

AYA Let's Talk: Getting Job Ready

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“THE ABILITY TO RETURN TO OR MAINTAIN OCCUPATIONAL AND EDUCATIONAL PURSUITS AFTER A CANCER DIAGNOSIS HAS BEEN DEMONSTRATED TO IMPROVE THE QUALITY OF LIFE OF PATIENTS WITH CANCER, REDUCING SOCIAL ISOLATION AND INCREASING SELF-ESTEEM” – PARSONS ET AL., 2012

What you will learn today...



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graph TD; A[What you will learn today...] --> B[Before the Job]; A --> C[During the Job];
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Before the Job

- Importance of Reflecting
- Resumes
 - Gaps in Resume
 - Resume Formatting
- Communication and Disclosure
 - Interviews
- Other Employment Supports

During the Job

- Returning to Work
 - Managing ongoing symptoms
- Workplace Accommodations
- Your rights as an Employee
- Communication and Disclosure at work

AYA Employment Supports

How can I help you?

- ▶ Preparation for Job and Volunteer Opportunities
- ▶ Resume and Cover Letter Writing
- ▶ Job Search Techniques
- ▶ Career Exploration
- ▶ Advocacy Supports (if necessary), Communication and Disclosure
- ▶ Networking and Interview Practice

How can the Cancer Rehab and Survivorship (CRS) team help?

- ▶ Assessment by Occupational Therapy or Physiotherapy and Physiatry (doctors of physical medicine and rehab)
- ▶ Connecting you to rehabilitation and/or exercise programming
- ▶ Group classes and 1:1 sessions for support with ongoing symptoms (fatigue, brain fog, nutrition, sleep, neuropathy and other physical difficulty etc.)
- ▶ Support returning to existing work, workplace/school accommodations for symptom management, return to function, advocacy letters

