Work In Sarnia Lambton - WISL - Toolkit Guidebook

WISL is an all-in-one interactive toolkit for job seekers across the Sarnia Lambton region. Launched and operated by the Sarnia Lambton Workforce Development Board (SLWBD), WISL is designed to help match job seekers with local employers, local training and skill development resources as well as local employment service providers.

Toolkit

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The Regional Job Board tool lists job opportunities found exclusively within the Sarnia Lambton region. These postings are collected by the WISL system from the top 23 job posting websites for the area (see Table 1 on page 8).

Anatomy of a Regional Job Board Listing:

How to Search Job Postings:

The navigation bar located on the left side of the listings provides several options to refine the job opportunities listed.

One option is to enter any keyword into the ‘Search Jobs by Keyword’ box located at the top of the navigation bar.

Another option is to select one of the tags listed in the navigation bar to help narrow down your search. For example, a job seeker may select a job duration and a skill type in order to only view Permanent Management positions available in Sarnia Lambton.

The ‘Clear/Reset Search’ button will clear all previously selected tags and keywords to restore the complete regional job postings list.
The **Regional Job Map** tool positions the job opportunities listed in the Regional Job Board onto a map of the Sarnia Lambton region based on the location of the job posting.

**Map Icons**

- **General location of a specific job posting. Click on icon to view job posting details.**
- **Highlights the indicated number of jobs posted in the specific area. Click on icon to view details for all job postings in that area.**
- **Zoom in (+) or out (-) of the map view to scan the Sarnia Lambton area.**

**Sample Job Posting on Regional Job Map:**

When a job posting icon is selected, details about the job opportunity opens in an text bubble on the map as shown for the posting below.

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**General Job Title**

**Job Posting Source/Employer**

**Job Description**

**Link to Original Job Posting Source**

**Directions to Job Location From Specified Location**

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**CONSTRUCTION MILLWRIGHT**

Lambton College Employment Services

Job Posting ID: 2020-15392356510 Job Title: Construction Millwright Location: Dover Centre, ON Days & Hours: 40+ hours per week. OT and benefits Rate of Pay: $30 hourly. Primary Responsibilities: The successful candidate will oversee millwright apprentice(s), millwright assistant(s) and agriculture technician installing bucket elevators, conveyors, spouting, handling and drying equipment and other material handling applications.

Go to Job Posting
In the sample map view below, all part-time jobs available are visible. In addition to job postings, the locations of Employment Ontario Service providers **EO** are selected to be viewed as are entrepreneur support services **EO**.

Clicking on the icon of one of these services will show the name of the resource, its location and contact information in a bubble similar to mapped job postings.
Publicly available data from Statistics Canada 2016 Census to georeferenced census tracts and associate them with social data, including total population by age group, languages spoken most at home, income level, and many other available metrics.

On the Regional Census Data Map, each census region within the County of Lambton is delineated by dark blue outlines, as shown on the right.

To view the data for a particular census region, click on the map to highlight the area of interest. For example, in the figure below the Town of Petrolia census region has been highlighted.

A region of interest can also be selected from the grey navigation bar along the top of the screen, highlighted below. Multiple census regions can be highlighted at once to allow grouped data from several communities to be viewed.

Census information for each region is organized into 14 categories listed and accessible from the menu on the right hand side of the map.
REGIONAL CAREER PATH OUTLOOK

COMING SOON
“I have a job opportunity that I would like featured on WISL. How do I add my posting to this board?”

When you, the employer, posts a job opportunity on any of the top 23 job postings websites for the Sarnia Lambton region (Table 1), WISL automatically collects your posting on its board/map to be viewed by job seekers across the county. Employers will not be able to post their job opportunities directly to WISL nor can they submit their postings to SLWDB to be added to the jobs board.

Table 1. Job Posting Websites Aggregated by WISL

<table>
<thead>
<tr>
<th>Name</th>
<th>Site Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aboriginal Job Board</td>
<td><a href="https://aboriginaljobboard.ca/">https://aboriginaljobboard.ca/</a></td>
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<tr>
<td>Canadian Executive Search</td>
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</tr>
<tr>
<td>Career Arc</td>
<td><a href="https://www.careerarc.com/">https://www.careerarc.com/</a></td>
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<tr>
<td>Charity Village</td>
<td><a href="https://charityvillage.com/">https://charityvillage.com/</a></td>
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<tr>
<td>City of Sarnia</td>
<td><a href="https://www.sarnia.ca/employment/">https://www.sarnia.ca/employment/</a></td>
</tr>
<tr>
<td>Community Employment Services – Lambton College</td>
<td><a href="https://www.lambtoncollege.ca/custom/Pages/CES/joblisting.aspx">https://www.lambtoncollege.ca/custom/Pages/CES/joblisting.aspx</a></td>
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<tr>
<td>Eluta</td>
<td><a href="https://www.eluta.ca/">https://www.eluta.ca/</a></td>
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<tr>
<td>Indeed</td>
<td><a href="https://ca.indeed.com/">https://ca.indeed.com/</a></td>
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<tr>
<td>Indigenous Careers</td>
<td><a href="https://www.indigenouscareers.org/">https://www.indigenouscareers.org/</a></td>
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<tr>
<td>Job Bank (Government of Canada)</td>
<td><a href="https://www.jobbank.gc.ca/home">https://www.jobbank.gc.ca/home</a></td>
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<td>Jobilico</td>
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<td>Simply Hired</td>
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<tr>
<td>The Workplace Group - Connects</td>
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<td>Wow Jobs</td>
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</table>

Updated March 2020
**FREQUENTLY ASKED QUESTIONS EMPLOYERS**

*Sarnia Lambton Workforce Development Board asserts that WISL is a free tool. Does that mean that it is free for job seekers? For employers? Both?*

WISL is a free to everyone! WISL has been launched as a free resource provided and managed by the Sarnia Lambton Workforce Development Board to help job seekers and employers alike.

