



COURSE OUTLINE: HCL301 - JOB SEARCH & SUCCESS

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Course Code: Title	HCL301: JOB SEARCH AND SUCCESS
Program Number: Name	2187: HEALTH CARE LEADER 5985: HEALTH CARE LEADER.
Department:	BUSINESS/ACCOUNTING PROGRAMS
Academic Year:	2024-2025
Course Description:	This course is designed to give the student an understanding of how to conduct a job search and how to succeed in the Canadian work place. This includes self-reflection, effectively designing a cover letter and resume, online job searches utilizing social media, behavioural based interviewing as well as marketing oneself effectively in a job interview. Job safety, successful work strategies and harassment and discrimination plan of action is also discussed.
Total Credits:	3
Hours/Week:	3
Total Hours:	42
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
This course is a pre-requisite for:	HCL401
Vocational Learning Outcomes (VLO's) addressed in this course:	<p>2187 - HEALTH CARE LEADER</p> <p>VLO 2 Practice and support evidence informed decision making, using critical thinking skills and best leadership practices to lead sustainable health care operations.</p> <p>VLO 5 Utilize progressive, professional leadership concepts with a culturally competent approach to achieve organizational and health system goals within an interprofessional health care team.</p> <p>VLO 9 Develop and maintain ongoing personal and professional development to improve work performance in health care leadership.</p> <p>5985 - HEALTH CARE LEADER.</p> <p>VLO 3 Practice within the legal, ethical and professional scope of practice of a leader in Ontario's health care system to maintain the integrity of the health care organization.</p> <p>VLO 5 Utilize progressive, professional leadership concepts with a culturally competent approach to achieve organizational and health system goals within an interprofessional health care team.</p> <p>VLO 9 Develop and maintain ongoing personal and professional development to improve work performance in health care leadership.</p>
Essential Employability	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form



Skills (EES) addressed in this course:

- that fulfills the purpose and meets the needs of the audience.
- EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication.
 - EES 4 Apply a systematic approach to solve problems.
 - EES 5 Use a variety of thinking skills to anticipate and solve problems.
 - EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.
 - EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others.
 - EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.
 - EES 11 Take responsibility for ones own actions, decisions, and consequences.

Course Evaluation:

Passing Grade: 50%, D

A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
Utilize labour market trends and self-knowledge to identify well-aligned career goals.	1.1. Explore Ontario health sector labour market trends to identify in-demand skills knowledge, and professions, and key employment opportunities. 1.2. Understand credentials assessments and career paths in the Ontario health care sector and the role of HealthForceOntario and other key agencies. 1.3. Engage in self-reflection and utilize self-assessment tools to identify key strengths and core values, assess skills and knowledge, and discover personality type to support career-related decisions. 1.4. Understand the importance of mentors to identifying, establishing and achieving career goals and learn key approaches to finding a career mentor. 1.5. Map a career path and develop a 5-year plan to establish key career milestones and activities required to reach those goals such as further education, training programs, or prerequisite positions.
Course Outcome 2	Learning Objectives for Course Outcome 2
Employ best practice job search strategies to skillfully navigate the online and hidden Ontario job market.	2.1. Identify key online job sites for health-related positions and leverage job site tools such as notifications and alerts. 2.2. Explain the concept of the `hidden job market` and explore strategies such as networking, informational interviews, and `cold calls` to access unposted job vacancies. 2.3. Understand the anatomy of the job postings and how to assess and interpret the needs of a prospective employer including identifying transferrable skills. 2.4. Leverage social media and online profiles to present best self to prospective employer and explore pitfalls of unprofessional online presence. 2.5. Understand the end-to-end recruitment process from the



	perspective of the hiring manager and the job seeker.
Course Outcome 3	Learning Objectives for Course Outcome 3
Craft a professional cover letter, rsum, and online profile.	<p>3.1. Describe the differences and similarities between rsums and curricula vitae, and understand when each is used.</p> <p>3.2. Explore best practice industry standard cover letter and rsum formats and approaches, and various approaches for applying to job vacancies including online and face-to-face through the hiring manager.</p> <p>3.3. Leverage job posting key words to create a tailored, professional and stand-out cover letter and rsum.</p> <p>3.4. Create a professional LinkedIn profile that appeals to prospective health care employers and explore other online marketing strategies.</p>
Course Outcome 4	Learning Objectives for Course Outcome 4
Develop successful interview skills.	<p>4.1. Explore various job interview types including behavioural-based interviewing, competency-based interviews, and case interviews.</p> <p>4.2. Understand key tactics and success strategies to prepare for a job interview (face-to-face and virtual) including professional dress, researching the prospective employer, and how to anticipate interview questions.</p> <p>4.3. Develop model answers for common behavioural-based interview questions and understand common interview mistakes, participate in a mock job interview.</p> <p>4.4. Understand the importance of verbal and non-verbal communication during in-person and virtual interviews and hone these skills.</p> <p>4.5. Explore organizational values to assess alignment and best fit with ones` own core values.</p> <p>4.6. Describe the role of a job reference, understand the reference check process from the perspective of the hiring manager and reference, and explain who to ask and how to ask for a reference.</p> <p>4.7. Understand key steps to take following an interview including sending a thank you email and requesting feedback on interview performance.</p>

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Assignments (includes written assignments and presentations)	60%
Professional Skills Development	20%
Tests / quizzes	20%

Date: June 9, 2024

Addendum: Please refer to the course outline addendum on the Learning Management System for further information.