Common concerns

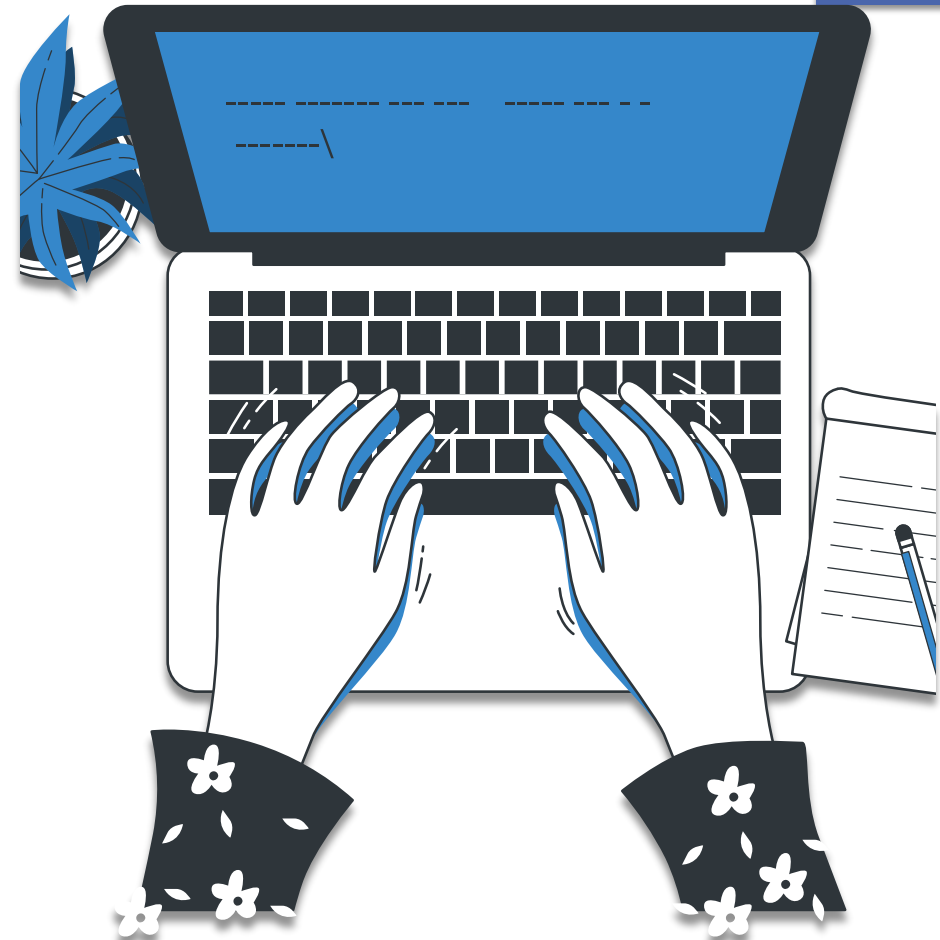


- ▶ Worry around not being able to perform job tasks like before
- ▶ Low energy levels
- ▶ Sleep difficulty
- ▶ Pain
- ▶ Muscle weakness
- ▶ Changes to thinking skills
- ▶ Not knowing what to say to people about your absence.

How to know when you are ready to work?

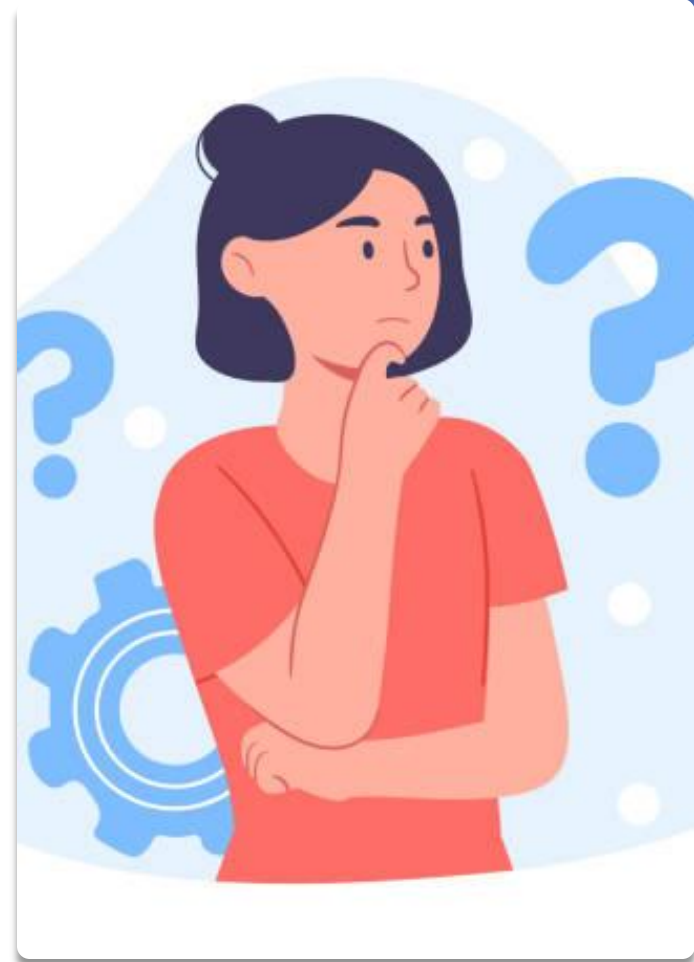
4 areas to consider -

Medical	Physical
Cognitive (Thinking)	Emotional (Feelings)



Questions to consider:

- Am I medically stable?
- Do I have energy to do activities for a few hours at a time?
- Is my body physically able to perform some duties related to my job?
- Do I feel emotionally ready?



Preparing to return to work



ACCESS SUPPORT FOR
ANY ONGOING
SYMPTOMS



LIVE LIKE YOU ARE
WORKING



PRACTICE WORK
RELATED SKILLS



THINK ABOUT BEING AT
WORK: WHAT SUPPORTS
MIGHT YOU NEED

Preparing to return to work:

Things to consider

- ▶ For example, you may notice you feel extremely tired after 1-2 hours out of the house. This may be a sign that you are not ready to return to work. Or, maybe you notice you feel pretty good when you stay out of the house for 4 hours. This may be a sign that you are ready to start working on a graduated schedule or begin in a part-time role.



