



EMPLOI-QUÉBEC

**SERVICES
TO
CITIZENS**

**EMPLOYMENT AND
SOCIAL SOLIDARITY**



Québec 



TO CONTACT US

For additional information on Emploi-Québec services, see **emploiquebec.gouv.qc.ca**, call **1-888-643-4721** or contact your **local employment centre (CLE)**.

There are local employment centres in every region of Québec. To find the one nearest you, you can use the CLE locator on the emploiquebec.gouv.qc.ca website or call 1-888-643-4721.

If you are receiving last-resort financial assistance and have a question about your file, call **1-877-767-8773**.

Québec is responsible for active employment measures and certain functions of the National Employment Service that are funded by Canada's Employment Insurance Account.

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This document can be viewed online at emploiquebec.gouv.qc.ca.

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Emploi-Québec is the government agency responsible for delivering **employment and social solidarity services** in Québec.

Some Emploi-Québec services, such as **online employment services** and the **multiservice room** at local employment centres, are offered to the general population. Others, such as **specialized services**, are offered solely to individuals who satisfy certain conditions.

TO FIND A JOB QUICKLY: ONLINE EMPLOYMENT SERVICES

The **emploiquebec.gouv.qc.ca** website is your first step toward employment.

In addition to information on our services, programs and measures, the site gives you access to **Online Placement** and **LMI Online** (LMI: labour market information), two tools that will improve your chances of landing a job.

ONLINE PLACEMENT

is a veritable online employment clearinghouse that allows you to:

- search job offers;
- post job applications;
- post your candidacy so that employers can consult your profile;
- register for Job Alert! services to receive email notifications of job offers that match your criteria.

LMI ONLINE

is a major source of information relating to the labour market that allows you to:

- explore a trade or occupation (job description, salary, job prospects, etc.);
- find a training program;
- find out about a given sector of activity;
- find a business.

FOR ADDITIONAL ASSISTANCE: LOCAL EMPLOYMENT CENTRES

If you have more specific needs, **local employment centres (CLEs)** can help you.

MULTISERVICE ROOM

Every CLE has a multiservice room where you can:

- have free access to a computer, printer, photocopier and fax machine to look for a job;
- find documentation suited to your needs;
- consult the job bank;
- participate in workshops or other activities;
- see an assistance officer to get answers to your questions.

SPECIALIZED SERVICES

If you satisfy certain criteria, you can meet with an Emploi-Québec assistance officer at the CLE to assess your needs. If necessary, you may be offered specialized employment assistance services to:

- meet your needs and develop your potential (p. 6);
- make the right career choice (p. 7);
- get training (p. 8);
- find work (p. 9);
- integrate into a workplace (p. 10).

MEETING YOUR NEEDS AND DEVELOPING YOUR POTENTIAL



Are you unable to work at the moment? Emploi-Québec can help you **improve your situation.**

- If you do not have sufficient resources to meet your essential needs, you may be eligible for a **last-resort financial assistance program**, namely:
 - the **Social Assistance Program**, for persons whose capacity for employment is not severely limited;
 - the **Social Solidarity Program**, for persons with a severely limited capacity for employment (e.g. a significant disability).
- Young people who are eligible for last-resort financial assistance programs can participate in the **Youth Alternative program** and receive financial assistance as well as personalized coaching to help them find employment.
- Other **financial assistance programs** target specific population groups (older workers or workers affected by collective dismissals, pregnant minors).
- To **be properly prepared to get a job**, you could participate in activities designed to develop essential job skills or behaviour (team work, motivation, communication, etc.).
- A **job integration company** that specializes in coaching people facing employment obstacles could help you develop your skills through a full-time job.
- If you do not think you are able to work in the short term, you could receive **personal and social development** assistance.

AM I ELIGIBLE?

