

FINDING A JOB

FIELD TRIP: HRDC OFFICE



INSTRUCTION SHEET

INSTRUCTIONS:

This field trip is to introduce students to their local HRDC office; where it is, when it's open, and the services it provides. Before sending students to the office, forward a copy of this contact assignment worksheet to the staff at the office for them to be better prepared to answer the students' questions. For a listing of HRDC office sites throughout BC (address, phone & fax numbers, hours, and services) visit: www.hrdc-drhc.gc.ca/profiles/list-BC-e.shtml

REQUIRED STRUCTURES: asking information questions

REQUIRED VOCABULARY: *Job Bank, post, Help Wanted, offer, services, newcomers, resume, workshop, recommend, apply, EI*

GROUP SIZE: individual, pairs, small group or large group

HANDOUTS: HRDC contact assignment worksheet

OTHER MATERIALS REQUIRED: none

RELATED GRAMMAR:

FOLLOW-UP ACTIVITIES:

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WORK SHEET

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Your local Human Resources Development Canada (HRDC) office has many different services for people looking for a job. Plan a visit to find out this information:

1. What days and hours is the office open?

2. Do they have a “Job Bank”?

3. Do they post “Help Wanted” ads around the office?

4. Do they offer any special services for newcomers to Canada?

5. Do they have “Resume Workshops”?

6. Do they have recommend any other employment services or programmes? If so, what are they?

7. Can someone apply for Employment Insurance (EI) at this office? What do you need to apply?

8. What other services to they provide at this office?