Returning at the right time often helps
reduce feelings of fatigue, brain fog,
anxiety

Going back too soon can be harmful to an
individual's health and impact company
resources

Gearing up for Job Applications

▶ Resume

- Ensure you feel confident in your resume

▶ Cover Letter (good to have)

- Not all job applications require a cover letter, but ideal for you to have one handy to add to your resume

▶ Interview Skills

- Can you break down the job posting and use that in your interview answers?

▶ Start thinking about References

- An employer will most likely request references (some personal and some professional), keep a list and reach out to them to ensure they are ready

First step to writing a resume is.... **Reflect!**

- ▶ Self- reflecting helps you realize your strengths which can help you write your resume statements and in interviews
- ▶ Online career quizzes, chatting with friends or family or counsellors
 - **What do I feel passionate about?**
 - **What are my core strengths?**
 - **What is something you are curious about?**
- ▶ Don't be afraid to ask for feedback (friends, colleagues, manager). What do they say?



Resumes

- ▶ No short form words, consistent font
 - Don't assume people know what it stands for
- ▶ No availability or any personal information
- ▶ No more than 2 pages MAX
- ▶ You can make more than 1 resume (different fields of interests)
- ▶ What are transferable skills?
- ▶ So WHAT? CAR/STAR method statements

Don't feel like you need to learn on your own. I am here to help!

John Doe

Email: xxxxxx@email.com Phone: 000-000-0000 | General Location (ex. Toronto, ON)

This is the summary of qualifications section; this gives the employer the opportunity to have a brief overview of your professional experience without having to go through your resume.

Summary of Qualifications

- In this section you want to give an overview of what your previous professional experiences have entailed. I usually encourage one bullet point on the below
- A summary of your work experience (how long have you been in your field, or what field you have experience in)
- Summary of your highest level of education
- Any certifications or awards
- I suggest putting minimum 3 bullet points – maximum 5 bullet points here

In your education section you want to highlight all of your education you have successfully obtained or in the process of obtaining.

Education

Program Title/ Education Obtained

Month Year – Month Year

School Name, City, Province

For your work experience you want to be sure to include all of your professional work experience. Your resume bullet points are arguably the most important component of your resume, so you want to make sure you go in depth in each of your experiences.

Work Experience

Position Title

Month Year- Month Year

Company name, City, Province

- Employers look for accomplishment statements as it provides them with an idea of how valuable you will be in their company. I always suggest using the CAR method (state a Challenge, Action and Result) in each statement
- You can start each bullet point with an action verb (e.g., "Developed," "Implemented," "Managed").
- Example: *Developed an after-school tutoring program that enhanced student success through interactive learning methods and personalized support modules.*
- Include 3 (min) -5 (max) bullet points per job

Your volunteer experience has a similar layout as your work experience above. Don't forget to go in-depth into your bullet points Showcase your community engagement.

Volunteer Experience (or Other Relevant Experience)

Volunteer Title

Month Year- Month Year

Company name, City, Province

- List some accomplishments statements within this experience. Remember to include the CAR method mentioned above
- Include 1 (min) -2 (max) bullet points per job

Certifications/ Awards

Certification or Award Title

Month Year- Month Year

Company/School name, City, Province

References Available Upon Request

Soft Skills

- Integrity
- Teamwork
- Time-management
- Can do attitude
- Open-mindedness
- Creativity
- Communication skills
- Leadership
- Listening skills
- Empathy
- Interpersonal skills

Hard Skills

- Bilingual or multilingual
- Data mining
- User interface design
- Adobe suite
- Statistical analysis
- Computer skills
- SEO marketing
- Graphic designing
- Web development

Skills...

**You have
them! Lets find
out what they
are**

Gaps in Resume?

That's okay!

