

2011

JOB SKILLS PRACTICE FIRM

JOB DESCRIPTION BRIEFS

Please find attached an overview of the positions offered within the Job Skills Practice Firms. These may be used when referring clients to the Job Skills Practice Firms- Simfit, Simpressions and Simplicious.



TABLE OF CONTENTS

Listed Alphabetically

<i>Accounting Clerk</i>	<i>Page 2</i>
<i>Administrative Assistant</i>	<i>Page 2</i>
<i>Computer Network Technician</i>	<i>Page 3</i>
<i>Customer Service Associate</i>	<i>Page 3</i>
<i>Data Analyst</i>	<i>Page 4</i>
<i>Database Administrator</i>	<i>Page 4</i>
<i>Database Developer</i>	<i>Page 5</i>
<i>Executive Administrative Assistant</i>	<i>Page 5</i>
<i>Graphic Designer</i>	<i>Page 6</i>
<i>Help Desk Technician</i>	<i>Page 6</i>
<i>Human Resources Assistant</i>	<i>Page 7</i>
<i>Human Resources Associate</i>	<i>Page 7</i>
<i>Information Technology Business Analyst</i>	<i>Page 8</i>
<i>Information Technology Project Manager</i>	<i>Page 8</i>
<i>Marketing Assistant</i>	<i>Page 9</i>
<i>Network Administrator</i>	<i>Page 9</i>
<i>Network Technician</i>	<i>Page 10</i>
<i>Project Manager</i>	<i>Page 10</i>
<i>Purchasing Agent</i>	<i>Page 11</i>
<i>Quality Assurance Analyst</i>	<i>Page 11</i>
<i>Sales/Marketing Assistant</i>	<i>Page 12</i>
<i>Sales/Marketing Associate</i>	<i>Page 12</i>
<i>Software Programmer</i>	<i>Page 13</i>
<i>System Analyst</i>	<i>Page 13</i>
<i>Web Developer</i>	<i>Page 14</i>
Referral Information	Page 15



JOB SKILLS PRACTICE FIRM-JOB DESCRIPTION BRIEFS

ACCOUNTING CLERK:

POSITION SUMMARY

The Practice Firm's Accounting Clerk is responsible for ensuring an up to date balanced accounting system by performing a variety of accounting functions in a timely and accurate manner. S/he will perform computer data entry, analysis functions and prepare monthly customer statements. S/he will make bank deposits and reconcile bank records. S/he will assist with accounts receivable and payable and maintain all pertinent documentation. S/he will assist in the development and maintenance of manuals for the department.

EDUCATION:

- Completion of a University or College program in Accounting

SKILL SET:

Technical Skills:

- MS Office Suite (Word, Excel, Access, PowerPoint)
- Working knowledge of Simply Accounting, QuickBooks, or ACCPAC
- Mathematics knowledge such as arithmetic, algebra, geometry, calculus, statistics, and their applications

ADMINISTRATIVE ASSISTANT:

POSITION SUMMARY

The Practice Firm's Administrative Assistant prepares correspondence, reports, statements and other required materials. S/he operates office equipment and performs clerical duties of a general nature according to established procedures. S/he greets people arriving at the office, answers and forwards telephone calls and records messages. S/he assists in the development and maintenance of manuals for the department.

EDUCATION:

- Completion of High School and/or a related College program

SKILL SET:

Technical Skills:

- MS Office Suite (Word, Excel, Access, PowerPoint)
- Knowledge of principles and processes for providing customer and personal services, including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
- Familiarity with administrative and clerical procedures, managing files and records, designing forms, and other office procedures and terminology
- Knowledge of operating multi-line telephone systems and office equipment such as fax machine, printers, shredder, etc...
- Typing speed of 50 words per minute



COMPUTER NETWORK TECHNICIAN:

POSITION SUMMARY

The Practice Firm's Computer Network Technician is responsible for ensuring the proper functioning of all computing services to participants. S/he is specifically responsible for coordinating all activities related to technology. S/he gives input for local Information Technology initiatives within the framework of the Practice Firm Business Plan. S/he assists in the development and maintenance of a procedural manual for the department.

