

FORMS



CONGRATULATIONS SUCCESSFUL APPLICANT

Date: _____

Student Name: _____

School: _____

We have received word that you are the successful candidate for the New Brunswick Youth Career Connections Program position with _____ . As a participant of this program you will gain invaluable paid work experience, professional employability skills training, new friendships and insight into making your post-secondary decisions.

As mentioned at your school presentation, you have two commitments to fulfill in June. Please read the following carefully and mark these dates in your calendar.

- 1. Information Evening** for you, your parent(s) or guardian(s), and your employer. (Provide Date, Time and Location). At this workshop you will receive information about the NBYCCP workshops, expectations of your workplace, transportation information, etc. You, your parent(s) and the employer will be asked to complete the necessary forms to complete this partnership. ***IT IS IMPORTANT THAT YOU CALL (provide telephone number) TO CONFIRM YOUR ATTENDANCE***, This phone line is available at any time of the day or evening. ***Please give your name, your place of employment, and the number of people attending (including yourself) from your family.***
- 2. NB Youth Career Connections Employment Readiness Workshop** will take place (Provide Date, Time and Location). This workshop is mandatory and all students **MUST ATTEND!**

If you have any questions about the above I would be happy to speak with you.

Coordinator's Name: _____

Phone Number: _____

e-mail: _____

Fax: _____



CONGRATULATIONS EXPRESSION OF INTEREST APPLICANT

Date: _____ School: _____ Student: _____

You have been accepted into the New Brunswick Youth Career Connections Program through your **Expression of Interest Application Process**. As a participant of this program you will gain invaluable paid work experience through your current employer, professional employability skills training, new friendships and insight into making your post-secondary decisions.

As mentioned at your school presentation, you have two commitments to fulfill in June. Please read the following carefully and mark these dates in your calendar.

1. **Information Evening** for you, your parent(s) or guardian(s), and your employer. (Provide Date, Time and Location). At this workshop you will receive information about the NBYCCP workshops, expectations of your workplace, transportation information, etc. You, your parent(s) and the employer will be asked to complete the necessary forms to complete this partnership. ***IT IS IMPORTANT THAT YOU CALL (provide telephone number) TO CONFIRM YOUR ATTENDANCE***, This phone line is available at any time of the day or evening. ***Please give your name, your place of employment, and the number of people attending (including yourself) from your family. Please let your employer know you have been selected to this program and invite him or her to this workshop. This will be the only time we will ask them to attend anything however we would like them to know about the program and your commitment.***

2. **NB Youth Career Connections Employment Readiness Workshop** will take place (Provide Date, Time and Location). This workshop is mandatory and all students **MUST ATTEND!**

If you have any questions about the above I would be happy to speak with you.

Coordinator's Name: _____

Phone Number: _____

e-mail: _____

Fax: _____



LETTER TO UNSUCCESSFUL APPLICANT

(Sample Format)

Date:
Student's Name:
Address:

Dear:

I would like to take this opportunity to thank you for making application to the New Brunswick Youth Career Connections Program. Although you were not a successful applicant for one of the job postings, you took a very important step in preparing for your future. The process of creating a well-presented résumé and cover letter is the start of good employability skill development. It required you to think about your skill sets and personal attributes. I hope you will agree the process was worth your time and effort and that you will continue to build on your strengths. I applaud your efforts.

Additional School to Career resources and programs are available in your community and at your school. Your guidance office would be happy to discuss career counseling with you and provide you with information on other programs and volunteer activities. I would encourage you to give serious consideration to any opportunity that will better prepare you for your post-secondary choices and employment readiness skills.

Please find attached a copy of the Conference Board of Canada Employability Skills Profile. The skill set outlined in this document is applicable to all forms of employment.

Thank you again for your consideration of NBYCCP and I wish you every success as you continue your education.

Sincerely,

(Name of Coordinator)

Enc.

Which Post Secondary Destinations Will You Choose?

Apprenticeship

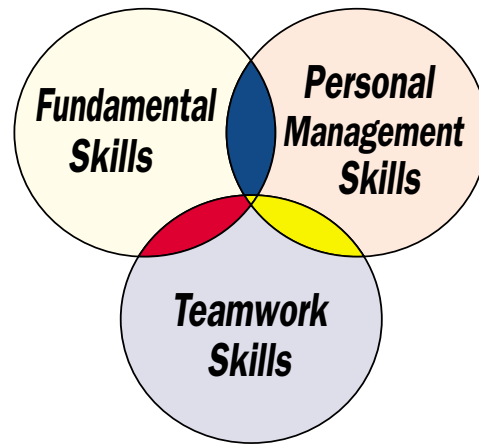
Community College

Direct to Work

Military

Private Training

University



EMPLOYABILITY SKILLS 2000+

The skills you need to enter, stay in, and progress in the world of work – whether you work on your own or as part of a team.