- ▶ Very common to have gaps in resume
- ▶ Just because you have gaps in your resume doesn't mean you didn't learn something.
 - Enrolled and attended workshops, got a new certification, career exploration
- ▶ It's your choice how you would like to display it or discuss it
 - **Paired statement:** *"I took time off for a health challenge, which has been resolved and the time off has made me even more excited to start working."*
 - **Sandwich statement:** *"I am very keen to contribute to your organization. I took time off for a health challenge, which thankfully has been resolved, and that time off made me even more focused to get back to this kind of work."*

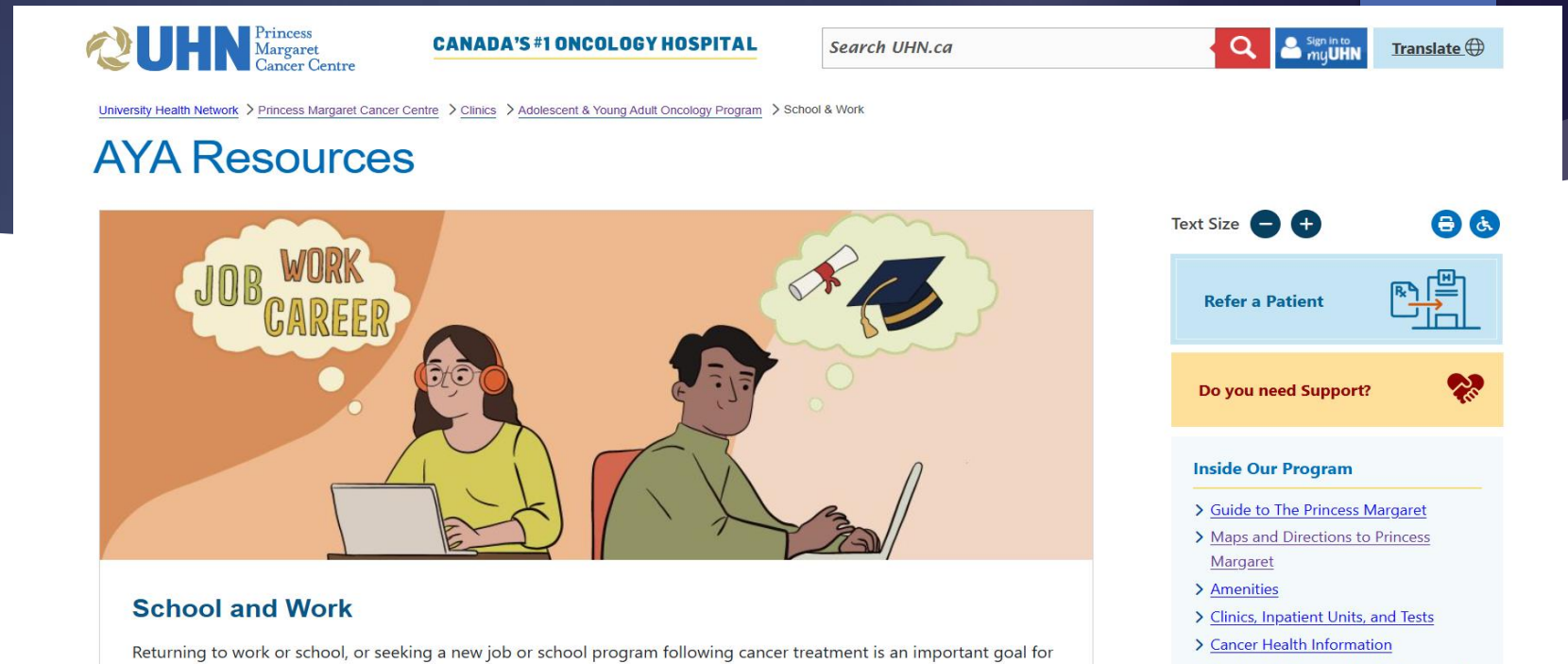
Unemployed

Laid off due to COVID-19

03/2020 - 07/2021

- I was laid off from my work as a kitchen porter due to COVID-19 restrictions that required the owner to close his restaurant. During this time, I took remote classes to complete my training as a Junior Chef.

