



Essential Skills and Work Habits for Work, Learning and Life

MESSAGES FOR EMPLOYERS:

Finding and training GREAT workers is easier using the Ontario Skills Passport (OSP)!

- Using the OSP is a smart investment and can save you time, energy and money.
- Using the OSP’s job skills language and easy-to-use tools will help you hire workers with the Essential Skills and work habits required for the job.
- Using the OSP with learners and job seekers in co-operative education placements, work placements, internships and mentorships gives you a head start in finding and training the right talent.
- Using the OSP can help you design skills development opportunities for workers and grow your own talent.

The OSP is FREE and ready for you to use right now.

OSP Employer Tools	Use the OSP Employer Tools to create job descriptions, job ads and interview check lists based on Essential Skills and work habits appropriate to your workplace, such as Document Use, Decision Making, Teamwork and Initiative.
OSP Work Plan	Create an OSP Work Plan with easy-to-understand descriptions of job tasks and expectations of your workplace. You can use this plan to assess and record demonstrations of Essential Skills and work habits and provide constructive feedback on job performance.
OSP Training Plan	Create an OSP Training Plan to plan and track workplace skills development. You can use this plan to design training opportunities to help workers become more productive and better prepared for career advancement.

Here is what employers are saying...

“A successful worker in the home building industry needs a strong set of Essential Skills and work habits to cope with the ever changing demands of our industry”. Brian

Johnston, President, Monarch Corporation, President, Ontario Home Builders' Association.

"The OSP subscribes to the same philosophy as Home Depot – an environment to develop your skills, prepare for a challenging career and constant feedback on how to be successful in their programs and in today's workplace." Kim Forgues, Regional Human Resources Director, Eastern Canada, Home Depot of Canada, Inc.

"Both small and medium enterprises and large employers will find the OSP valuable for creating job advertisements and structuring performance reviews, while learners, job seekers and employees can use their work plans to build personal portfolios for career development." Michael Bloom, Vice-President, Organizational Effectiveness and Learning, The Conference Board of Canada