Fundamental Skills

The skills needed as a base for further development
You will be better prepared to progress in the world of work when you can:

Communicate

- read and understand information presented in a variety of forms (e.g., words, graphs, charts, diagrams)
- write and speak so others pay attention and understand
- listen and ask questions to understand and appreciate the points of view of others
- share information using a range of information and communications technologies (e.g., voice, e-mail, computers)
- use relevant scientific, technological and mathematical knowledge and skills to explain or clarify ideas

Manage Information

- locate, gather and organize information using appropriate technology and information systems
- access, analyze and apply knowledge and skills from various disciplines (e.g., the arts, languages, science, technology, mathematics, social sciences and the humanities)

Use Numbers

- decide what needs to be measured or calculated
- observe and record data using appropriate methods, tools and technology
- make estimates and verify calculations

Think and Solve Problems

- assess situations and identify problems
- seek different points of view and evaluate them based on facts
- recognize the human, interpersonal, technical, scientific and mathematical dimensions of a problem
- identify the root cause of a problem
- be creative and innovative in exploring possible solutions
- readily use science, technology and mathematics as ways to think, gain and share knowledge, solve problems and make decisions
- evaluate solutions to make recommendations or decisions
- implement solutions
- check to see if a solution works, and act on opportunities for improvement

Personal Management Skills

The personal skills, attitudes and behaviours that drive one's potential for growth
You will be able to offer yourself greater possibilities for achievement when you can:

Demonstrate Positive Attitudes & Behaviours

- feel good about yourself and be confident
- deal with people, problems and situations with honesty, integrity and personal ethics
- recognize your own and other people's good efforts
- take care of your personal health
- show interest, initiative and effort

Be Responsible

- set goals and priorities balancing work and personal life
- plan and manage time, money and other resources to achieve goals
- assess, weigh and manage risk
- be accountable for your actions and the actions of your group
- be socially responsible and contribute to your community

Be Adaptable

- work independently or as a part of a team
- carry out multiple tasks or projects
- be innovative and resourceful; identify and suggest alternative ways to achieve goals and get the job done
- be open and respond constructively to change
- learn from your mistakes and accept feedback
- cope with uncertainty

Learn Continuously

- be willing to continuously learn and grow
- assess personal strengths and areas for development
- set your own learning goals
- identify and access learning sources and opportunities
- plan for and achieve your learning goals

Work Safely

- be aware of personal and group health and safety practices and procedures, and act in accordance with these

Teamwork Skills

The skills and attributes needed to contribute productively
You will be better prepared to add value to the outcomes of a task, project or team when you can:

Work with Others

- understand and work within the dynamics of a group
- ensure that a team's purpose and objectives are clear
- be flexible: respect, be open to and supportive of the thoughts, opinions and contributions of others in a group
- recognize and respect people's diversity, individual differences and perspectives
- accept and provide feedback in a constructive and considerate manner
- contribute to a team by sharing information and expertise
- lead or support when appropriate, motivating a group for high performance
- understand the role of conflict in a group to reach solutions
- manage and resolve conflict when appropriate

Participate in Projects & Tasks

- plan, design or carry out a project or task from start to finish with well-defined objectives and outcomes
- develop a plan, seek feedback, test, revise and implement
- work to agreed quality standards and specifications
- select and use appropriate tools and technology for a task or project
- adapt to changing requirements and information
- continuously monitor the success of a project or task and identify ways to improve



**Vers
quelle
destination
postsecondaire
vous
dirigez-vous?**

Apprentissage



**Collège
communautaire**



**Directement au
travail**



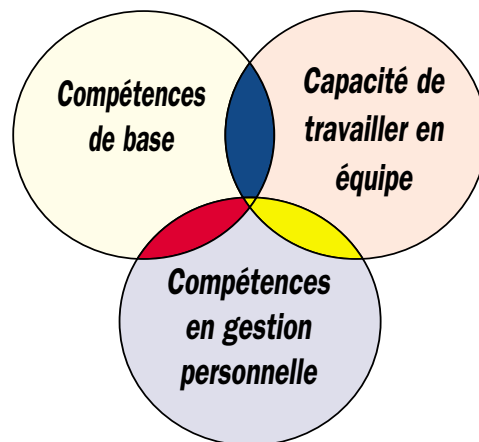
Militaire



Formation privée



Université



COMPÉTENCES RELATIVES À L'EMPLOYABILITÉ 2000+

Les compétences dont vous avez besoin pour entrer, demeurer et progresser dans le monde du travail — que vous travailliez à votre propre compte ou en équipe.