Resume Resources




The screenshot shows the UHN (University Health Network) website's AYA (Adolescent & Young Adult) Resources page. The header includes the UHN logo, the text 'Princess Margaret Cancer Centre', and 'CANADA'S #1 ONCOLOGY HOSPITAL'. A search bar and links for 'Sign in to myUHN' and 'Translate' are also present. The breadcrumb trail reads: 'University Health Network > Princess Margaret Cancer Centre > Clinics > Adolescent & Young Adult Oncology Program > School & Work'. The main heading is 'AYA Resources'. Below it is an illustration of a young woman and a young man sitting at a desk with laptops. The woman has a thought bubble that says 'JOB WORK CAREER', and the man has a thought bubble with a graduation cap and a diploma. To the right of the illustration is a sidebar with several sections: 'Text Size' with minus and plus buttons, a 'Refer a Patient' button with a document icon, a 'Do you need Support?' button with a heart icon, and an 'Inside Our Program' section with links to 'Guide to The Princess Margaret', 'Maps and Directions to Princess Margaret', 'Amenities', 'Clinics, Inpatient Units, and Tests', and 'Cancer Health Information'.

UHN Princess Margaret Cancer Centre
CANADA'S #1 ONCOLOGY HOSPITAL

Search UHN.ca Sign in to myUHN Translate

University Health Network > Princess Margaret Cancer Centre > Clinics > Adolescent & Young Adult Oncology Program > School & Work

AYA Resources



School and Work

Returning to work or school, or seeking a new job or school program following cancer treatment is an important goal for

Text Size - +

Refer a Patient

Do you need Support?

Inside Our Program

- > [Guide to The Princess Margaret](#)
- > [Maps and Directions to Princess Margaret](#)
- > [Amenities](#)
- > [Clinics, Inpatient Units, and Tests](#)
- > [Cancer Health Information](#)

Resources from the AYA School and Work Transitions Counsellor

Resume Writing

- > [Resume Outline](#)
- > [CAR Resume Statement Sheet](#)
- > [AYA Webinar: Resume Workshop](#)

Interview Supports and Common Questions

The screenshot shows the 'Cancer and Work' website header with logos for 'Cancer and Work', 'McGill', and 'BC Cancer'. A search bar is present. The navigation menu includes 'Survivors', 'Healthcare providers', 'Employers', 'Tools', 'Research & Reports', 'Events & Announcements', 'Videos', and 'About us'. A secondary menu contains 'Table of Contents', 'Contact us', 'Donate', and social media icons. A red dashed box highlights a link: 'NEW Employer Survey on Best Practices for Return to Work after Cancer'. The left sidebar shows a breadcrumb trail: 'Survivors' > 'Returning to work / staying at work' > 'iCanWork : 10 Steps to return'. The main content area displays the article title 'Disclosing during a job interview' with the author 'Meghan Fitz-James, M.A. Vocational Rehabilitation Counselling, CCC'.

Cancer and Work McGill BC Cancer

Language / La langu

Search

Survivors Healthcare providers Employers Tools Research & Reports Events & Announcements Videos About us

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NEW Employer Survey on Best Practices for Return to Work after Cancer

— Survivors

Returning to work / staying at work

iCanWork : 10 Steps to return

You are here: Cancer and Work > Survivors > Job Search > Disclosing during a job interview

Disclosing during a job interview

Author: [Meghan Fitz-James, M.A. Vocational Rehabilitation Counselling, CCC](#)

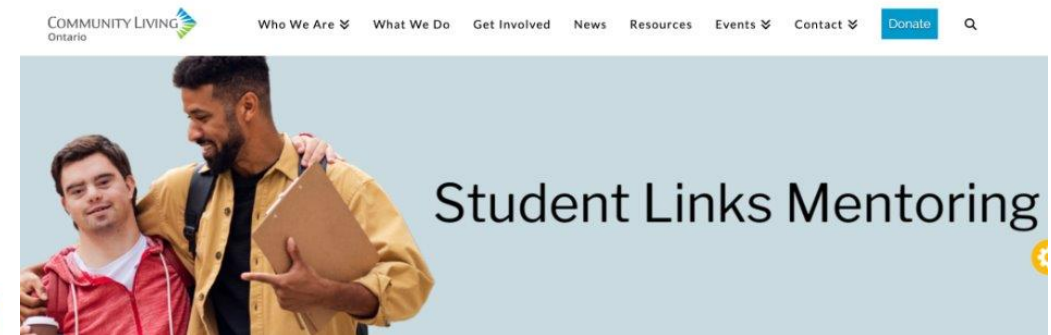
- ▶ Do I have to mention in my interview that I have cancer?
- ▶ Do I have to mention something in my application that I have cancer?