EDUCATION:

- Completion of a University or College program in Computer Science

SKILL SET:

Technical Skills:

- MS Office Suite (Word, Excel, Access, PowerPoint)
- Windows XP/ VISTA/ 7
- 2003/2008/2008 R2 Server platforms
- General application and hardware troubleshooting knowledge
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming
- Backup or archival software
- Configuration management software
- Desktop communications software
- Documenting/recording information — entering, transcribing, recording, storing, or maintaining information in written or electronic form

CUSTOMER SERVICE ASSOCIATE:

POSITION SUMMARY

The Practice Firm's Customer Service Associate prepares correspondence, reports, statements and other required materials based on previous order history. The Customer Service Associate will interact with customers to provide and process information in response to inquiries, concerns and requests about products and services.

EDUCATION:

- Completion of High School and/or University or College Management program

SKILL SET:

Technical Skills:

- MS Office Suite (Word, Excel, Access, PowerPoint)
- Ability to utilize Simply Accounting to verify order history of vendors and customers
- Knowledge of principles and processes for providing customer and personal services, including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
- Familiarity with administrative and clerical procedures, managing files and records, designing forms, and other office procedures and terminology
- Knowledge of operating multi-line telephone systems and office equipment such as fax machine, printers, shredder, etc.



DATA ANALYST:

POSITION SUMMARY

The Practice Firm's Data Analyst will be responsible for analyzing source data, developing mapping logic and performing user-acceptance testing. S/he will be involved in database design, security, and data storage and management. S/he will be required to upgrade database systems to meet the needs of the Practice Firm. S/he will assist in the marketing of products and working in close liaison with the marketing department.

EDUCATION:

- Completion of a University or College program in Computer Science, Computer Systems Engineering, Software Engineering or Business Administration

SKILL SET:

Technical Skills:

- MS Office Suite (Word, Excel, Access, PowerPoint)
- Excellent presentation skills
- A strong background in marketing or statistics is extremely important for data analysis
- Research skills, familiarity with data analysis computer programs, and the ability to quantify data in an easily understandable fashion

DATABASE ADMINISTRATOR:

POSITION SUMMARY

The Practice Firm's Database Administrator is responsible for developing standards and guidelines to direct the use and acquisition of software and to protect vulnerable information. S/he will test programs or databases, correct errors and make necessary modifications. S/he will plan, coordinate and implement security measures to safeguard information in computer files against accidental or unauthorized damage, modification or disclosure. S/he assists in the maintenance of manuals for the Information Technology department and provides input for local Information Technology database initiatives within the framework of the Practice Firm Business Plan.

EDUCATION:

- Completion of a University or College program in Computer Science

SKILL SET:

Technical Skills:

- MS Office Suite (Word, Excel, Access, PowerPoint)
- Microsoft Access, SQL Server, Oracle 10g, 11g
- Windows XP/ VISTA/ 7
- 2003/2008/2008 R2 Server platforms
- Supporting MS Exchange 2003/2007/2010 and FTP



DATABASE DEVELOPER:

POSITION SUMMARY

The Practice Firm's Database Developer is responsible for creating management systems to provide effective and efficient access to information stored in databases. S/he will provide expertise and guidance in the design, implementation and maintenance of database management systems. S/he assists in the maintenance of manuals for the Information Technology department. S/he gives input for local Information Technology database initiatives within the framework of the Practice Firm Business Plan.

EDUCATION:

- Completion of a University or College program in Computer Science

SKILL SET:

Technical Skills:

- MS Office Suite (Word, Excel, Access, PowerPoint)
- Windows XP/ VISTA/ 7
- Microsoft Access , SQL Server, Oracle 10g, 11g
- Design, develop, and implement complex database systems, tools, and applications
- Create queries and stored procedures, using data modeling tools
- Design and optimize databases
- Thorough understanding of relational databases
- Ability to support and secure critical information systems
- Provide reliable data that can be used in business-specific software solutions

EXECUTIVE ADMINISTRATIVE ASSISTANT:

POSITION SUMMARY

The Practice Firm's Executive Administrative Assistant prepares correspondence, reports, statements and other required materials. S/he operates office equipment and performs clerical duties of a general nature according to established procedures. S/he greets people arriving at the office, answers and forwards telephone calls and records messages. S/he assists in the development and maintenance of manuals for the Administrative department. The ideal candidate for this position will have 3 to 5 years' experience in an Executive Administration Assistant capacity.

