



EMPLOYEE GUIDE

What to expect as a participant
in the TSNN program



Welcome to the Tourism SkillsNet North Program!

This document includes the roles of each organization involved in the program, information on the training, as well as what to expect as a participant in the program.

Roles of Each Organization:



Ontario Tourism Education Corporation (OTEC) is responsible for the training of job seekers and employees.



Nature & Outdoor Tourism Ontario (NOTO) is responsible for employer recruitment, employer-employee matching, as well as helping operators prepare their wage subsidy claim.



Destination Northern Ontario (DNO) is responsible for the administrative aspects of the program, administering the wage subsidy payments to employers, and marketing & communication of the program.

We've also partnered with Employment Service Providers, The Labour Market Group, District Social Service Administration Boards, Indigenous Tourism Ontario, and work with various colleges and universities and countless other tourism and hospitality organizations to help find and train job seekers as well as recruit employers.

STEP 1: TRAINING



Please select the courses you would like to register for using the link provided by OTEC. Please note that there are mandatory instructor-led and self-guided courses you are required to complete, as well as a large selection of optional courses you can take to further your professional development. Once you've selected your courses, you will receive the instructions on how to access the e-learning modules and the instructor-led training courses. Please consult [OTEC's Training Guide](#) for more details.

Upon completion of the training courses, you will be able to download and print your certificates and share them with potential employers.

STEP 2: MATCHING



Upon registration, you are asked for your previous employment experience and/or to upload your resume. NOTO, who is responsible for employer/employee matching, will forward your resume or former job experience along with your contact information to any participating employer in your area. If you've indicated that you are willing to travel/move for employment, you will be sent to a broader range of employers.

Participating employers have the opportunity to review your resume and will contact you to schedule an interview. We highly encourage you to engage with them and participate in the interview process.

As employers register to the program, we will upload their available positions on the TSNN job board which you can view [by clicking here](#). If there are any jobs you are very interested in, please e-mail kate@noto.net to be connected to the employer.

NOTE: If you have registered into the TSNN program and are already matched to a participating employer who is also registered, your contact information **will not** be shared with other employers.

HAVE ANY QUESTIONS?

If at any time you have questions regarding the program, please don't hesitate to reach out to us!

General Inquiries – Destination Northern Ontario (DNO):

General Inquiries: communications@destinationnorthernontario.ca

Karen Peacock (TSNN Administrative Lead): k.peacock@destinationnorthernontario.ca

Erica Richard (TSNN Administrative Support): e.richard@destinationnorthernontario.ca

Training Inquiries – Ontario Tourism Education Corporation (OTEC):

Juan Pirela (TSNN Training - Project Manager): jpirela@otec.org

Melody Yang (TSNN Training - Project Coordinator): myang@otec.org

Employer Inquiries – Nature & Outdoor Tourism Ontario (NOTO):

Laurie Marcil (TSNN Employer Administrative Lead): laurie@noto.net

Kate Boissonneault (TSNN Employer Administrative Support): kate@noto.net

We look forward to working with you!

