



Tips for Job Seekers

<http://skills.edu.gov.on.ca>

Welcome

Welcome to the Ontario Skills Passport (OSP) Resource for Job Seekers.

So what is the Ontario Skills Passport?

The Ontario Skills Passport is a web-based resource that provides clear descriptions of the Essential Skills and work habits employers are looking for. Essential Skills, such as Document Use and Problem Solving, are used in nearly all occupations and are the foundation for learning other skills, including technical skills. Work habits, such as reliability and initiative, are also important for success in the workplace. Essential Skills and work habits are transferable from school to work, job to job and sector to sector.

What can the OSP really do for you?

The OSP offers tools to help you assess, practice and build your Essential Skills and work habits and then transfer them to a job or further education or training. This could be particularly useful if you are looking for a job or considering involvement in any Employment Ontario programs including [Ontario Skills Development](#), [Second Career](#), [Job Connect](#) or [Literacy and Basic Skills](#).

When it comes down to it, you want to be able to show employers you have the Essential Skills and work habits for the job. The OSP can help you do that.

Let's get started.

Begin by printing an [OSP Action Plan](#). You can keep it in your portfolio along with other OSP tools you will learn about in this resource.

If this is your first visit, please begin by clicking on [Essential Skills and Work Habits](#). In this section, you will learn about the Essential Skills and work habits and see how people use them in everyday life at home, in the workplace, as learners and as volunteers in the community. Then click on [Occupations and Tasks](#) to see how Essential Skills are used on the job and get other relevant employment information about your occupations of interest. As you explore this section you can begin to think about how to transfer your Essential Skills to different occupations. You may also identify Essential Skills that you need to develop further. You can use the activity sets in the [Check-Up Tools](#) to practice and build your Essential Skills.

After visiting these two key sections of the OSP website, click on any of the other icons on the webpage to access OSP tools and resources to learn more about your Essential Skills and work habits and how to transfer them to a job or further education or training. This might just open up some possibilities that you have not yet considered.

You can use this resource on-line or click on “Tips for Job Seekers” to download a copy of this resource.

At any time, you can go to the [Employment Ontario](#) website to get information on programs and services. You can also visit the [211 Ontario](#) website to access community, social, health and related government services in Ontario to access further supports during your job search.

Once again, welcome to the Ontario Skills Passport (OSP) Resource for Job Seekers! When you are ready, go to the Essential Skills and Work Habits section to begin your research.

Essential Skills and Work Habits

Why do Essential Skills and work habits matter?

Essential Skills, such as Document Use and Problem Solving, are the generic skills used in nearly all occupations. We also use these skills in everyday life, such as when we are using a bus schedule to identify which bus will get us work on time or when we are figuring out how to deal with a scheduling conflict.

Essential Skills are the foundation for learning other skills, such as technical skills. They also help us adapt to change. It is no surprise that we say these skills are transferable from school to work and further education or training, as well as from job to job and sector to sector.

It is important to note, however, that we use these skills at different levels of complexity or skills levels when performing tasks in work, learning and life. For example, a Personal Support Worker ([NOC 3413](#)) is using Document Use at skill level 1 when reading lists of patient names, their requirements and care needs. When completing hospital admission forms a Personal Support Worker is using Document Use at skill level 2 because this task is more complex. An even more complex Document Use task at skill level 3 would be when we complete a multi-page job application form. These sample tasks show us that we use our Essential Skills in a variety of ways, at varying skill levels, in our daily life.

Since good work habits are important for success in the workplace, they are included in the Ontario Skills Passport, too. These work habits include working safely, reliability and excellent customer service. There are no skill levels associated with work habits in the OSP.

So, when you are doing research on employment trends and opportunities, perhaps you are looking at occupations that are very different from what you have done before, it is helpful to look at the Essential Skills and work habits because they are common across occupations. However, it is also important to see how Essential Skills are used on the job by looking at the different skill levels required to perform job tasks for this occupation. This can help you figure out what Essential Skills you can bring to a business or organization and then communicate with employers about how your previous experiences can help you succeed in a new workplace. It can also help you identify the Essential Skills to develop further to get the job you want.

Helpful Tips

Here are some helpful tips to keep in mind as you explore the Essential Skills and Work Habits section of the OSP.

- Click on any Essential Skill to learn about [skill levels](#).
- Click on the “work, learning and life” icons to [view videos](#) that show how you use your Essential Skills and work habits in everyday situations like going to the pharmacy. The “Essential Skills and Work Habits in Action” video shows the transferability of these skills within the workplace and to everyday life. You may be surprised how many Essential Skills and work habits you use every day!

Next Steps

When you have explored this section, go to the Occupations and Tasks section to see how experienced workers use Essential Skills on the job and get other employment-related information.