Several of the compatible job board sites (listed in Table 1) will charge employers a fee to post job opportunities, but many of these provide their services free of charge. Explore the compatible sites in order to select the one that fits best for your candidate search.

*I am a local employer but I am hiring for a job outside of the Sarnia Lambton Region, why isn’t my job posting/appearing on WISL?*

If you are an employer hiring for a job outside of our region, WISL will not collect it from its originating compatible job postings website. WISL specifically seeks and collects job opportunities within Lambton County.

For resources to help you fill these types of positions, contact an Employment Ontario service center in your area.

*I have a job posting listed on one of the compatible sites but do not want it listed on WISL.*

Please contact SLWDB via email: info@SLWDB.org or telephone: 519-330-2222 for assistance.

*I am trying to hire for a job opening in the Sarnia Lambton region but my job posting is not appearing on WISL. Where did I go wrong?*

There are a few reasons your job may not be getting collected by WISL:

1) **It is not posted with one of the sites aggregated by WISL.**

   See the list of compatible sites in Table 1 on page 8.
2) You may have forgotten to input an address/location of the job.

Search for your job using the search function on WISL. If your job shows up here, but not on the map tool, return to your original posting and input the location of your company or job. For any changes to your original job posting, please allow 24 hours for updated information to appear on WISL.

3) Your address may be incompatible.

If you are unable to find your job posting on neither job board nor the map tool, return to your original posting and check the address/location listed. If the address associated with the job posting is that of a head office or location outside of the Sarnia Lambton region, modify the address to reflect the location of the job position itself. For any changes to your original job posting, please allow 24 hours for updated information to appear on WISL.

4) Your posting was created before the launch of WISL.

WISL started aggregating jobs in March 2020. If your posting is older than that date, you will have to re-post your job at its original source. For any changes to your original job posting, please allow 24 hours for updated information to appear on WISL. Be advised that opting to “refresh” this type of job posting on most sites will not lead to WISL collecting the posting.

The four troubleshooting options resolve job posting issues most of the time. If you have attempted each of these options and still cannot view your job posting on WISL, please contact SLWDB via email: info@SLWDB.org or telephone: 519-330-2222.
FREQUENTLY ASKED QUESTIONS

JOB SEEKERS

_Sarnia Lambton Workforce Development Board asserts that WISL is a free tool. Does that mean that it is free for job seekers? For employers? Both?_

WISL is a free to everyone! WISL has been launched as a free resource provided and managed by SLWDB to help job seekers and employers alike. Unlike several sites designed to aid job seekers, SLWDB does not charge job seekers a fee for an account/profile.

_I found a job on WISL I’d like to apply to. How do I apply for this job?_

Each job posting links back to its original source. For more details about the job and how to apply, click the job title or the “Go to Job Posting” link near the bottom of the listing.

_How do I see the job postings in a simple text format, not on the map?_

See the text postings on our Job Listings tool at www.slwdb.org/jobs. To toggle between the map view and the list view, use the view drop down menu found along the grey navigation bar found at the top of the screen.

_How do I see the job postings mapped out, not in listed text form?_

See the mapped postings on our Job Listings tool at www.slwdb.org/map. To toggle between the map view and the list view, use the view drop down menu found along the grey navigation bar found at the top of the screen.

_It is hard to go through every listing to find the type of job I want. How do I simplify my search?_

The toolbars on the left hand side of the job board and map tools have a variety of filters to streamline your search and help you find only the type jobs you are interested in. For more details, please refer to the WISL Guidebook pages 3-5.

_Why can I not filter for my particular job/skill/career interest(s)?_

The wide-ranging filters are pre-determined by the WISL and may in a few cases not be able to be tailored to every job seeker’s specific needs. In such cases, it is recommended that you use the keyword search function located on the top of the left toolbar.
I need more help finding a job.

Find an Employment Ontario Services location on the WISL Map or at a local Employment Ontario service provider.

Find an Ontario Works location on the WISL Map

Find private employment services on the WISL Map

Find OMLTSD Apprenticeship Services on the WISL Map

Learn more about in-demand jobs and the local labour market in our Local Labour Market Annual Report and our Employer One Report by visiting SLWDB.org

Learn about skilled trades in Sarnia-Lambton in our Skilled Trades report by visiting SLWDB.org

Subscribe to receive the latest WISL job postings in a weekly email HERE

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I have a job board I’d like to be aggregated by WISL.

Sites used for WISL job postings must meet certain criteria. To determine if your job board is eligible, and for more information, please contact SLWDB via email: info@SLWDB.org or telephone: 519-330-2222.

The map is missing my childcare centre/employment agency/service centre etc. How can I have it added to WISL?

Our map locations are populated through a variety of regularly updated community resources. To find out if your location will be included, and for more information, please contact SLWDB via email: info@SLWDB.org or telephone: 519-330-2222.