

PETL PROCESS – SEEKING EMPLOYMENT

Figure 1: Process for Individuals Seeking Employment

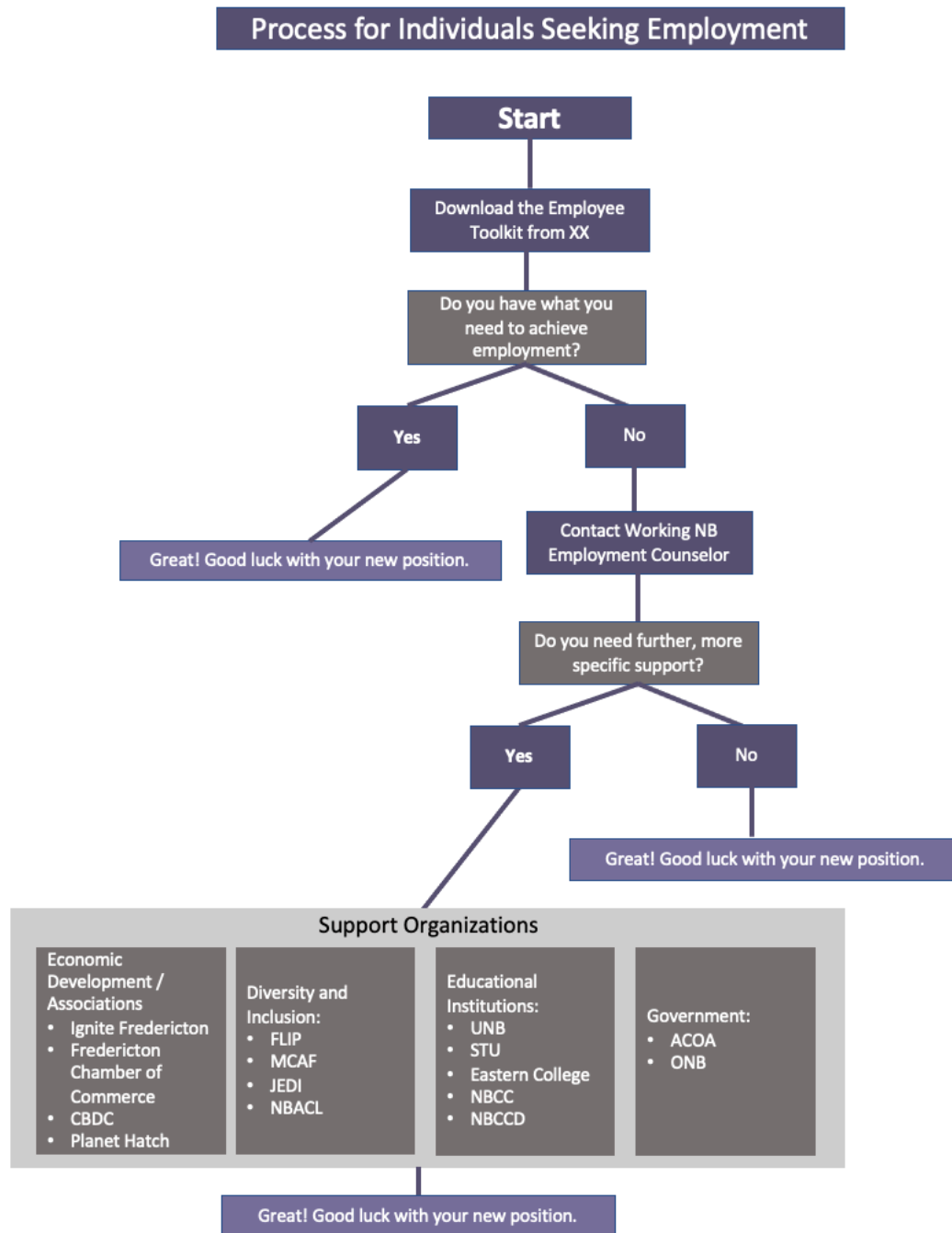


Figure 2: 10 Steps for individuals seeking employment, relevant stakeholders

Key Players	10 Steps									
	Be Organized	Define the Position	Research	Write a Resume & Cover Letter	Network Effectively	Leverage Online Databases	Develop an Online Presence	Prepare for the Interview Process	Select References	Follow-Up
JEDI										
UNB										
NBCC										
MCAF										
Ignite										
Planet Hatch										
ACOA										
Fredericton Local Immigration Partnership (FLIP)										
Eastern College										
CBDC										

Key Players	10 Steps									
	Be Organized	Define the Position	Research	Write a Resume & Cover Letter	Network Effectively	Leverage Online Databases	Develop an Online Presence	Prepare for the Interview Process	Select References	Follow-Up
Chamber of Commerce										
ONB										
WorkingNB										

Figure 3: 10 Steps for individuals seeking employment, breakdown

Steps	Players Involved	Specific Program / Resources	Target Audience
Be organized	JEDI	Indigenous Learning and Adult Literacy	Indigenous communities
	MCAF	Adult Skills Launch Program	Newcomers to Canada
	Working NB	Job Search Assistance	All audiences
Define the Position	UNB	Finding Purpose in Your Career	All audiences
	WorkingNB	Job Search Assistance	All audiences
Research	UNB	Ace Your Job Search	All audiences
	MCAF	Newcomer Computer Lab	Newcomers to Canada
	Ignite	Newcomers Guide	Newcomers to Canada

