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**CONNECTEE**

**TOOLKIT**



*Funded by*



**Welcome**

Networking is one of the essential elements in building a successful career. Developing networking skills and building one’s network creates a pool of contacts from which one can draw leads, referrals, ideas, and information to expand, and progress their career.

The goal of the Western REN Connector Program is to enhance your networking skills and current job search. We put you- the **Connectee** directly in touch with local business leader who volunteer as **Connectors**—people in the habit of making introductions and connecting others to opportunities.

**There is no guarantee you will find employment through the program;** however, it is important to consider that each connection meeting could possibly lead to a job interview. **You are encouraged to continue your job search while participating in the program**, as this will improve your chances of finding employment.

You will be matched with a business leader (known as a Connector) through a screening process based on your experience and qualifications typically within two to three weeks’ time. Once a match has been made, the Program Manager will introduce you via an email. **You are expected to follow up with the Connector to determine a time and location to meet.**

After your meeting, the connector should be able to provide you with referrals within their industry network. It is then up to you to reach out to those referrals and set up a time to meet with them. Those new referrals are encouraged to provide you with other referrals, and this will be how you will build a basic network of business leaders.

**Connector Program Participant Check List**

* Read the Connectee Toolkit and prepare for your initial meeting with your Connector.
* Make sure you have an employment counsellor for job leads and to assist with employment questions. This is outside of the scope of our program.
* **Take the initiative and be pro-active in contacting and following up your connections**.
* Once you gain full time employment your participation in this program can shift to the role of a Connector, where you could assist others to expand their networks

**Connector Meeting Tips for Participants**

Sample Questions You Can Ask

• I have done a bit of research on your organization by looking over the website, but I am wondering if you can explain in more detail what your role is within the organization?

• About the work culture within their organization, and in this industry in the region. (i.e., do people work in teams or more individually? Is the office formal or informal?)

• What do employers look for in a successful candidate in this industry?

• What is the training process normally like in this industry once I get a job?

• What are some opportunities/Career trends in your industry?

**The most important part of the process:**

**\*\*\*Can you introduce me to any of your other industry contacts that I might benefit from meeting with?**

If your connector does not suggest this by the end of the meeting, please remember to make this important request. They may provide referrals right away or choose to return to their office to send you those names. **If a week passes with no referrals, contact your Program Manager to discuss.**

**After the Meeting**

• **Thank you note.** After the meeting, it is essential to send a thank you email within 24 hours, thanking the connector for their time and commitment to passing on referrals to you.

• **Follow up.** It is important to contact your referrals within 1-3 business days of receiving them, so the idea is still fresh in their minds.

• **Keep in touch.** Keep us updated on your networking and job search process. Please let us know when you find a job, we would love to hear the good news from you.

• **Refer.** Do you have other friends, colleagues, classmates, alumni connections who would benefit from being a Connectee? Please have them contact the Connector Program Manager.

**Local Employment Service Centres**

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| Southwest Employment Services - Yarmouth**Be sure to check out their FB page for current job postings** | **103 Water Street, Yarmouth (Pier One Complex)** | **Phone 902-742-5859** **Toll Free 866-868-9673****info@swemployment.com** |
| Southwest Employment Services - Barrington**Be sure to check out their FB page for current job postings** | **3588 Highway 3, Barrington** **(Library Building)** | **Phone 902-637-3015** **Toll Free 866-868-9673****info@swemployment.com** |
| Southwest Employment Services - Shelburne**Be sure to check out their FB page for current job postings** | **25D King Street, Shelburne** | **Phone 902-875-2200** **Toll Free 866-868-9673****info@swemployment.com** |
| **CDÉNÉ-** EmploiClare | **1649 Highway 2, Church Point**  | **Phone 902-769-3284****fthimot@cdene.ns.ca** |
| **CDÉNÉ-** Emploi Argyle | **1 Slocumb Cres, Tusket** | **Phone 902-648-0573****serviceemploiargyle.2@cdene.ns.ca** |
| **NS Works** - Digby | **87 Warwick Street, Digby** | **Phone 902-245-1830****eop@bellaliant.com** |

**Local Networking - Chambers of Commerce**

Chambers of commerce events and meetings can be great networking opportunities- you’ll be in direct contact with other professionals.

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| Barrington & Area Chamber of Commerce | <https://www.barringtonareachamber.com/>  |
| Yarmouth & Area Chamber of Commerce | <http://yarmouthchamberofcommerce.com/>  |
| Chambre de Commerce de Clare | <http://www.commercedeclare.ca/en/>  |
| Digby & Area Board of Trade | <http://www.digbytrade.ca/>  |

**FUNDING FOR EMPLOYERS**

**Graduate to Opportunity**

To help strengthen Nova Scotia’s workforce and retain well-educated young people in the province, the Graduate to Opportunity program (GTO) provides businesses with salary contributions that make it easier to hire recent graduates. **Employers receive 25% of the first year’s salary – 35% if the new grad is a member of designated diversity group – and 12.5% of the second year’s salary.**

Eligibility

To be eligible for the program, the business must meet one or more of the following criteria:

* A company with fewer than 100 employees.
* A start-up company incorporated within two years of the application date.
* A social enterprise, not-for-profit organization, or registered charity, with recognized standing.

To be eligible for the program, the business must create a job that meets the following criteria:

* **A permanent, full-time position with a minimum annual salary of $30,000.**
* A position that requires an individual to live and work in Nova Scotia as a new full-time employee of the organization.
* A position that does not begin until final approval is granted through the program.

Graduates who are eligible to be hired through the program must meet the following criteria:

* An individual who has successfully completed a post-secondary program **within a year** of the date the employer application is received. (Please see canlearn.ca for a list of the post-secondary institutions this program recognizes.)
* An individual who is not an Apprentice.

For more information, please visit: <http://novascotia.ca/programs/graduate-to-opportunity/>

**START Program**

The START Program will encourage employers to hire Nova Scotians **requiring work experience**.

Financial incentives will be provided to employers with a labour need willing to support ready-to-work Nova Scotians. **Incentives will vary depending on the type of employment offered and the skill level of the employee.**

Eligibility Information

You may be eligible for START if:

* **You are unemployed**
* Canadian citizens or permanent residents legally entitled to work in Canada and are a Nova Scotia resident; or
* You are an international graduate who meets eligibility requirements.

For more information, please visit: <http://novascotia.ca/employmentnovascotia/programs/start.asp>