Remember a job interview is NOT a confession.

Practice and considering your capabilities for the role is important.

Networking

- Seek out informational interviews
- Join networking/professional/mentorship groups
- Utilize your existing network
- Volunteering



Employment Resources



Employment Opportunities

Come to Work partners are committed to engaging talent with different perspectives to create a culture of collaboration and innovation. Explore current employment opportunities with Come to Work partners.

[Read more >](#)



I Want to Work for Myself: The Venture Zone

CNIB's entrepreneur program gives you the resources and inspiration you need to succeed in your business venture.

[Read more >](#)



Home

Resumes and Interviews



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Employment Services ASL

A free program for Deaf and hard of hearing job seekers.

For over 80 years, we have been empowering Deaf and hard of hearing Canadians to overcome barriers to participation. Our Employment Services were created for the needs of Deaf and hard of hearing job seekers and are free for those over the age of 16.

[GET STARTED TODAY!](#)



Ontario Disability Support Program employment supports

If you have a disability, Ontario Disability Support Program (ODSP) employment supports may help you find work, keep a job, start a business or advance your career. Community-based service providers deliver ODSP employment supports.





Accommodations:

Consider -

- Ability to work full time vs. part time
- Gradual Return To Work Plan (8 or 12 weeks of modified hours and duties), if returning to an existing job
- Accommodations allow for symptom management and can prevent an increase in symptoms

Sample Gradual Return to Work plans

8- week plan:

- Week 1- 2 days, 3 hours
- Week 2- 2 days, 4 hours
- Week 3- 3 days, 4 hours
- Week 4- 3 days, 5 hours
- Week 5- 4 days, 5 hours
- Week 6- 4 days, 6 hours
- Week 7- 5 days, 6 hours
- Week 8- 5 days, 7 hours
- Week 9- Full time

12-week plan:

- Week 1- 2 days, 3 hours
- Week 2- 2 days, 3 hours
- Week 3- 2 days, 4 hours
- Week 4- 3 days, 4 hours
- Week 5- 3 days, 5 hours
- Week 6- 4 days, 5 hours
- Week 7- 4 days, 5 hours
- Week 8- 5 days, 5 hours
- Week 9- 5 days, 6 hours
- Week 10- 5 days, 6 hours
- Week 11- 5 days, 7 hours
- Week 12- 5 days, 7 hours
- Week 13- Full time

Medical Restrictions vs. Accommodations

- **Medical restriction:** Medical restrictions are physical and/or mental tasks an individual is not capable of performing, due to their medical condition. Medical restrictions can be expressed as limitations (such as 'no heavy lifting') – *Ontario Nurses' Association, FAQ: Medical Restrictions and Modified Work – February 2017*
- **Accommodation:** Adapting or adjusting job duties or work environment to suit the needs of people with health challenges (such as 'limit repetitive lifting')

A medical restriction is an accommodation, but not all accommodations are medical restrictions.

Human Rights Legislation

- **Duty to Accommodate:** By law, employers must provide accommodation to the point of “undue hardship”:
 - Accommodation costs too much for the employers
 - Is too hard for the employer to provide
 - Compromises the safety of other workers
- **Employment Standards Act:** Outlines rules related to termination, severance, vacation and other issues