Steps	Players Involved	Specific Program / Resources	Target Audience
	Eastern College	Career Services	All Audiences
	WorkingNB	Job Search Assistance	All audiences
Write a Resume and Cover Letter	JEDI	Indigenous Learning and Adult Literacy	Indigenous communities
	MCAF	Pre EmployMe Workshops	Newcomers to Canada
	Eastern College	Career Services	All Audiences
	WorkingNB	Job Search Assistance	All audiences
Network Effectively	UNB	Networking	All Audiences
		Networking for Success	
	MCAF	Pre EmployMe Workshops	Newcomers to Canada
	Ignite	Entrepreneur Immigrants	Newcomers to Canada
	Planet Hatch	Business Services	All audiences
	ACOA	Business and Career Services	All Audiences
	Fredericton Local Immigration Partnership (FLIP)	Newcomer Resources	Newcomers to Canada
	Eastern College	Career Services	All Audiences
	Chamber of Commerce	Business Services	All Audiences
	WorkingNB	Job Search Assistance	All audiences
	ONB	Networking	All audiences

Steps	Players Involved	Specific Program / Resources	Target Audience
Leverage Online Databases	JEDI	Indigenous Learning and Adult Literacy	Indigenous communities
	MCAF	Newcomer Computer Lab	Newcomers to Canada
		Pre EmployMe Workshops	
	Ignite	Entrepreneur Immigrants	Newcomers to Canada
	Planet Hatch	Business Services	All audiences
	Eastern College	Career Services	All Audiences
	CBDC	Get Online	All Audiences
	Chamber of Commerce	Business Services	All Audiences
Develop an Online Presence	WorkingNB	Job Search Assistance	All audiences
	JEDI	Indigenous Learning and Adult Literacy	Indigenous communities
	UNB	Build Your Personal Brand	All Audiences
	Ignite	Entrepreneur Immigrants	Newcomers to Canada
	Planet Hatch	Business Services	All audiences
	CBDB	Get Online	Audiences
	Chamber of Commerce	Business Services	All Audiences
	WorkingNB	Job Search Assistance	All audiences

Steps	Players Involved	Specific Program / Resources	Target Audience
Prepare for the Interview Process	JEDI	Indigenous Learning and Adult Literacy	Indigenous communities
	WorkingNB	Job Search Assistance	All audiences
Select References	MCAF	Pre EmployMe Workshops	Newcomers to Canada
	WorkingNB	Job Search Assistance	All audiences
Follow-Up	MCAF	Pre EmployMe Workshops	Newcomers to Canada
	WorkingNB	Job Search Assistance	All audiences

