

Job Seeker and Employee Digital Skills Tip Sheet

The purpose of this Job Seeker Digital Skills Tip Sheet is to help employees and job seekers continue to build their digital skills so that they can confidently use digital workplace tools responsibly and effectively in order to solve problems, be productive, support well-being and thrive at work.

Points to keep in mind:

- ✓ Most employers consider computer skills to be an essential skill.
- ✓ When asked to identify the top 3 skills that are in demand, employers rank computer literacy relatively low on the list. Employers identify many of the soft skills above digital skills. So, are digital skills not necessary? Ideally, employers would like to see both.
- ✓ Anyone looking to either begin a new job or advance in their current role will need to continue to build on these skills.

How do I build my Digital Skills?

1. Take an assessment of your digital skills

Many local service providers offer assessments that will help you to identify your strengths and areas where you can continue to improve.

2. Access existing local and regional digital skills training programs

Many local service providers also offer digital skills training opportunities, beginning with basic computer skills and covering many different platforms and programs.

3. Practice your digital skills on the job and for fun

The best way to grow your digital skills is by continuing to use them. Incorporate new skills into your time at work and consider taking on a hobby that helps you develop them at home.

4. Showcase a portfolio of your digital work

Do you have a collection of photos you have taken? A compilation of your favourite recipes? Photos of your latest knitting project? Share them online!

5. Teach digital skills to others

Once you are confident with your skills, share them with people you know. Consider volunteering your time to teach other people in the community.

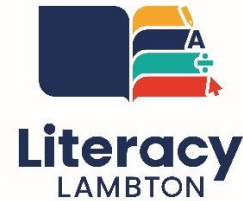
6. Utilize workplace training funds, if they are available

Many workplaces have training funds available that can be used to access digital skills training. Ask your boss if these are available at your workplace.

7. Ask your employer to build in time for developing your digital skills regularly

Talk to your boss about building time into your schedule to continue to build your digital skills (i.e., 1-2 hours per week). Both you and your employer will benefit!

Service Providers offering Free Digital Supports and Training



Service Providers offering Funded Training Opportunities to Employers



Additional Resources