EDUCATION:

- Completion of a University or College Management program

SKILL SET:

Technical Skills:

- MS Office Suite (Word, Excel, Access, PowerPoint, etc.)
- Knowledge of principles and processes for providing customer and personal services, including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
- Familiarity with administrative and clerical procedures, managing files and records, designing forms, and other office procedures and terminology
- Knowledge of operating multi-line telephone system and office equipment such as fax machine, printers, shredder, etc.
- Typing speed of 70 to 80 words a minute



GRAPHIC DESIGNER:

POSITION SUMMARY

The Practice Firm's Graphic Designer is responsible for ensuring the delivery of quality graphics products and services to participants and other Practice Firm's. S/he is specifically responsible for coordinating all activities related to graphic design. S/he assists in the development and maintenance of the manuals for the graphic design department. S/he gives input for local graphics initiatives within the framework of the Practice Firm Business Plan.

EDUCATION:

- Completion of a University or College program in Graphic Arts

SKILL SET:

Technical Skills:

- MS Office Suite (Word, Excel, Access, PowerPoint)
- Experience on PC and Mac computers ideal
- Working knowledge of computer hardware and software, including applications and programming
- Knowledge of design techniques, tools, and principles
- Knowledge of QuarkXpress, Adobe InDesign, Illustrator, Photoshop, Acrobat, Dreamweaver and Flash

HELP DESK TECHNICIAN:

POSITION SUMMARY

The Practice Firm's Help Desk Technician is responsible for ensuring the proper functioning of all computing services to participants. S/he is specifically responsible for coordinating all activities related to technology. S/he assists in the maintenance of manuals for the Information Technology department. S/he gives input for local Information Technology initiatives within the framework of the Practice Firm Business Plan.

EDUCATION:

- Completion of a University or College program in Computer Science and/or completion of a Certification in Information Technology e.g. MCDST, MCSA

SKILL SET:

Technical Skills:

- MS Office Suite (Word, Excel, Access, PowerPoint)
- Windows XP/ VISTA/ 7
- 2003/2008/2008 R2 Server platforms
- General application and hardware troubleshooting knowledge
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming
- Backup or archival software
- Configuration management software
- Desktop communications software
- Documenting/Recording Information — entering, transcribing, recording, storing, or maintaining information in written or electronic form



HUMAN RESOURCES ASSISTANT:

POSITION SUMMARY

The Practice Firm's Human Resources Assistant assists the Human Resource Specialist to compile, maintain and process information related to staffing, recruitment, training, performance evaluations and classifications. S/he researches information for the Human Resources/Employment Specialist on labour laws and personnel matters. S/he assists in the development and maintenance of manuals and Personnel Policy for the Human Resources department.

EDUCATION:

- Completion of a University or College program in Human Resources

SKILL SET:

Technical Skills:

- MS Office Suite (Word, Excel, Access, PowerPoint)
- Participate in recruitment and interviewing of potential candidates
- Retrieve information from employee files regarding pay or benefits
- Design and deliver team building activities
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, and employee benefits
- Plan and conduct new employee orientation to foster positive attitude toward organizational objectives

HUMAN RESOURCES ASSOCIATE:

POSITION SUMMARY

The Practice Firm's Human Resources Associate assists the Human Resource Specialist to compile, maintain and process information related to staffing, recruitment, training, performance evaluations and classifications. S/he researches information for the Human Resources/Employment Specialist on labour laws and personnel matters. S/he assists in the development and maintenance of manuals and Personnel Policy for the Human Resources department. The ideal candidate for this position will have a minimum of 5 years' experience in a Human Resources Generalist capacity and 2-3 years of managerial experience.

EDUCATION:

- Completion of a University or College program in Human Resources Management/ Employee Relations/ Industrial Relations/ Organizational Psychology

SKILL SET:

Technical Skills:

- MS Office Suite (Word, Excel, Access, PowerPoint)
- Participate in recruitment and interviewing of potential candidates
- Retrieve information from employee files regarding pay or benefits
- Design and deliver team building activities
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, and employee benefits
- Plan and conduct new employee orientation to foster positive attitude toward organizational objectives



INFORMATION TECHNOLOGY BUSINESS ANALYST:

POSITION SUMMARY

The Practice Firm's Information Technology Business Analyst is responsible for eliciting business requirements using interviews, document analysis, requirements workshops, surveys, business process descriptions, use cases, scenarios, business analysis, and task and workflow analysis. S/he will critically evaluate information gathered from multiple sources, reconcile conflicts, breakdown high-level information into details and abstract up from low-level information to a general understanding.