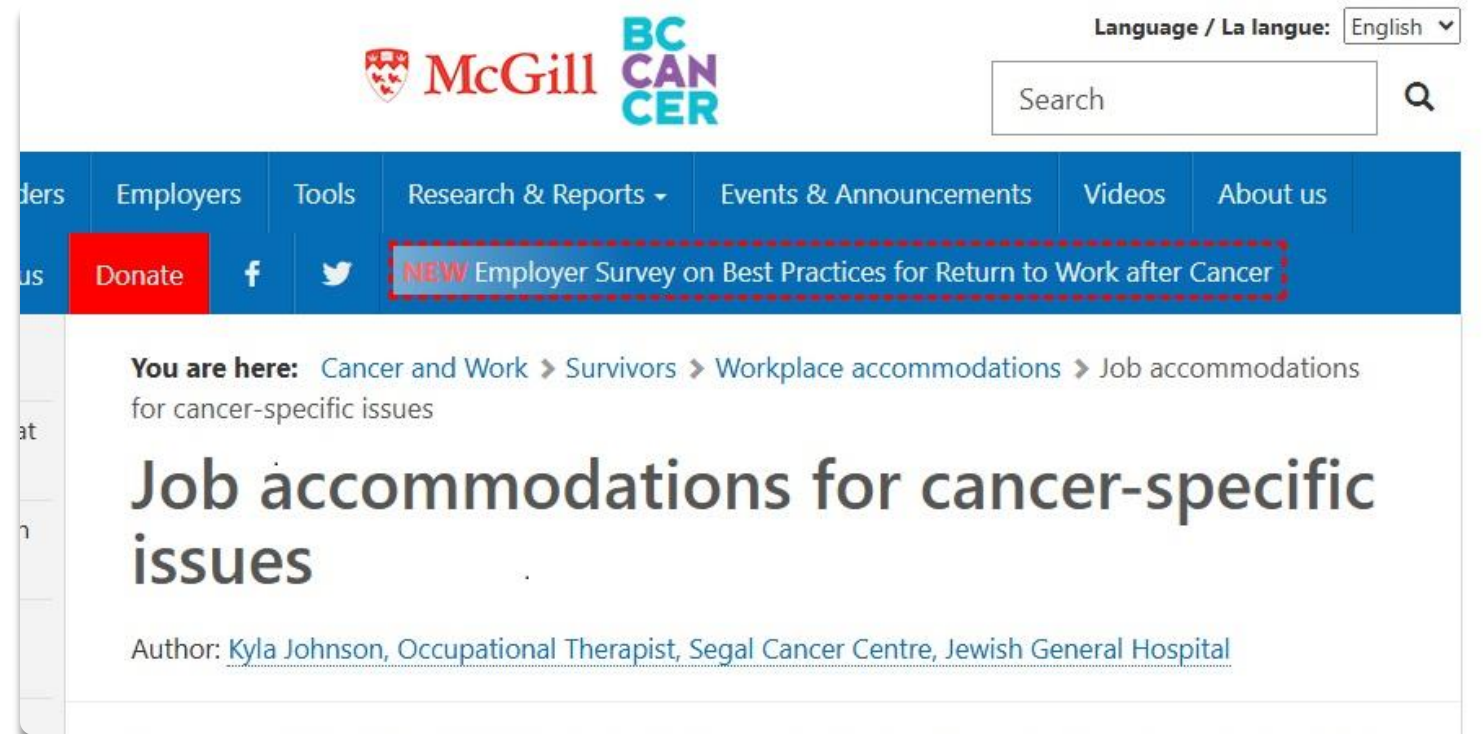
Sample Accommodations

Individual challenges	Possible accommodations (depending on symptoms and job type):
Fatigue	<ul style="list-style-type: none">• Microbreaks for symptom management (in addition to regularly scheduled breaks such as lunch)• Work from home or hybrid, where possible• Flexibility of work hours (for example: "Client should not be assigned evening and night shifts at this time" if sleep is an issue)
Medical appointments	<ul style="list-style-type: none">• Flexibility of work hours to allow them to attend medical appointments (for example: "Client should be allowed time to attend medical appointments and may require flexibility of work hours and/or time off to attend medical appointments).
Cognitive concerns	<ul style="list-style-type: none">• Access to distraction free work environment where possible• Work from home or hybrid• Noise cancelling headphones
Neuropathy	<ul style="list-style-type: none">• Access to voice dictation software
Pain	<ul style="list-style-type: none">• Ergonomic assessment• Work from home• Microbreaks for symptom management

Where to find more information?

