


FOR JOB SEEKERS

## Use National Occupational Standards for the Supply Chain to Improve Your Job-Search Results

The Canadian Supply Chain Sector Council's occupational standards describe what you should know and be able to do to be considered competent for a particular position. They include information about the education, training, work experience and personal attributes needed to succeed in the job.

As a job seeker, you can use this information to boost your chances of success as you apply for supply chain-related jobs. Here's how:

 <b>Canadian Supply Chain Sector Council</b>   <b>Conseil canadien sectoriel de la chaîne d'approvisionnement</b>	
<b>OCCUPATIONAL STANDARD</b> (For use in the development of supply chain related job descriptions, performance evaluations, career development plans, etc.)	
<b>Position:</b>	<b>DISPATCHER</b>
<b>Description of Position</b> (As defined by the CSCSC Stakeholder Community)	<i>Dispatchers coordinate the activities of, and communicate with, drivers and other personnel as required.</i>
<b>Position Development</b>	Progression to supervisory and management positions is possible through experience and additional training.
<b>Required Qualifications:</b>	(Education, Training, Related Work Experience)
<b>Education</b>	Dispatchers usually require a high school diploma and may require

1. If you're applying for a job as a dispatcher, for example, refer to the CSCSC's occupational standard for that role. Assuming you have relevant experience, you'll find in the six pages of that document all of the information you need to put together an effective résumé.
2. Discuss your experience using terminology from the occupational standard. Identify your strengths based on the abilities, knowledge and work style cited as required to perform the job.

Employers that receive a large number of résumés in response to a job posting need a way to narrow down their choices to a few qualified applicants. By addressing all of the job requirements as shown in the occupational standard, you're more likely to be one of the few that passes the initial review and gets an interview.

3. If you recognize that you're not fully qualified to do the job, use the standard to determine the gaps in your skills and knowledge. Use this information to develop a training or education plan for yourself with a dispatcher's role as your goal.

The CSCSC's education and training compendium provides information about supply chain-related offerings available across Canada. With your career plan in hand, access information on your education and training options; visit [www.supplychaincanada.org/en/compendium](http://www.supplychaincanada.org/en/compendium).

**See all of the CSCSC's supply chain occupational standards at [www.supplychaincanada.org/en/NOS](http://www.supplychaincanada.org/en/NOS).**