

## **Tool 8: Identifying Alternative Jobs and Careers**

A great deal of time and effort is spent on getting to know the candidate, and assessing and establishing the candidate's level of knowledge and skills for a specific job. Candidates may or may not be assessed as suitable for the specific job in question. However, the information gained during the process can be used "to think outside the box" to benefit both the employer and the candidate.

The information gathered on the candidate can (and should) lead to the identification of any alternative careers that the candidate could pursue, making better use of the candidate's knowledge and skills. You may want to consider whether they would fit in to an alternative job as a permanent position or as an interim measure while they gain Canadian experience to qualify them for taking on your originally-intended role. Candidates benefit as they realize that there are other employment opportunities for which they may already be qualified or can qualify with minimal time and effort.

In reviewing the candidate's assessment and documentation, consider what other careers (other than the job in question) may be suitable for the candidate. Take note of the candidate's strengths, interests, experience and achievements and identify alternative jobs in light of business and labour market trends. These alternatives may lie in different fields (industry or business sector) or function (profession, expertise, role and responsibilities). You may also check with the employer to see if there are suitable alternative positions that need staffing.

If the candidate will likely not be offered the job for which they are interviewed, discuss the possibility of alternative careers. This discussion can be very brief. The purpose is simply to raise a possibility with the candidate that they may not have considered, and to provide a few ideas which the candidate could consider. Do not play the role of career counsellor, and suggest that the candidate contact a career counsellor for further guidance. Be careful to note that your suggestions for alternative careers are indications of possibilities, and not conclusive judgments for the candidate's future. Also note that certifications or further training may be needed for certain alternative careers.

Depending on the candidate's personal and professional situation, they may or may not be immediately receptive to the idea of alternative careers. Don't be concerned about the candidate's acceptance of any suggestions. You may have planted a useful seed.