

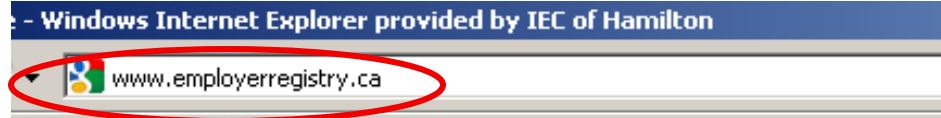
Looking for Opportunities on Employer Registry

A Ministry of Education supported resource, EmployerRegistry.ca is your online community, for teachers, and employers who are interested in supporting high school and elementary students as they make the transition from school to career. Educators across the province have access to a greater variety of employer information through this interactive online community.

This step-by-step tutorial guide will walk you through the process of exploring the various experiential learning opportunities that are available to you and your students.

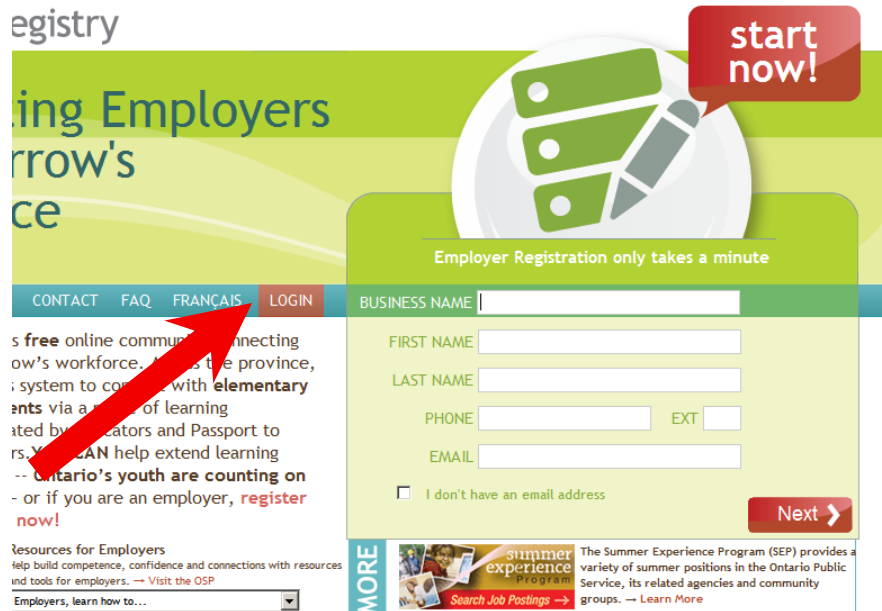
STEP 1:

Open up your internet browser and type in "www.employerregistry.ca" into the navigation bar.



STEP 2:

Which will lead you to this screen. Click on "Login" to access your account.



Looking for Opportunities on Employer Registry

STEP 3:

A box will appear on the screen asking you for your username and password. Enter them now and click "Login".

Registered users, please login

USER NAME leeann.piekosz@hwdsb.on.ca

PASSWORD

Forgot Password?

Login

start now!

Employer Registration only takes a minute

BUSINESS NAME

FIRST NAME

LAST NAME

PHONE EXT

EMAIL

I don't have an email address

Next

Resources for Employers
Help build competence, confidence and connections with resources and tools for employers. → Visit the OSP
Employers, learn how to...

summer experience
The Summer Experience Program (SEP) provides a variety of summer positions in the Ontario Public Service, its related agencies and community groups. → Learn More

STEP 4:

Which will lead you to this screen. Locate the tabs at the top of the screen and click "Opportunities".

hello! LeeA

DASHBOARD EMPLOYERS ASSOCIATIONS OPPORTUNITIES NEWS MY SETTINGS

You have 4 items that require your attention.
Select an item to begin the approval process.

TYPE	STATUS	SUBJECT
Announcement		Take Our Kids To Work Day - Hold the Date
Announcement		Speakers Bureau - a free service for employers and educators
Announcement		Workplace Tours - a free service for employers and educators
Announcement		Ancaster High Gets New Aviation/Aerospace SHSM

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STEP 5:

You are now able to search for opportunities. You may sort through them using the tabs, "Type, Status, Employer, City, Contact and Description". There are many pages of employers to look through so do not miss out.

employer registry

hello! LeeAnn (leeann.piekosz@hwdsb.on.ca) Logout

DASHBOARD EMPLOYERS ASSOCIATIONS OPPORTUNITIES NEWS MY SETTINGS

There are 170 matched opportunities

Refine your search by entering as much information as possible in the search box.