EDUCATION:

- Completion of a University or College program in Business, Economics and/or Computer Science

SKILL SET:

Technical Skills:

- MS Office Suite (Word, Excel, Access, PowerPoint)
- Strong written and verbal communication skills
- Excellent presentation skills
- Complex modeling techniques
- Analytical and conceptual expertise
- Planning, documentation, analysis and business requirements management techniques
- Object-oriented analysis
- Evaluation of profitability/risk
- Testing, verification and validation techniques
- Creation of Business Requirements Document-BRD

INFORMATION TECHNOLOGY PROJECT MANAGER:

POSITION SUMMARY

The Practice Firm's Information Technology Project Manager is responsible for creating and maintaining project plans, managing the project budget, mitigating project risks and making sure the project is on track and within budget. S/he will manage teams of information systems personnel to design, develop, implement, operate and administer computer and telecommunications software, networks and information systems.

EDUCATION:

- Completion of a University or College program in Computer Science

SKILL SET:

Technical Skills:

- MS Office Suite (Word, Excel, Access, PowerPoint) and MS Project
- Windows XP/ VISTA/ 7
- 2003/2008/2008 R2 Server platforms
- Familiar with project management tools for presenting phases, tasks and activities that are scheduled as part of a project over time
- Knowledge of and experience with Project Management Methodologies as outlined in PMBOK, and SDLC (Software Development Life Cycle), Progress Reporting, Requirement Gathering, Risk Management and Change Management



MARKETING ASSISTANT:

POSITION SUMMARY

The Practice Firm's Marketing Assistant is responsible for maintaining an up-to-date database(s) of all existing accounts and those of the business' target market. S/he does market research, manages projects and programs to stimulate purchasing from both Canadian and European customers. S/he will review the advertising and promotion campaigns launched and address their viability. The Marketing Assistant will work with the staff to develop sales campaigns to reach monthly sales targets. S/he will assist in the development and maintenance of manuals for the department.

EDUCATION:

- Completion of a University or College program in Marketing

SKILL SET:

Technical Skills:

- MS Office Suite (Word, Excel, Access, PowerPoint)
- Working knowledge of Publisher, Illustrator and Adobe

NETWORK ADMINISTRATOR:

POSITION SUMMARY

The Practice Firm's Network Administrator is responsible for ensuring the proper functioning of all networking services to participants. S/he is specifically responsible for coordinating all activities related to internal networks. S/he assists in the development and maintenance of manuals for the department. S/he gives input for local Information Technology network initiatives within the framework of the Practice Firm Business Plan.

EDUCATION:

- Completion of a University or College program in Computer Science

SKILL SET:

Technical Skills:

- MS Office Suite (Word, Excel, Access, PowerPoint)
- Windows XP/ VISTA/ 7
- 2003/2008/2008 R2 Server platforms
- Supporting MS Exchange 2003/2007/2010
- Server hardware, network cabling and devices (switches, routers, hubs, etc.)
- Network planning and design
- Network software setup, upgrade, configuration
- Network protocols (TCP/IP, SMTP, POP3, HTTP, FTP etc.)
- Network integration with database and application systems
- Network security, monitoring, performance tuning, troubleshooting (connection, authentication, etc.)
- Internet and email systems management
- Knowledge of Web Servers (IIS, Apache, Tomcat, etc.)



NETWORK TECHNICIAN:

POSITION SUMMARY

The Practice Firm's Network Technician is responsible for ensuring the proper functioning of all networking services to participants. S/he is specifically responsible for installing and configuring hardware and conflict resolution of hardware used. S/he will create disaster recovery plans for potential malfunctioning systems. S/he will possess extensive knowledge of protocols, network terminology and hardware and will provide technical support to non-technical staff and users. S/he assists in the development and maintenance of manuals for the department. S/he gives input for local Information Technology network initiatives within the framework of the Practice Firm Business Plan.

EDUCATION:

- Completion of a University or College program in Computer Science

SKILL SET:

Technical Skills:

- MS Office Suite (Word, Excel, Access, PowerPoint)
- Windows XP/ VISTA/ 7
- 2003/2008/2008 R2 Server platforms and Web Server platforms (IIS, Apache, Tomcat, etc.)
- Supporting MS Exchange 2003/2007/2010
- Server hardware, network cabling and devices (switches, routers, hubs, etc.)
- Network planning and design, software setup, upgrade, configuration
- Network protocols (TCP/IP, SMTP, POP3, HTTP, FTP etc.)
- Network integration with database and application systems
- Network security, monitoring, performance tuning, troubleshooting (connection, authentication, etc.) and Internet and email systems management

PROJECT MANAGER:

POSITION SUMMARY

The Practice Firm's Project Manager is responsible for the overall direction, coordination, implementation, execution, control and completion of specific projects ensuring consistency with the Practice Firm strategy, commitments and goals. S/he needs to have excellent management skills to coordinate with the entire team, clients and other stakeholders.

