

### **Finding Reliable Career Information Online:**

- Learn where and how to find key EPL career resources
- Learn to identify what kind of career you are suited for and what skills are needed
- Search reliable and legitimate job posting websites
- Get resume help
- Look out for online job scams

### **Suggested Online Resources: ([www.epl.ca](http://www.epl.ca))**

#### **Databases:**

- **Career Cruising (NEW!!!)**  
Looking for help in choosing a career? Take quizzes, explore the careers that are suitable for you, and find out what training you need!
- Back to **EPL homepage**, then **Resource Guides- Jobs and Education**

Dewey areas for books on career help: 650's (resumes, etc.), 330's (career guidance).

### **Key Career Websites**

#### **Alberta Learning Information Service (ALIS) [www.alis.gov.ab.ca](http://www.alis.gov.ab.ca)**

- "One-stop shop" for career help in Alberta.

Covers occupational profiles, education planning, training, financial aid, and job searching, with a career information hotline for any questions you may have.

#### **Government of Alberta Employment and Immigration**

[employment.alberta.ca/Immigration/4548.html](http://employment.alberta.ca/Immigration/4548.html)

#### **Labour Market Information**

[www.labourmarketinformation.ca](http://www.labourmarketinformation.ca)

Provides Canada-wide information on available jobs

**Spread the words.**

**Alberta Works**

[www.employment.alberta.ca/FCH/3171.html](http://www.employment.alberta.ca/FCH/3171.html)

Focuses on training people for employment, with possible financial support, Aboriginal resources

**Trade Secrets**

[www.tradesecrets.gov.ab.ca](http://www.tradesecrets.gov.ab.ca)

For trades and apprenticeships

**Youth Connections**

[www.employment.alberta.ca/CES/2127.html](http://www.employment.alberta.ca/CES/2127.html)

For ages 16-24

**Alberta Job Centre**

[www.albertajobcentre.ca](http://www.albertajobcentre.ca)

**Job Bank Canada**

[www.jobbank.gc.ca](http://www.jobbank.gc.ca)

**Resume Templates for Open Office**

[templates.services.openoffice.org/en/taxonomy/term/158](http://templates.services.openoffice.org/en/taxonomy/term/158)

Formatted resume templates.

**Resume Builder**

[seekers.jobbank.gc.ca](http://seekers.jobbank.gc.ca)

**E-Resume Review Service**

[alis.alberta.ca//ep/eps/hotline/resume.html](http://alis.alberta.ca//ep/eps/hotline/resume.html)

**Know Your Rights!!**

**Alberta Employment Standards**

[employment.alberta.ca/SFW/1224.html](http://employment.alberta.ca/SFW/1224.html)

**About Employment Insurance**

[www.servicecanada.gc.ca/eng/ei/menu/eihome.shtml](http://www.servicecanada.gc.ca/eng/ei/menu/eihome.shtml)

**Employment Insurance Application**

[www100.hrdc-drhc.gc.ca/ae-ei/dem-app/english/home2.html](http://www100.hrdc-drhc.gc.ca/ae-ei/dem-app/english/home2.html)

Apply online!

## Protect Yourself Online!

Learn to identify common online job scam scenarios by asking these questions.

### Key Questions to Ask

- Do they charge a fee for **anything?** (Training materials, directories, etc.)
- Do they promise you will “get rich quick?”
- Do they ask for credit card or report, bank account details or personal information?
- Do they ask you to cash a cheque and forward money to a third party?

**Remember:** if they ask you to do ANYTHING that concerns money besides paying you, it is a scam.

### Popular Job Scams

Mystery Shoppers, Google “work from home” jobs, “Build a Kit” jobs, data entry scams, money transfers, stuffing envelopes, posting ads.

### If it sounds too good to be true, it probably is!

Some “work from home” jobs are legitimate, just do your homework- research the company and ask questions- if they won’t answer them, beware!

### Craigslist and Kijiji

Though some postings may be legitimate, scammer use of these websites is well-documented. Never send your personal information (SIN, bank information, etc) through these websites. More:

[www.craigslist.org/about/scams](http://www.craigslist.org/about/scams)

[info.kijiji.ca/help/knowledgebase.php?category=7](http://info.kijiji.ca/help/knowledgebase.php?category=7)