

Did You Know?

- The government supports clients in finding work by investing over \$70 million each year in employment programs.
- Our services range from life skills and pre-employment through to job search and job placement and are delivered by contracted employment agencies in communities throughout the province.
- People who leave income assistance for work earn, on average, two to three times the income assistance rate.

BC Employment and Assistance Orientation

As an applicant for assistance, you must attend an orientation session. Details are available at a Ministry of Housing and Social Development office by calling:

➤ **1 866 866-0800**

Or the ministry web site at:

➤ **www.hsd.gov.bc.ca/eservices**



Work Search Guidelines



Ministry of
Housing and
Social Development

The Ministry of Housing and Social Development is committed to assisting employable clients find and keep good jobs.

As part of this focus on employment and active participation, you need to carry out a three-week work search prior to applying for assistance. This information sheet will help you to conduct an effective search for employment.

Reasonable Work Search

The ministry has expectations on how a reasonable work search is conducted.

Reasonable efforts are demonstrated by the preparation and distribution of an up-to-date resume (see the **Independent Work Search Tool Kit** for some helpful hints); and the provision of a completed **Work Search Activities Record**. You can obtain copies of the **Independent Work Search Tool Kit** and **Work Search Activities Record** from a worker or on the web at: www.hsd.gov.bc.ca/publicat/.

Your record should indicate regular and ongoing attempts to secure employment not restricted to a particular job or wage range.

Examples of effective job-search activities include phone inquiries, fact finding interviews, cold calling, and submitting job applications.

Work Search Tips

There are many resources available to help you in your work search. Check out these websites at your local library or local job search service providers:

- www.hsd.gov.bc.ca/publicat/ – for the **Independent Work Search Tool Kit**
- www.workinphonet.bc.ca/
- www.hrsdc.gc.ca – the Human Resources and Social Development Canada (HRSDC) Job Bank

Check out these services:

- **Employment Assistance Services (EAS)** funded by HRSDC, and available to everyone in Canada seeking work. Call 1 800 O-Canada (1 800 622-6232) or check the websites listed above for local EAS services in your community.
- **Employment Benefits and Support Measures** – financial support for retraining may be available from HRSDC if you have had an active Employment Insurance (EI) claim, received regular EI benefits in the previous 3 years or special benefits in the previous 5 years.

Returning to the Ministry

If you return to the ministry following your work search, you will need to bring your **resume** and a completed **Work Search Activities Record** and be prepared to discuss the following:

- What methods you have been using to find work.

- What kinds of work you have been looking for.
- What employers you have met with recently. (**Employers may be contacted.**)
- What future job interviews you have scheduled.
- What internet sites you have been using to search for work.
- Your use of any of the following in your work search – local employment agencies, Human Resources and Social Development Canada, community skills centres, university/college libraries and job placement offices, chambers of commerce, local union halls, seasonal employment offices, friends, family, neighbours, teachers, former employers and co-workers.

You will also need to provide the following:

- Identification documents
- Shelter documents
- Income and assets documents
- Work related documents

This information may be checked and verified by ministry staff to determine eligibility. Please note that all adult members of the household may be subject to these requirements.