Simul Aide is an online tool that provides a preliminary evaluation of your eligibility for last-resort financial assistance.

www.simulateur.gouv.qc.ca

MAKING THE RIGHT CAREER CHOICE



To target your job search, Emploi-Québec can help you **find the trade or occupation that best suits you.**

- Which trades or occupations have good job prospects at the moment? What are the salaries like? How can you get one of these jobs? Get the answers to these questions through **LMI Online** (LMI: labour market information) or by attending an **information session on the labour market.**
- What jobs best match your experience, abilities and interests, taking labour market needs into consideration? Emploi Québec's **counselling services** can help you make an informed decision.
- Two kinds of work experiences, **internships and job shadowing**, give you a chance to gain real work experience to confirm your career choice.

KNOWLEDGE IS EVERYTHING

LMI Online contains a wealth of information on trades and occupations.

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GETTING TRAINING



Emploi-Québec can encourage you to participate in **training activities** to help reach your job goals.

For example:

- Activities to round out your **general education** so you can enrol in vocational or technical training.
- A program of **semi-specialized, vocational or technical training** in a field where you have a good chance of finding a job quickly.
- **Recognition of your prior learning and competencies.**
- The **Workplace Apprenticeship Program**, which allows you to obtain qualification on the job.
- **French** courses to make it easier to integrate into your new environment.
- On-the-job training and work experience in a **practice firm** that simulates the real business world.

Emploi-Québec can help you decide if a training activity is the best solution for you, based on your needs and those of the labour market.

INFORMATION ON TRAINING

LMI Online (LMI: labour market information) provides information on the training required for different trades and occupations and the institutions that provide that training.

The **Online Placement** service will give you a good idea of labour market requirements and the training required for different jobs.

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FINDING WORK



You need to be properly prepared to find employment. Emploi-Québec can help you **conduct a successful job search.**

- Take a **workshop on online employment services** and learn how the **Online Placement** and **LMI Online** (LMI: labour market information) services can help you look for a job.
- Attend an **information session on looking for work** and find out where to learn about job leads, how to write a résumé and cover letter, and how to prepare for a job interview.
- Join a **job search club** and spend a few weeks participating in all-day sessions on how to look for employment.
- If you are experiencing specific problems entering the job market, you might be eligible for **coaching** services lasting from the time you begin looking for work to the first days in your new job.

A GUIDE TO HELP YOU FIND A JOB

Your Complete Job Search Guide contains tips, tools and steps to help you look for employment. You can pick up a free copy at your local employment centre or view the guide on the Emploi-Québec website.

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INTEGRATING INTO A WORKPLACE



Maybe you just need a little help in **finding and keeping the job you want.**

- Emploi-Québec could support your job application by offering the employer a **wage subsidy** covering a portion of your remuneration for a set time.
- The **Employment Integration Program for Immigrants and Visible Minorities (PRIIME)** also offers wage subsidies to employers that help immigrants or members of a visible minority who have no prior work experience in Québec.
- Employers who hire persons with disabilities may be eligible for financial support under a **Contrat d'intégration au travail (employment-integration contract)**.
- The **Support for Self-Employment** measure can help you start your own business or become a self-employed worker.
- If you are young and unemployed, the **Jeunes en action** and **Jeunes volontaires** programs could help you overcome specific obstacles or get a project off the ground.
- If you find full-time employment, you may be eligible for the **Return to Work Supplement**, a special \$500 payment to help cover expenses related to your return to work.

ASSISTANCE FROM ORGANIZATIONS SPECIALIZED IN EMPLOYMENT

A Québec-wide network comprised of hundreds of **organizations that specialize in employment**, which receive funding from Emploi-Québec, supplements the services offered by local employment centres. A directory of these organizations is available on the Emploi-Québec website.

emploiquebec.gouv.qc.ca



INTERNET

You'll find the following on the **emploiquebec.gouv.qc.ca** website:

- **Online Placement.**
- **LMI Online** (LMI: labour market information).
- Information on Emploi-Québec **services.**
- Information about the **financial assistance** available.
- A **local employment centre (CLE) locator** that gives you the addresses and telephone numbers of all CLEs.
- A **directory** of partner organizations that specialize in employment (*Répertoire des organismes spécialisés en employabilité*).

You can use **Simul Aide** to get a preliminary evaluation of your eligibility for last-resort financial assistance:
www.simulateur.gouv.qc.ca.

BY TELEPHONE

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