

The Sibley Report

September 2000

... the place to find valuable information to help make your job – and your life easier!

You will receive a copy of this brief, easy-to-read report every month – and it will cover topics that are of interest to you! If you have a topic idea or any other suggestions, please give our Editor - Angie Catenaro - a call.

Sibley & Associates is a national disability management firm with a decade of experience, 115 plus healthcare professionals and state-of-the-art technology. Our customers benefit from all the advantages a large company has to offer...while also benefiting from the “small business” customer service philosophy of our dedicated **Insurance Services Division.**

How to Get the Best Results From Job Search Training Programs

The following process is useful in choosing the most appropriate job search training program for your client(s):

Step I - Defining a Vocational Goal

In order to identify suitable employment, a client must have a clearly defined and viable vocational goal. * Transferable Skills Analyses, Vocational Evaluations, and Psycho-Vocational Evaluations can be utilized to assist clients in establishing an appropriate vocational goal.

Step II - Job Search Training

Once the vocational goal has been established, consider your client's specific needs, i.e., do they have the skills to participate in a group setting (up to 10 people usually) or would individual instruction be more appropriate? If you are unsure, an initial assessment is helpful in determining which setting is more suitable.

A. Group Setting:

This program is designed for clients with a clear vocational goal, but who may have difficulty working independently. Participants learn how to develop network lists, contact lists, and are jump-started into their job search activity. Participants vigorously practice interviewing skills, telephone contacts, and resume and cover letter preparation.

B. Individual Instruction:

This is provided to clients with special needs, such as serious injury, limited language skills, remote geographic location, or when the client is unable or unwilling to participate in a group setting. The objective is to maximize the client's independent job search skills, while working with their unique circumstances.

Step III - Job Placement

At this stage, a dedicated Job Placement Specialist works one-on-one with your client to locate the most suitable/viable job as identified in the previous 2 steps.

*** See attached reference chart to assist you in “Identifying Vocational Goals”**

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