PETL PROCESS – HIRING CANDIDATES

Figure 4: Process for Individuals Hiring Qualified Candidates

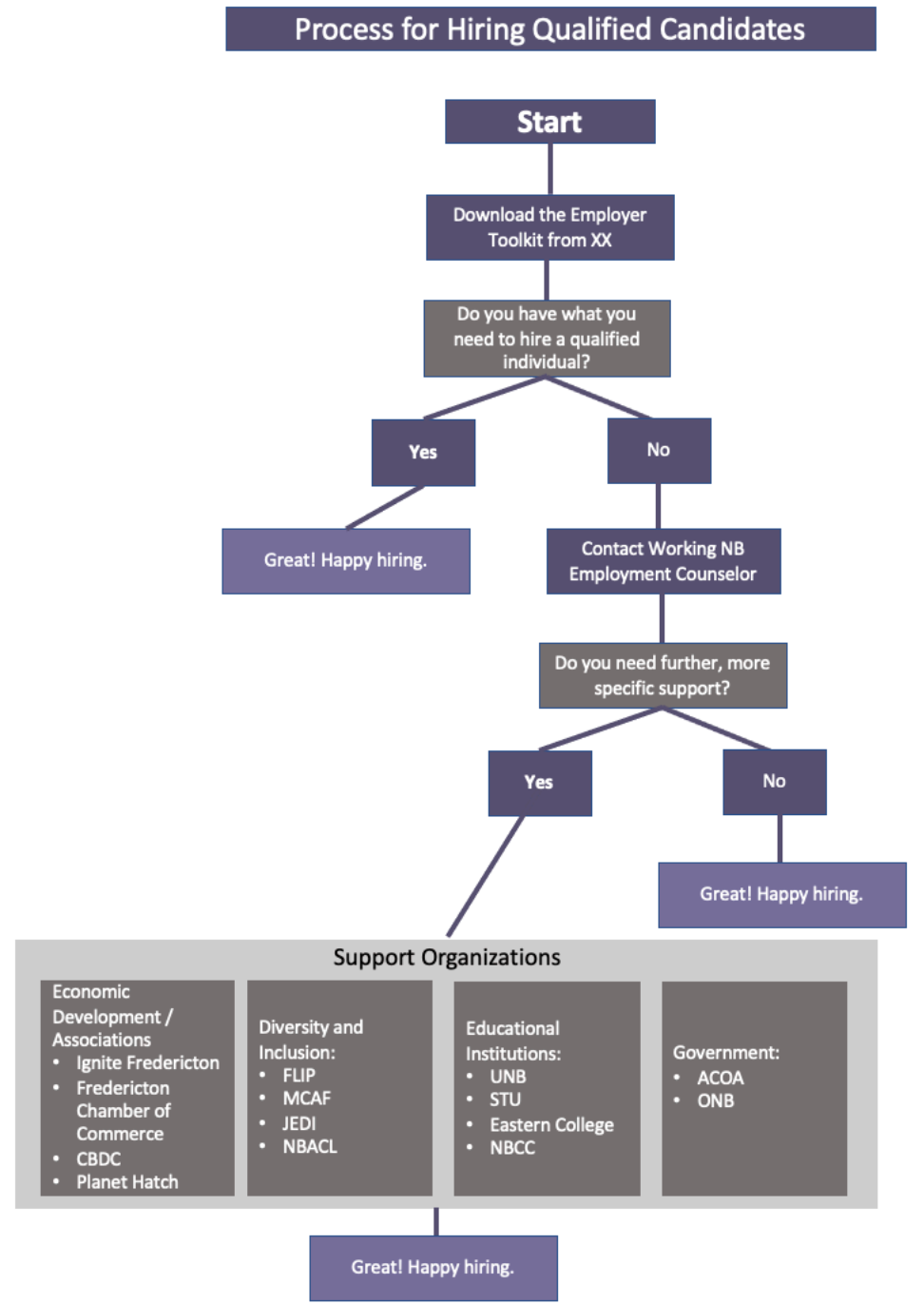


Figure 5: 10 Steps for employees, relevant stakeholders

Key Players	10 Steps									
	Develop a Hiring Strategy	Define the Position	Network Effectively	Leverage Online Resources	Target Specific Job Boards	Actively Recruit	Conduct Interviews	Test Candidates	Review Candidates	Provide an Offer
JEDI										
UNB										
NBCC										
MCAF										
Ignite										
Planet Hatch										
ACOA										
Fredericton Local Immigration Partnership (FLIP)										
Eastern College										
CBDC										
Chamber of Commerce										

Key Players	10 Steps									
	Develop a Hiring Strategy	Define the Position	Network Effectively	Leverage Online Resources	Target Specific Job Boards	Actively Recruit	Conduct Interviews	Test Candidates	Review Candidates	Provide an Offer
ONB										
WorkingNB										

Figure XX: 10 Steps for employers, relevant stakeholders

Steps	Players Involved	Specific Program / Resources	Target Audience
Develop a Hiring Strategy	JEDI	Indigenous Learning and Adult Literacy	Indigenous Communities
	CBDB	Business Counselling Services	All Audiences
	Working NB	Recruitment Supports	All audiences
Define the Position	UNB	Finding Purpose in Your Career	All audiences
	WorkingNB	Job Search Assistance	All audiences
Network Effectively	JEDI	Joint Economic Development Initiative	Indigenous Communities
	UNB	Career Fairs	All Audiences
	NBCC	Career Fairs	All Audiences
	Ignite	Business Advice and Services	All Audiences

Steps	Players Involved	Specific Program / Resources	Target Audience
	Planet Hatch	Education and Support Services	All Audiences
	FLIP	Business Support Services	Newcomers to Canada
	Eastern College	Career Fairs	All Audiences
	CBDB	Business Counselling Services	All Audiences
	Chamber of Commerce	Supports and Services	All Audiences
	WorkingNB	Recruitment Supports	All Audiences
	ONB	Networking	All audiences
Leverage Online Resources	JEDI	Joint Economic Development Initiative	Indigenous Communities
	Ignite	Business Advice and Services	All Audiences
	Planet Hatch	Education and Support Services	All Audiences
	CBDB	Business Counselling Services	All Audiences
	Chamber of Commerce	Supports and Services	All Audiences
	WorkingNB	JobsMatchNB / Virtual Job Fairs	All Audiences
Target Specific Job Boards	Ignite	Business Advice and Services	All Audiences
	Planet Hatch	Education and Support Services	All Audiences
	Chamber of Commerce	Supports and Services	All Audiences
	WorkingNB	Recruitment Supports	All Audiences

Steps	Players Involved	Specific Program / Resources	Target Audience
Actively Recruit	JEDI	Joint Economic Development Initiative	Indigenous Communities
	UNB	Career Fairs	All Audiences
	NBCC	Career Fairs	All Audiences
	Eastern College	Career Fairs	All Audiences
	Chamber of Commerce	Supports and Services	All Audiences
	WorkingNB	JobsMatchNB / Virtual Job Fairs	All Audiences
Conduct Interviews	WorkingNB	Recruitment Supports	All Audiences
Test Candidates	WorkingNB	Recruitment Supports	All Audiences
Review Candidates	WorkingNB	Recruitment Supports	All Audiences
Provide an Offer	WorkingNB	Recruitment Supports	All Audiences