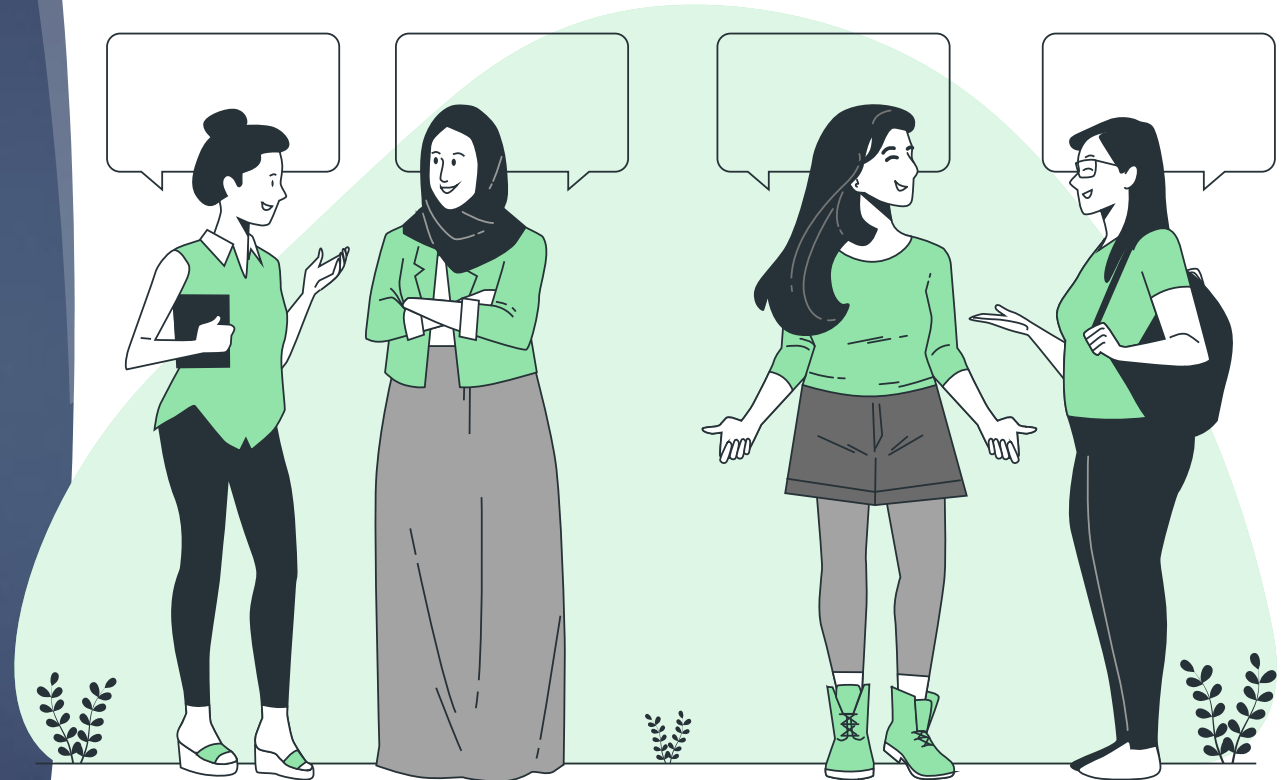
Sample accommodations
organized by symptom type:

<https://www.cancerandwork.ca/survivors/workplace-accommodations/job-accommodations-for-cancer-specific-issues/>



Disclosure: Communication tips

- Diagnostic personal/health information should not be requested from your workplace
- Insurance (and sometimes HR) requires this information



Disclosure Communication tips

- ▶ Consider and practice what you want to say to colleagues
- ▶ Use the Swivel Technique to change the topic if you are having a conversation, you are uncomfortable with
 - ▶ “Thanks very much for asking – some days are better than others. Can you explain the project we discussed in the meeting this morning?”

Resources

- **Wellspring: Money Matters Program:** <https://wellspring.ca/resource/money-matters-income-replacement-programs-std-and-ltd/>
- **Wellspring: Returning to Work** - 6 week educational support program on considerations and planning for return to work.
- **Wellspring : Resumes and Interviews** - educational workshop on preparing for a new job
- **Wellspring: Brain fog** - 8 week cognitive enhancement program designed to address cognitive changes associated with cancer treatment.
- **Other helpful websites:**
 - www.cancerandwork.ca
 - www.cancerandcareers.org
 - <https://askjan.org/links/atoz.htm> Helpful list of accommodations

Thank you

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