

Career Exploration

Whether an individual is identifying their career goals for the first time or seeking a career change, our goal is to help them develop awareness through self-discovery and exploration processes for informed career decision making. Individuals will be guided through self-discovery using the principles of Motivational Interviewing to support them during emotional transitions and potentially job loss grief. A variety of personal assessment tools will be utilized for individuals to learn about their values, transferable skills, interests, preferences, strengths and financial needs. Following this, an Employment Specialist will assist individuals in developing a list of potential career options that align with their personal assessment results, which could also include consideration of alternate career options including entrepreneurship or retirement.

To thoroughly explore options, individuals will be educated and provided with assistance on researching potential options through informational interviews, job shadows, volunteer placements and relevant career websites. As a culmination of this self-discovery and exploration process, individuals will evaluate and decide on the career option which is the best match for personal and professional success. They will be provided assistance in developing and implementing measurable next steps towards career goals, whether that includes educational pursuits or job search skill development.

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.

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 area:

- 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.

Workforce Transition

When businesses undergo significant organizational change including company closures, offshoring, outsourcing, lay-offs or downsizing, employees may require assistance in making career decisions. An Employment Specialist will provide one-to-one outplacement services, which will be customized to suit the needs of individuals' at all organizational levels.

Initially, our goal is to support individuals during emotional transitions and job loss grief. Following this, an Employment Specialist will help an individual develop awareness through self-discovery and exploration processes in order to facilitate informed career decision making. After defining career goals, individuals will be provided with assistance in developing and implementing measurable next steps towards career goals, whether that includes educational pursuits or access to additional services including resume writing, interview skills training and customized job search assistance.