export filter

TYPE	STATUS	EMPLOYER	CITY	CONTACT	DESCRIPTION
Coop/ OYAP	Open	AB Best Digital	Hamilton	Carolynn Sliwinski	Administrative Clerk/ Custo...
Career Talks	Open	Adult Basic Education Assoc...	Hamilton	Leah Morris	Adult Literacy, Not for Pro...
Job Shadowing	Open	Advanced Welding Techniques...	Hamilton	Stewart Henderson	What does a welder do?
Work Place Tour	Open	Advanced Welding Techniques...	Hamilton	Stewart Henderson	Visit a Welding Training Fa...
Career Fairs/ Career Days	Open	Advanced Welding Techniques...	Hamilton	Stewart Henderson	Advanced Welding Techniques...
Career Talks	Open	Advanced Welding Techniques...	Hamilton	Stewart Henderson	Welding for all types of in...
Career Talks	Open	Aecon Utilities	Hamilton	Kris VanSchyndel	Utility Installation (Telecom)
Career Talks	Open	Algoma Central Corporation	Hamilton	Brooke Cameron	Land and Sea Transportation
Career Talks	Open	Algoma Central Corporation	Hamilton	Brooke Cameron	Land and Sea Transportation
Career Talks	Open	Alzheimer's Society - Hamilton	Hamilton	Marian Cummins	Counselling and Support Ser...
Career Talks	Open	AMEC Earth & Environmental	Hamilton	Kelly Horvath	Environmental Engineering
Career Talks	Open	Association of Administrati...	Hamilton	Brigida Dimitriou	Administration
Career Talks	Open	Astral Media Radio Hamilton	Hamilton	Tracey Fischer	Radio Broadcasting
Career Talks	Open	Best Communications Group	Hamilton	John Best	Public Relations Communicat...

STEP 6:

When you find an opportunity that you are interested in, click on it.

employer registry

hello! LeeAnn (leeann.piekosz@hwdsb.on.ca) Logout

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Career Talks	Open	Best Communications Group	Hamilton	John Best	Public Relations Communicat...
Career Talks	Open	Big Brothers Big Sisters Ha...	Hamilton	Rebecca Hart	Big Brothers Big Sisters-So...
Career Talks	Open	Body1Fitness Inc	Dundas	Ricardo Saunders	Personal Training & Massage...
Career Talks	Open	Bruno's Schools of Hair Design	Hamilton	John Morrison	Hairstyling

Looking for Opportunities on Employer Registry

STEP 7:

Which will lead you to this screen. Click on the opportunity you wish to learn more about.

The screenshot shows the 'Best Communications Group details' page. The left sidebar contains organization details: 'Best Communications Group', '0 employees', 'Business', 'Eligible for SHSM', and contact information for Beth Gibson. The main content area is divided into 'ALL CONTACTS' (listing John Best, Hamilton) and 'ALL OPPORTUNITIES' (listing 'Career Talks' and 'Public Relations Communications' by John Best). A red arrow points to the 'Public Relations Communications' opportunity.

STEP 8:

This will provide you with a brief description. If you are interested in the opportunity, you may look to the left and contact your Passport to Prosperity coordinator for further information.

The screenshot shows the 'Public Relations Communications' opportunity details page. The left sidebar contains organization details, with a red circle highlighting the contact information for Beth Gibson: 'Beth Gibson', 'Industry-Education Council Hamilton', '(905)529-4483 x 224', and 'beth.gibson@iechamilton.com'. The main content area is divided into 'CONTACT DETAILS' (listing John Best, President/Owner) and 'OPPORTUNITY DETAILS' (listing 'Career Talks' and 'Public Relations Communications' with a description: 'Discussing different careers in Public Relations and Communications, and about latest trends in journalism.').

Looking for Opportunities on Employer Registry

STEP 9:

If you wish to go back and look for more opportunities, simply click on "Opportunities" tab at the top of the screen which will lead you back to the previous page.

The screenshot shows the Employer Registry website interface. At the top, there is a navigation bar with tabs: DASHBOARD, EMPLOYERS, ASSOCIATIONS, OPPORTUNITIES (highlighted with a red arrow), NEWS, and MY SETTINGS. Below the navigation bar, the page title is "Public Relations Communication" and the breadcrumb trail is "Best Communication... / 1 Jarvis Street... / John Best / Public Relations Commu...". The main content area is divided into three columns: ORGANIZATION DETAILS for "Best Communications Group", CONTACT DETAILS for "John Best" (President/Owner), and OPPORTUNITY DETAILS for "Career Talks" (Public Relations Communications).

STEP 10:

You are now able to explore as many opportunities as you wish. From career talks to workplace tours, there are several ways to engage your students. Good Luck!

The screenshot shows the Employer Registry website interface displaying a list of 170 matched opportunities. The page title is "There are 170 matched opportunities" and it includes a search bar. Below the search bar, there are "export" and "filter" buttons. The main content area is a table with the following columns: TYPE, STATUS, EMPLOYER, CITY, CONTACT, and DESCRIPTION. The table lists various opportunities such as "Coop/ OYAP", "Career Talks", "Job Shadowing", "Work Place Tour", "Career Fairs/ Career Days", "Advanced Welding Techniques...", "Aecon Utilities", "Algoma Central Corporation", "Alzheimer's Society - Hamilton", "AMEC Earth & Environmental", "Association of Administrati...", "Astral Media Radio Hamilton", and "Best Communications Group".

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PASSPORT
to prosperity



employerregistry.ca

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