Occupations and Tasks

The [Occupations and Tasks](#) section of the OSP begins with a list of occupations included in the OSP, as well as the [level of occupation or training](#) required for each occupation. If you click on the checkmark beside any occupation title, you will see a chart that illustrates the Essential Skills and skill levels used in this occupation. You will also find sample workplace tasks, grouped by Essential Skill and skill level, which show you how people use their Essential Skills on the job. You can print different OSP Occupational Profiles for future reference.

But that's not all. Scroll down the page in any occupational profile for links to information on career exploration, education and training as well as employment trends and opportunities. Click on the Canada Futures link in any profile to get information on wages and salaries and job requirements for that occupation. As you can see, the OSP Occupational Profiles allow you to access a lot of employment information in just one place.

The OSP currently has over 350 occupations in the database with more on the way. If your occupation is not currently in the OSP, you can go to the [National Occupational Classification \(NOC\)](#). The NOC provides information on the duties and responsibilities as well as the level of education and training required for different occupations.

Next Steps

After you have visited the Occupations and Tasks section and written down some NOC codes of occupations you are interested in, you are ready to go to the next section of this resource or return to the homepage to access another OSP tool or resource.

Check-Up Tools

The OSP offers three self-assessments to help you get information on your Essential Skills and work habits.

All of the OSP Self-Assessments allow you to:

- Compare your results to occupation(s) you are interested in
- See how your Essential Skills can be transferred to different settings
- Decide which Essential Skills you need to develop for the job you want
- Decide which OSP [activity sets](#) can help you practice and build your Essential Skills
- Use the information to create and update your résumé
- Use the results to prepare for a job interview
- Explore other options, including registering for a literacy, college, apprenticeship or university program

[Choose](#) an OSP Self-Assessment that is right for you.

When you have completed a self-assessment please keep it in your portfolio for future reference. You can also complete real workplace [activity sets](#) to help you practice and build your Essential Skills.

Next Steps

You now have the option to find out more about the OSP Work Plan and the OSP Training Plan or return to the homepage to check out other OSP tools and resources.

OSP Work Plan and OSP Training Plan

Are you ready to practice and demonstrate your Essential Skills and work habits in a work placement or in a training program?

Create an OSP Work Plan or an OSP Training Plan to help you:

- Understand how experienced workers use their Essential Skills and work habits in occupations you are interested in
- Identify training opportunities
- Practice and build your Essential Skills and work habits

OSP Work Plan

If you are entering a **work placement** in [Job Connect](#) or a similar type of on the job training program, you can create an OSP Work Plan together with an employment specialist and the employer. The employer will record your progress in this work plan. After the work placement, you can use the information in your OSP Work Plan to update your résumé and show employers what you can do.

OSP Training Plan

If you are enrolled in a **training program**, such as [Ontario Skills Development](#) or [Literacy and Basic Skills](#), create an OSP Training Plan for an occupation you want to enter. Your educator/trainer can use the training plan to help create learning opportunities that focus on the Essential Skills and work habits you need to develop. Educators/trainers will record the demonstration of Essential Skills and work habits in your training plan. After the training program, you can use the information in your OSP Training Plan to update your résumé and communicate your Essential Skills and work habits to employers.

If you are a [Second Career](#) client, the OSP Training Plan could be used as a complementary tool to assist with the creation of your Return to Work Action Plan (RTWAP). Together with an employment specialist, you can identify occupation(s) you want to enter and the Essential Skills and work habits you need to develop to get the job you want.

Add OSP Work Plans or OSP Training Plans to your portfolio to show employers what you can do!

[Create](#) an OSP Work Plan or OSP Training Plan.

Next Steps

You can now create an OSP Transition Plan to transfer your Essential Skills and work habits to a job or further education or training or return to the homepage to check out other OSP tools and resources.

Create a Transition Plan

Create an OSP Transition Plan to transfer your Essential Skills and work habits to a job or further education or training. You can use this information to help you create a résumé and cover letter that are targeted to a job ad.

This information can also help you prepare for an interview. Creating an OSP Transition Plan can help you figure out what Essential Skills you can bring to a business and communicate with employers about how your previous experiences can help you succeed in a new workplace.

Please keep a copy of the OSP Transition Plan in your portfolio.

[Create](#) an OSP Transition Plan.

Next Steps

Check out other useful resources in the OSP or return to the homepage.

Resources

Access the OSP Action Plan and other useful resources, such as the OSP Tracker. You can use the OSP Tracker to track and plan your skills development over time. You can also go to the OSP SkillsZone to show what you know about Essential Skills, work habits and the OSP.

[Download](#) an OSP Tracker.

Skills development is a lifelong journey. Continually develop your Essential Skills and work habits to get a job, keep a job and progress in the workplace. The OSP can help you identify, practice and build your Essential Skills and work habits and then transfer them as you move to different jobs and workplaces or further education or training.

[Go](#) to Resources.