

**Job Finder** is part of WorkSafeBC's (the Workers' Compensation Board) Employment Development and Placement (EDAP) strategy designed to help injured workers find and secure employment.

Two EDAP programs have been developed:

**Hire a Worker** allows employers to submit job opportunities to WorkSafeBC, and **Job Finder** allows injured workers to access these opportunities – all via the Internet.

The **Hire a Worker** program offers employers cost-incentive programs to help offset hiring and training costs. These incentives can include a brief, fully funded work assessment, a cost-shared on-the-job training program, worksite modifications, and/or tuition costs for job-related courses.

### USING JOB FINDER

If you're an injured worker in WorkSafeBC's Vocational Rehabilitation Program, you can use **Job Finder** to access information on available jobs and search for job opportunities by posting date, job type, and job location.

To view a list of jobs that are currently available, log on to WorkSafeBC.com and follow these steps:

1. Visit the Worker Centre
2. Select "Vocational rehabilitation job finder" from the "Returning to work" column
3. Click the "Find a Job" button
4. Enter your WorkSafeBC claim number and personal access number (PAN)
5. Click the "login" button

You can narrow or broaden your search by occupation, geographic region, salary range, and date range.

Job titles, geographic areas, and starting salaries are included in the postings, but employers' names are not.

If you're interested in a particular job, make note of the job ID number and contact your vocational rehabilitation consultant (VRC) to discuss the specific

job requirements. If the job is a good match for you, your VRC will advise you on how to begin the application process.

To expedite the process, please ensure you have an updated resumé (your VRC can assist with resumé preparation if required). An interview may be arranged, upon the employer's request.

### TIPS FOR AN EFFECTIVE JOB SEARCH

Job Finder is meant to be only one job search tool. Here are some tips on how to conduct an effective job search:

- Make finding employment a full-time job.
- Identify realistic work goals.
- Network! Talk to friends, family, associations, people in coffee shops, and business owners. Ask if they know who is hiring.
- Whenever possible, contact employers directly.
- Answer ads, fill out application forms, and send out cover letters and resumé.
- Look for job leads in telephone directories, newspapers, Chamber of Commerce directories, professional association directories, business and trade association (union) directories, Service Canada job board, volunteer organizations, churches, social agencies, trade and business magazines, the library, and on the Internet (e.g., [www.jobbank.gc.ca](http://www.jobbank.gc.ca); [www.working.com](http://www.working.com); [www.monster.ca](http://www.monster.ca); [www.jobwavebc.com](http://www.jobwavebc.com); and [www.workopolis.com](http://www.workopolis.com)).
- Set up informational interviews to find out what skills, training, and knowledge are important for jobs you are interested in.
- Have a well-prepared resumé.
- Be prepared for interviews; know something about the company to which you're applying.
- Have a system for follow-up (e.g., telephone, e-mail, or thank you notes).
- Above all, STAY MOTIVATED!