

Welcome to **Lambton College Community Employment Services**. We provide you with one-stop access to employment programs and services through respectful, flexible and personalized service.

As a member of the College Sector Employment Services (CSES) network, we are committed to achieving the highest standards of service delivery, putting you and your needs at the center of everything we do.

This **Service Charter** clearly sets out the standards you can expect, across the full range of employment services we provide. It expresses:

- who we are
- what we do
- our province-wide service commitment
- the level of service you can expect from us (our service standards)
- what we need from you
- what to do if you would like to provide a comment or concern about the level of service provided

We are accountable to you and will monitor our performance against these service commitments annually. If you would like to comment on the service standards set out here or if you have any suggestions about how we can improve our performance in any area, please let us know.

## Who we are:

We deliver Employment Ontario's Employment Services within the Ontario College system. As part of this network, **our goal is your goal** – to help job seekers find sustainable employment, and employers find suitable employees.

Our 'start-to-finish' Employment Services work in partnership with job seekers and employers to identify needs, lay out a clear service plan, ensure access to the services and information required (including external services), and provide direct employment services such as job search assistance, job matching and placement, and job retention support and follow-up. Our success is measured by your success and satisfaction.

## Who we serve:

Job seekers, employers, and the community.

## Our resource and information services provides:

### Individuals with:

- information on all of the resources, programs and services available through us and in your community
- access to e-mail and/or voice mail boxes, computers, the internet, fax and photocopy equipment to support job search
- support for computer and internet use, including identification of sites for such things as on-line self-assessment, employment preparation, career, employment and training decision making
- information on local, provincial and national labour markets, including such things as job postings, occupational, regulatory and training requirements, and emerging and declining sectors
- information on workplace safety, including rights and responsibilities of individuals and employers
- orientation/information sessions in areas such as job search tools and strategies, apprenticeship training and the Canadian workplace
- opportunities for individuals and employers to meet through job fairs
- integration with, and outreach to, the community by providing information and workshop sessions in other locations, such as schools, community centres and settlement organizations

### Employers with:

- access to the local labour force
- ability to post employment opportunities
- support for their human resource planning and recruitment

## Our one-on-one job search service provides:

### Individuals with:

- exploration, identification and clarification of interests, abilities, skills, education and experience in relation to short and long term career and employment goals
- exploration of occupational and training requirements related to career and employment goals
- orientation to the workplace – rules and expectations of employers, rights and responsibilities of employees, and Canadian workplace culture
- counselling and coaching in life skills that support successful employment
- support for disclosure of disabilities that may affect workplace participation
- preparation of job search tools such as resumes and applications, interview and job search strategies, and school and training records
- support in assessing qualifications against job requirements
- information about and supported access to professional accreditation, language, credential and prior learning assessments
- support, mentoring and coaching during the job search process, referrals and access to other services including, but not limited to, education and training
- guidance on apprenticeship in skilled trades

## Our job matching, placement and incentives provides:

### Individuals with:

- help in matching skills and interests with work opportunities
- negotiating and developing opportunities with employers on your behalf
- experiential or on-the-job training
- placement support in identifying and resolving workplace issues that may affect your success
- financial support to help accommodate barriers to employment (some criteria for access applies)

### Employers with:

- assessment of individuals' skills, aptitudes and interests in relation to their workplace business needs
- development of on-the-job training plans that are realistic for participants and consistent with workplace requirements
- support identifying and resolving workplace issues with individuals which may impact employers' ability to meet business goals
- financial incentives to offset on-the-job training placement where appropriate and necessary

## Our job retention support provides:

### Individuals with:

- development of a resource pool of mentors/coaches
- identification of the need for additional support (with you and your employer, (as appropriate)
- development of a support plan for you and the mentor/coach and employer (as appropriate)
- linking you with mentors and coaches to provide support during and after job placement
- monitoring of the mentor/coach relationship and its impact on workplace success, facilitating adjustments as required

### Employers with:

- assistance in identifying areas that require additional support and/or learning, mentoring, and/or coaching with the purpose of ensuring job maintenance and/or increased competencies and/or advancement

## Our service commitment/pledge:

You will find our staff to be caring, respectful, courteous, helpful, professional and considerate at all times. We respect your time, and strive to be available when and where you need. We know that your time is valuable, so we work hard to serve you as quickly as possible, which includes assisting you with accessing accommodation for special needs.

You are at the centre of everything we do. We listen to what you tell us and provide service in collaboration and in consultation with you, recognizing the diverse needs of our users.

You can count on our centre and our competent staff to have the most accurate, up-to-date and relevant knowledge, information and resources to help you get what you need. You can count on us to listen to your needs and questions, and guide you through the process of getting the services you require from start to finish.

We are accountable to you. We monitor our results and adjust our services continuously to ensure that you are getting the service you deserve. We respect your right to privacy and value the trust you place in us.

## How you can help:

- providing timely, complete and accurate information
- ensuring we always have your most recent contact information
- treating our staff and centre with courtesy and respect
- honouring your commitments with us
- providing us with feedback

## Our service standards provide:

- convenient and extended hours of service
- relevant and reliable information and tools, day and night on our website
- you can count on us for ongoing support and follow up, until we mutually agree you don't need our support anymore
- we will be your one-stop source for quality, relevant, accurate and up-to-date information, resources and service. If we don't have it, we will help you find it
- our 'living' service plans will ensure that you always know what you need to do, what we need to do, and what you can expect in the future
- flexible, seamless service available across the channels of your choice – in person, web, or phone

## We value your time:

- no appointment necessary for the first visit
- scheduled appointments within 3 business days
- all messages returned within 1 business day
- you will not be kept waiting longer than 5 minutes for your scheduled appointment
- weekly contact with you, through the channel of your choice or as negotiated
- employer job postings will be posted within 24 hrs

## Your comments and concerns:

We are committed to listening and addressing your service concerns at the first point of contact. We view effective resolution as a very important part of our commitment to improving how we deliver our services to you. Let us know, we want to help!

- Talk to your Employment Consultant or a Resource & Information Consultant
- Fill out our in-house comment and concern ballot found at the front entrance
- **Karen Hendra**  
Manager, Employment Ontario and Cooperative Education  
Karen.Hendra@lambtoncollege.ca

Your privacy will be respected and protected. You will always receive an acknowledgement within 2 business days and a response within 5 business days.