EDUCATION:

- Completion of a University or College program in Computer Science, Business Administration, Commerce or Engineering
- Project Management Professional (PMP) certification

SKILL SET:

Technical Skills:

- MS Office Suite (Word, Excel, Access, PowerPoint) and MS Project
- Knowledge of Progress Reporting, Project Planning, Contingency Planning, Requirement Gathering, Risk Management and Change Management
- Knowledge of Computer Systems Development Life Cycle and Business Analysis
- Ability to Create a Work Breakdown Structure (WBS), Estimate Project Costs and Write Funding Proposals



- Advance knowledge of project management tools for documenting the phases, tasks and activities that are scheduled as part of project over time

PURCHASING AGENT:

POSITION SUMMARY

The Practice Firm's Purchasing Agent is responsible for ensuring the proper purchasing of goods and services for the company in an efficient and economical manner following established policies and procedures in processing purchase orders. S/he is specifically responsible for coordinating all activities involved with procuring goods and services. S/he assists in the development and maintenance of the manual or computerized procurement records for the Business Operations department.

EDUCATION:

- Completion of a University or College program in Business Administration, Commerce or a certificate in Purchasing

SKILL SET:

Technical Skills:

- MS Office Suite (Word, Excel, Access, PowerPoint)
- Working knowledge of Simply Accounting and other related software packages
- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications

QUALITY ASSURANCE ANALYST:

POSITION SUMMARY

The Practice Firm's Quality Assurance Analyst evaluates and tests new or modified software programs and software development procedures used to verify that programs function according to user requirements and conform to established guidelines. S/he writes, revises, and verifies quality standards and test procedures for program design and product evaluation to attain quality of software economically and efficiently. S/he assists in the development and maintenance of manuals for the department. S/he gives input for local Information Technology software initiatives within the framework of the Practice Firm Business Plan.

EDUCATION:

- Completion of a University or College program in Computer Science

SKILL SET:

Technical Skills:

- MS Office Suite (Word, Excel, Access, PowerPoint)
- Familiarity with programming languages
- Database concepts, SQL Knowledge
- Experience with manual testing procedures
- Documentation skills
- Strong SDLC, STLC concepts
- Knowledge of Automation tools



SALES/MARKETING ASSISTANT:

POSITION SUMMARY

The Practice Firm's Sales and Marketing Assistant is responsible for preparing and executing the Strategic and Annual Marketing Plan and Business Plan, facilitating documentation of products and services from order to delivery, and delivering the sales and revenue objectives of the company. S/he is responsible for monitoring and reporting the sales performance of the company vs. Business Plan, preparing marketing collaterals, administering sales and marketing programs and campaigns.

EDUCATION:

- Completion of a University or College program in Business or Marketing

SKILL SET:

Technical Skills:

- MS Office Suite (Word, Excel, Access, PowerPoint)
- Proficient in internet usage and web search skills
- Analytical power to comprehend the market situation
- Understand the detail process of new product development
- Understanding of human need and psychology
- Knowledge of geographical and demographic factor of the area, where s/he may be operating

SALES/MARKETING ASSOCIATE:

POSITION SUMMARY

The Practice Firm's Sales and Marketing Associate is responsible for preparing and executing the Strategic and Annual Marketing Plan and Business Plan, preparing marketing collaterals, administering sales and marketing programs and campaigns, facilitating documentation from order to delivery of products and services, and delivering the sales and revenue objectives of the company. The ideal candidate for this position will have a minimum of 5 years' experience in sales and/or marketing and 2 to 3 years of managerial experience.

EDUCATION:

- Completion of a University or College program in Business or Marketing

SKILL SET:

Technical Skills:

- MS Office Suite (Word, Excel, Access, PowerPoint)
- Proficient in internet usage and web search skills
- Analytical power to comprehend the market situation
- Understand the detail process of new product development
- Understanding of human need and psychology
- Knowledge of geographical and demographic factor of the area, where s/he may be operating



SOFTWARE PROGRAMMER:

POSITION SUMMARY

The Practice Firm's Software Programmer is responsible for ensuring the proper functioning of all software services to participants. S/he is specifically responsible for coordinating all activities related to web-based or client/server applications. S/he assists in the development and maintenance of manuals for the department. S/he gives input for local Information Technology software initiatives within the framework of the Practice Firm Business Plan.

