

## *Job Placement Services*

### **Program**

This program connects unemployed Albertans who are ready to work but need help in locating and obtaining jobs with employers needing to fill jobs.

### **Clients**

This program is for people who have experienced difficulty in locating steady employment. Clients must be legally entitled to work in Canada and be ready, willing and able to benefit from the program's services.

The program is also intended to assist employers to fill job openings and meet skill shortages.

### **Services**

The program offers people assistance in a number of areas, including:

- skills analysis and generation of work options
- job search techniques, which could include skill development in the areas of interviewing, resume writing, self marketing, tapping into the hidden job market and/or job retention skills
- job placement, which connects clients to available job opportunities
- job maintenance (on the job support), which could include advice on reviewing/adjusting transportation and childcare arrangements, job coaching, identifying a mentor on the job site, or mediating with the employer.

### **Other support**

People who are receiving Employment Insurance (EI) or Income Support will continue receiving this support while accessing placement services.

Unemployed Albertans who are not eligible for EI or Income Support will use their own resources to cover living costs while participating in job placement services.

### **To access this program or receive more information**

**Click:** [www.gov.ab.ca/hre/jps](http://www.gov.ab.ca/hre/jps)

**Call:** The Career Information Hotline toll-free at 1-800-661-3753.  
In Edmonton call 422-4266.

**Come in:** AHRE has offices located throughout the province.

Call 310-0000 toll-free to reach the nearest centre, or visit [www.alis.gov.ab.ca/career/cs/abcareer.asp](http://www.alis.gov.ab.ca/career/cs/abcareer.asp).