

OKANAGAN TRAINING & DEVELOPMENT COUNCIL (OTDC)

LMI (LABOUR MARKET INFORMATION) RESEARCH

EMPHASIS ON FUTURE EMPLOYMENT OF YOUR CAREER CHOICE OR TRADE, JOB PROSPECTS, AND LMI RESEARCH IS KEY TO THE APPROVAL OF YOUR APPLICATION. THIS CONSISTS OF:

1. Job Offer Section

Do you have a Job Offer, upon completion?

☐ NO☐ YES

If YES, where? _____

If YES, attach a copy of the Offer Letter only, showing a start date, a salary, and official signing authority. Your LMI Research is done for the related field of interest.

If NO, complete Informational Interviews, Career Search, and Job Shadow sections.

2. Informational Interviews Section

In order to source Job Opportunities, it is suggested that up to 3 Prospective Employers be contacted by Telephone, using these Informational Interview Sheets, so you are aware of local and away Job Prospects for the related field of interest.

Did you/Would you complete these LMI Research Interviews by Telephone?

☐ NO☐ YES

If YES, how many? _____

If NO, why? _____

Complete the Career Search and Job Shadow sections so you are better informed of Job and Career Opportunities for the related field of interest.

3. Career Search Section

You MUST attach a copy of your Career Search for the related field of interest from relevant websites.

4. Job Shadow Section

Ideally, if possible, **Job Shadow** in your Career choice or Trade so that you are fully aware of what the job expectations are before proceeding further.

Did you Job Shadow already on your own?

☐ NO☐ YES

If YES, where? _____

Contact Person _____

How Long: _____ days or _____ weeks

Would you be willing to look into a Job Shadow before proceeding further?

☐ NO☐ YES

Need Help To Do So – Ask for Assistance

Completed by: _____
(print name)

Date: _____

Informational Interview #1

My Name is _____. I am presently seeking funding for a Related Occupational Field and am calling to ask for your assistance. Could I ask you a few questions for my research?

Confirm Organization Name	
Your Name (Person Interviewed)	
Your Title	
Confirm Phone Number	
Confirm Address	

1. What positions do you have available in your Company?

2. The focus of this interview will be on the position of: ↓(relevant to my choice of career)

3. What Training, Skills and Qualifications are required to perform the job?

4. When short-listing Candidates for hire, does your company give preference to graduates? ☐ NO ☐ YES

If YES, what are your preferred Training Institutions?

5. What are the Duties and Responsibilities, or other Characteristics, of the position?

6. What is the Salary Range for this Specific Position? \$ ☐ ANNUAL ☐ MONTHLY ☐ WEEKLY ☐ HOURLY

Is the work? ☐ Fulltime ☐ Part-time ☐ Shift Work ☐ Seasonal

7. What are the Opportunities for Advancement?

8. Did the Company Hire Employees within the Last Year for this Position? ☐ NO ☐ YES

If NO, why not?

If YES, how many?

9. Is this a Good Occupation to enter into? ☐ NO ☐ YES Why?

10. Is there an Opportunity for Me to Job Shadow at your Company? ☐ NO ☐ YES

If YES, can my Employment Counselor contact you? ☐ NO ☐ YES

Completed by: _____
(print name)

Date: _____

Informational Interview #2

My Name is _____. I am presently seeking funding for a Related Occupational Field and am calling to ask for your assistance. Could I ask you a few questions for my research?

Confirm Organization Name	
Your Name (Person Interviewed)	
Your Title	
Confirm Phone Number	
Confirm Address	

1. What positions do you have available in your Company?

2. The focus of this interview will be on the position of: ↓ (relevant to my choice of career)

3. What Training, Skills and Qualifications are required to perform the job?

4. When short-listing Candidates for hire, does your company give preference to graduates? ☐ NO ☐ YES

If YES, what are your preferred Training Institutions?

5. What are the Duties and Responsibilities, or other Characteristics, of the position?

6. What is the Salary Range for this Specific Position? \$ ☐ ANNUAL ☐ MONTHLY ☐ WEEKLY ☐ HOURLY

Is the work? ☐ Fulltime ☐ Part-time ☐ Shift Work ☐ Seasonal

7. What are the Opportunities for Advancement?

8. Did the Company Hire Employees within the Last Year for this Position? ☐ NO ☐ YES

If NO, why not?

If YES, how many?

9. Is this a Good Occupation to enter into? ☐ NO ☐ YES Why?

10. Is there an Opportunity for Me to Job Shadow at your Company? ☐ NO ☐ YES

If YES, can my Employment Counselor contact you? ☐ NO ☐ YES

Completed by: _____
(print name)

Date: _____

Informational Interview #3

My Name is _____. I am presently seeking funding for a Related Occupational Field and am calling to ask for your assistance. Could I ask you a few questions for my research?

Confirm Organization Name	
Your Name (Person Interviewed)	
Your Title	
Confirm Phone Number	
Confirm Address	

1. What positions do you have available in your Company?

2. The focus of this interview will be on the position of: ↓ (relevant to my choice of career)

3. What Training, Skills and Qualifications are required to perform the job?

4. When short-listing Candidates for hire, does your company give preference to graduates? ☐ NO ☐ YES

If YES, what are your preferred Training Institutions?

5. What are the Duties and Responsibilities, or other Characteristics, of the position?

6. What is the Salary Range for this Specific Position? \$ ☐ ANNUAL ☐ MONTHLY ☐ WEEKLY ☐ HOURLY

Is the work? ☐ Fulltime ☐ Part-time ☐ Shift Work ☐ Seasonal

7. What are the Opportunities for Advancement?

8. Did the Company Hire Employees within the Last Year for this Position? ☐ NO ☐ YES

If NO, why not?

If YES, how many?

9. Is this a Good Occupation to enter into? ☐ NO ☐ YES Why?

10. Is there an Opportunity for Me to Job Shadow at your Company? ☐ NO ☐ YES

If YES, can my Employment Counselor contact you? ☐ NO ☐ YES

Completed by: _____
(print name)

Date: _____