EDUCATION:

- Completion of a University or College program in Computer Science with a significant programming component

SKILL SET:

Technical Skills:

- MS Office Suite (Word, Excel, Access, PowerPoint)
- System level programming language e.g. C/C++
- Managed programming language(s) e.g. C#/Java
- Scripting languages e.g. JavaScript/Perl/Bash
- Declarative language e.g. XML
- Debugger usage
- Operating Systems (Windows XP/ VISTA/ 7)
- Integrated development environment (IDE)
- How to properly write unit tests
- Design patterns

SYSTEM ANALYST:

POSITION SUMMARY

The Practice Firm's Systems Analyst is responsible for conducting research, planning and recommending systems development plans, policies and procedures. S/he is specifically responsible for gathering requirements and generating professional documentation in respect to recommending software and systems choices to meet the Practice Firm's business requirements.

EDUCATION:

- Completion of a University or College program in Computer Science

SKILL SET:

Technical Skills:

- MS Office Suite (Word, Excel, Access, PowerPoint)
- Windows XP/ VISTA/ 7
- 2003/2008/2008 R2 Server platforms
- General application and hardware troubleshooting knowledge
- Knowledge of Computer Systems Development Life Cycle and Business Analysis
- Knowledge of a system programming language e.g. C++/Java
- In-depth knowledge of the types of hardware in use
- Knowledge of the Network Structure and Function, Data Structure, computer security breaches



WEB DEVELOPER:

POSITION SUMMARY

The Practice Firm's Web Developer is responsible for ensuring the proper functioning of all web and internet services to all staff. S/he is specifically responsible for coordinating all activities related to TCP/IP and FTP. S/he assists in the development and maintenance of the manuals for the department. S/he gives input for local Information Technology web initiatives within the framework of the Practice Firm Business Plan.

EDUCATION:

- Completion of a University or College program in Web Design

SKILL SET:

Technical Skills:

- MS Office Suite (Word, Excel, Access, PowerPoint)
- Dreamweaver
- Web Configuration
- Macromedia
- Front Page, Flash, etc.
- Basic Graphic Design
- Knowledge of the web development languages (HTML, CSS, JavaScript, Ajax, Flash, PHP, ASP, C#, etc.)
- MySQL Database
- Knowledge of search engine optimization and Web Server Administration



REFERRAL INFORMATION

Once a client is deemed appropriate for the Practice Firm:

Step 1

The referral form and resume should be emailed or faxed to the Practice Firm on behalf of the client. All client documentation should be sent securely-password protected.

Simpressions: simpressionsreferrals@jobskills.org or 905-940-8005

Simplicious: simpliciousreferrals@jobskill.org or 416-412-3218

Simfit: simfitreferrals@jobskills.org or 905-270-2825

Step 2

The client will be contacted within 48 hours of the Practice Firm receiving the referral to attend a General Information Session (GIS). *If the client is not a suitable candidate they will be referred back to the originating referrer.

Step 3

The client will attend his/her scheduled (GIS) and will receive an overview of the Practice Firm. During this visit the client will need to be prepared to complete:

- **Written Testing**-*basic questions* to assess their writing and reading skills
- **Department Testing**-*entry level questions* pertaining to their area of expertise *75% pass
- **Wonderlic Testing**-*English and quantitative skills* will be tested on-line to assure that a client is working to a minimum level of CLB 6 (ideally 7+) and can participate in the Canadian workplace successfully

Following testing participants need to be prepared to complete:

- **Interview**-*Specialists will interview* to determine eligibility and identify areas that will need to be worked on during the client's intervention to improve chances of securing employment

This process takes approximately 3 hours to complete. The client should come appropriately dressed and prepared for their interview.

Step 4

If the client passes all of the testing successfully and is deemed a good candidate for the Practice Firm a start date will be determined. The referring organization will be advised of the client's status.

Job Skills Practice Firms are located at:

Simpressions-80 Micro Court, Suite 100, Markham, ON

Simplicious-10 Milner Business Court, Suite 714, Scarborough, ON

Simfit-55 City Centre Drive, Suite 701, Mississauga, ON