' anywhere? For example at Tim Hortons, at a drop in centre, at a particular retail store.

Now think of how you might incorporate some of these answers into a JSP for a unique twist!

Words & Phrases to Avoid on JSP's



Reliable
Dependable

“Over the last ___ weeks of employment appointments he has always been on time and ready to go.”

“If he needed to change a meeting time he would call in advance to reschedule.”

“He showed the ability to meet reliably at various times of the day and days of the week during the assessment period.”

Hardworking

“Through her work experience she has demonstrated that she can _____”

Reference or quote

Team Player

“Has been involved in team sports / group programs where he had to interact with many different personalities”

Describe how her behaviour has changed since focusing on ‘employment’ with your program

Motivated

What does he do or look like when motivated?

“She was able to learn how to ____ in just two sessions with a job coach”

Fast learner

“Completing a task completely and precisely is very important to him”

Attention to Detail

“When ____ he was very particular about ____”

People always remember her because of her great smile!

Customer Service Skill
Friendly
Outgoing

She is always excited to help organize social events at her group home.

She has demonstrated good skill at greeting and assisting people during the assessment period.

Job Seeker Profile Worksheet

Name:	Date:		
Introduction	Education		
Experience	Skills		
Passions	Personal highlights		