

Vocational Assessment

The vocational assessment is an essential component of determining an individual's potential of returning to work and evaluating the suitability of proceeding with vocational rehabilitation services. Evaluation of an individual's work history and attitudes towards work, education, functional abilities, current motivation, interests and goals, aptitudes, pre-injury/disability and individual's perspective of their disabling condition are all factors in conducting this assessment. This assessment is an essential step in identifying goals and the appropriate services to increase employability and assist in the return to work process.

Transferable Skills Analysis

A Transferable Skills Analysis (TSA) is an in-depth assessment and is used to identify alternate occupations an individual can perform in respect to their education, training, experience as well as medical and functional abilities. In the event that an individual may not be able to perform the essential duties of their past position or their position no longer exists, the TSA identifies suitable and realistic alternate occupations within the local job market so individuals can return to gainful employment with financial independence.

Labor Market Research

In an ever-changing labour market, a Vocational Rehabilitation Consultant must consider the job market for employment prior to determining suitable occupations for individuals. Therefore, as part of labour market research, various employers are interviewed to determine their job requirements, earnings, job demands, and availability. A review of the local labour market establishes a foundation in which the availability of identified occupations can be determined for the client.

Interest and Aptitude Testing

True Colors is a personality preference inventory that uses four colors – Green, Gold, Blue and Orange, as a metaphor for understanding human

characteristics. By completing this preference inventory individuals will learn about their color spectrum, which will help individuals understand their personal values, strengths, learning styles, needs, motivations and behaviors. In addition, this assessment will suggest suitable career options that align with individuals' color spectrum results. It also helps individuals develop a greater awareness and appreciation of the unique strengths and preferences of others for improved employee satisfaction, engagement and workplace communication.

The General Aptitude Test Battery (GATB) is an occupationally-oriented multiple-aptitude test used extensively across Canada in vocational counselling, rehabilitation and occupational selection settings. An Employment Specialist will administer GATB, which will involve assessing individuals using twelve separate tests (eight pencil and paper tests, and four apparatus tests) to determine nine distinct aptitudes scores. After completion, an individuals' occupational aptitudes profile can be used by an individual or organization to determine appropriate occupational / career choices and training paths. The GATB results can also be used to increase individuals' opportunity for success and job satisfaction.

Employment Placement / Coordination

When an individual has been off work due to injury, accident or illness and is ready to participate in vocational activities, an Employment Specialist will assess individuals' needs to plan and develop gradual return to work programs. In addition, they will be involved in coordinating and implementing work placements through their various networks and alliances, while troubleshooting and rectifying barriers and issues in a professional and timely manner. Individuals will have access to ongoing support throughout the employment placement, during which the Employment Specialist will continually evaluate and modify the program as necessary to help individuals reach their vocational goals.

Pre-Employment Computer Training

With today's advances in technology, a multitude of employers state that computer skills are an essential skill for future employees. At Veritus, we offer a Pre-Employment Computer Training program that is not only practical and flexible but also increases individuals' confidence and employability while preparing them for future vocational opportunities.

Computer training is customized to individuals' needs, following which one-to-one coaching is provided for individuals to develop knowledge and skill in the following areas:

- Introduction to Microsoft Windows XP
- Introduction to Keyboarding
- Internet Fundamentals
- Email Fundamentals
- Introduction to Microsoft Word 2007

The Pre-Employment Computer Training program will ensure that individuals develop, maintain or improve their ability to navigate and use computers and relevant software in order to prepare them for success in future employment or vocational pursuits.

Resume Writing Service

Designed “to get job seekers’ interviews,” resumes are essential marketing tools. Individuals will be educated on the purpose of resumes and cover letters, different formats and appropriate techniques to assist them in selecting the most effective option to market skills and experience to employers. Individuals will learn the value of creating job specific accomplishment-based resumes and cover letters. Resumes and cover letters can be written by an Employment Specialist at Veritus or individuals can receive guidance and suggestions on developing these documents independently. In addition, individuals will be provided with guidance on how to appropriately use and secure references during the employment selection process.

Interview Skills Training

In the highly competitive job market, it is a major achievement to advance to the interview stage. Whether an individual is new to the job market, out of work, or transitioning to a new career, an Employment Specialist will work with individuals to develop their skills and self-confidence in order to prepare for and perform well during interviews. Individuals will be provided with mock interviews to develop appropriate presentation techniques and coaching to describe competencies, skills and accomplishments as it relates to a particular job objective or opportunity. Beyond this, individuals

will be provided with guidance on answering difficult interview questions and using effective negotiation strategies for fair compensation.

Customized Job Search Assistance

After defining career goals, individuals will be exposed to and educated on the vital skills involved in applying for as well as securing and maintaining employment. Individuals will learn about accessing the hidden job market by using techniques including employer direct calls, informational interviews, networking, calling cards, social media and volunteer / employment proposals. An Employment Specialist will provide guidance on organizing job searching activities, conducting market research, responding to advertised positions, attending recruiter meetings and using follow up strategies during the employment search for the ultimate goal of gaining meaningful employment. In addition, individuals will be provided with guidance and support in preparation for their transition into a new workplace. When applicable, an Employment Specialist will continue to provide support services after an individual has started in their new position to ensure successful integration into the workplace and corporate culture.