Compétences de base

Les compétences essentielles à votre développement

Vous serez davantage en mesure d'évoluer dans le monde du travail lorsque vous pouvez :

Communiquer

- Lire et comprendre l'information sous diverses formes (c.-à-d. textes, graphiques, tableaux, schémas)
- Écrire et parler afin de favoriser l'écoute et la compréhension d'autres personnes
- Écouter et poser des questions à fin de comprendre le sens et la valeur du point de vue des autres personnes
- Partager l'information par l'utilisation de diverses technologies de l'information et de communications (verbalement, courrier électronique, ordinateurs)
- Utiliser les connaissances et compétences scientifiques, technologiques et mathématiques apprises pour expliquer ou préciser des idées

Gérer l'information

- Repérer, recueillir et organiser l'information en utilisant les systèmes de technologie et d'information appropriés
- Consulter, analyser et appliquer les connaissances et compétences de diverses disciplines (p. ex. : les arts, les langues, la science, la technologie, les mathématiques, les sciences sociales et humaines)

Utiliser les chiffres

- Décider ce qui doit être mesuré ou calculé
- Observer et sauvegarder l'information en utilisant les méthodes, les outils et les technologies appropriés
- Faire des estimations et vérifier les calculs

Réfléchir et résoudre des problèmes

- Évaluer des situations et cerner les problèmes
- Rechercher divers points de vue et les évaluer objectivement
- Reconnaître les dimensions humaines, interpersonnelles, techniques, scientifiques et mathématiques d'un problème
- Déterminer la source d'un problème
- Être créatif et novateur dans la recherche de solutions
- Utiliser d'emblée la science, la technologie et les mathématiques pour réfléchir, acquiescer et partager le savoir, résoudre des problèmes et prendre des décisions
- Évaluer des solutions pour faire des recommandations ou arriver à des décisions
- Adopter des solutions
- Confirmer l'efficacité d'une solution et l'améliorer

Compétences personnelles en gestion

Les compétences, attitudes et comportements qui favorisent le potentiel de croissance

Vous pourrez accroître vos chances de réussite lorsque vous pouvez :

Démontrer des attitudes et des comportements positifs

- Bien vous sentir dans votre peau et être confiant
- Aborder les personnes, les problèmes et les situations de façon honnête et morale
- Reconnaître la valeur de votre travail ainsi que les efforts des autres
- Prioriser votre santé
- Manifester de l'intérêt, faire preuve d'initiative et fournir des efforts

Être responsable

- Fixer des buts et des priorités tout en maintenant un équilibre entre le travail et la vie personnelle
- Planifier et gérer votre temps, votre argent et d'autres ressources afin d'atteindre vos buts
- Évaluer et gérer le risque
- Être responsable de vos actions et celles de votre groupe
- Contribuer au bien-être de la communauté et de la société

Être souple

- Travailler de façon autonome ou en équipe
- Effectuer des tâches ou des projets multiples
- Être novateur et ingénieux : rechercher et proposer plusieurs façons pour atteindre des objectifs et accomplir le travail
- Être ouvert et réagir de façon positive au changement
- Tirer profit de vos erreurs et accepter la rétroaction
- Composer avec l'incertitude

Apprendre constamment

- Être disposé à apprendre et à croître
- Évaluer vos forces personnelles et déterminer les points à améliorer
- Fixer vos propres objectifs d'apprentissage
- Identifier et recourir aux sources et occasions d'apprentissage
- Fixer et atteindre vos objectifs

Travailler en sécurité

- Connaître les pratiques et procédures de santé personnelle et collective et agir en conséquence

Compétences pour le travail d'équipe

Les compétences et les qualités nécessaires pour contribuer de façon productive

Vous serez plus apte à améliorer les résultats d'un travail, d'un projet ou de la performance d'une équipe lorsque vous pouvez :

Travailler avec d'autres

- Comprendre et composer avec la dynamique d'un groupe
- Veiller à ce que les buts et objectifs de l'équipe soient clairs
- Être souple : respecter, accueillir et appuyer les idées, les opinions et la contribution des autres membres du groupe
- Reconnaître et respecter la diversité des perspectives dans un groupe
- Recevoir et donner de la rétroaction de façon constructive et respectueuse
- Contribuer au succès de l'équipe en partageant l'information et son expertise
- Diriger, appuyer ou motiver l'équipe pour une performance maximale
- Comprendre le rôle du conflit dans un groupe pour parvenir à des solutions
- Gérer et résoudre les conflits

Participer aux projets et aux tâches

- Planifier, concevoir ou mettre en œuvre un projet ou une tâche, du début à la fin, en maintenant le cap sur des objectifs et des résultats
- Planifier et rechercher la rétroaction, tester, réviser et mettre en œuvre
- Travailler selon les normes de qualité établies
- Choisir et utiliser les outils et la technologie qui conviennent à une tâche ou à un projet
- Vous adapter aux exigences et à l'information changeantes
- Superviser des projets ou des tâches et identifier des moyens de les améliorer



Le Conference Board du Canada