The Newcomer First Step Career Exploration Toolkit

The Newcomer First Step Career Exploration Toolkit provides online tools that newcomers could use to help them identify career interests and options, as well as prepare for employment. The tools include a pre-employment question toolkit, a workplace standards workbook, and a general online directory of training opportunities and employment resources.

The toolkit can also be used by settlement service providers and instructors in ESL/LINC classes (CLB 5+) while working with newcomers who may benefit from beginning a journey of self-exploration leading to securing meaningful employment in their occupation of choice. The tools may help identify newcomers’ transferable skills and possible careers that best align with their skills and knowledge by using the results of the self-directed assessments and accompanying workbooks.

This framework places the immigrants in the driver’s seat of their own employment journey: they retain autonomy, build resiliency and make decisions that best meet their needs. Newcomers will be able to identify, articulate, and readily leverage their skills, interests, and work experiences to connect in a meaningful way to the labor market in a related or entirely new field.

Service provider organizations may use the toolkit in counselling sessions with newcomer clients to explore the participants’ career paths as their first step towards employment. Or, newcomers can individually respond to the self-directed pre-employment questions as a way to help them determine their own employment options, ensuring that many important aspects of employment in Canada are examined and acted upon as needed.



Document #1 - Pre-Employment Questionnaire

The pre-employment questionnaire below lists 40 questions that are grouped under seven different topics that serve as a guide to starting an employment journey. The topics are job readiness, education, references, volunteering, communication, motivation, and skills. It is hoped that the grouping helps the reader understand the questions better. It may take approximately 45 minutes to answer the questions using check boxes, drop-down lists, and text fields.

Job Readiness:

These eight questions below help raise an awareness of your readiness for employment in Ontario, and guide your understanding of the basic requirements of the labor market in Ontario.

1. Are you entitled to work in Canada? [(i)](file:///C%3A%5CUsers%5CConnorPeck%5COneDrive%20-%20AbleDocs%20Inc%5CDesktop%5C1%5CQuestions%20for%20First%20Steps%20Sep%202021%20draft%207.docx)

[ ] Yes [ ] No [ ] Not sure

1. Is your preferred occupation, regulated or unregulated? [(i)](file:///C%3A%5CUsers%5CConnorPeck%5COneDrive%20-%20AbleDocs%20Inc%5CDesktop%5C1%5CQuestions%20for%20First%20Steps%20Sep%202021%20draft%207.docx)

[ ] Yes [ ] No [ ] Not sure

1. Do you have your foreign credentials evaluated? [(i)](file:///C%3A%5CUsers%5CConnorPeck%5COneDrive%20-%20AbleDocs%20Inc%5CDesktop%5C1%5CQuestions%20for%20First%20Steps%20Sep%202021%20draft%207.docx)

[ ] Yes [ ] No [ ] Not sure

1. What do you need to do to be certified (if applicable)?

Choose an item.

1. What are your short term goals in employment?

Choose an item.

1. What are your long term goals in employment?

Choose an item.

1. How would you rate your computer skills? At what level?

Choose an item.

1. Do you require any work accommodations? [(i)](file:///C%3A%5CUsers%5CConnorPeck%5COneDrive%20-%20AbleDocs%20Inc%5CDesktop%5C1%5CQuestions%20for%20First%20Steps%20Sep%202021%20draft%209.docx)

[ ] Yes [ ] No [ ] Not sure

Education:

The next seven questions help you evaluate if you have the appropriate level of education and the necessary credentials assessment for work-related purposes.

1. What is the highest level of education you received?

Choose an item.

1. In your occupation, do you need proof of a certain level of education?

[ ] Yes [ ] No [ ] Not sure

1. Do you have the necessary educational credentials to work in your occupation? [(i)](file:///C%3A%5CUsers%5CConnorPeck%5COneDrive%20-%20AbleDocs%20Inc%5CDesktop%5C1%5CQuestions%20for%20First%20Steps%20Sep%202021%20draft%207.docx)

[ ] Yes [ ] No [ ] Not sure

1. Would you be able to obtain your school transcripts, if needed? [(i)](file:///C%3A%5CUsers%5CConnorPeck%5COneDrive%20-%20AbleDocs%20Inc%5CDesktop%5C1%5CQuestions%20for%20First%20Steps%20Sep%202021%20draft%207.docx)

[ ] Yes [ ] No [ ] Not sure

1. In your occupation, do you need to have a specific certification? [(i)](file:///C%3A%5CUsers%5CConnorPeck%5COneDrive%20-%20AbleDocs%20Inc%5CDesktop%5C1%5CQuestions%20for%20First%20Steps%20Sep%202021%20draft%207.docx)

[ ] Yes [ ] No [ ] Not sure

1. Do you need a job-specific skills training to work in your field? [(i)](file:///C%3A%5CUsers%5CConnorPeck%5COneDrive%20-%20AbleDocs%20Inc%5CDesktop%5C1%5CQuestions%20for%20First%20Steps%20Sep%202021%20draft%207.docx)

[ ] Yes [ ] No [ ] Not sure

1. What is the training required to do your job in Canada?

Choose an item.

References:

The following five questions help to inform if you need assistance in developing and customizing a resume/cover letter, and in completing a job application.

1. Do you have a Canadian-style resume/cover letter? [(i)](file:///C%3A%5CUsers%5CConnorPeck%5COneDrive%20-%20AbleDocs%20Inc%5CDesktop%5C1%5CQuestions%20for%20First%20Steps%20Sep%202021%20draft%207.docx)

[ ] Yes [ ] No [ ] Not sure

1. Where can you get assistance to create a resume/cover letter? [(i)](file:///C%3A%5CUsers%5CConnorPeck%5COneDrive%20-%20AbleDocs%20Inc%5CDesktop%5C1%5CQuestions%20for%20First%20Steps%20Sep%202021%20draft%208.docx)

Choose an item.

1. Who can you ask for feedback on your resume/cover letter?

Choose an item.

1. Do you have any professional references if a potential employer asks for them? [(i)](file:///C%3A%5CUsers%5CConnorPeck%5COneDrive%20-%20AbleDocs%20Inc%5CDesktop%5C1%5CQuestions%20for%20First%20Steps%20Sep%202021%20draft%207.docx)

[ ] Yes [ ] No [ ] Not sure

1. Who can you contact to ask for professional references?

Choose an item.

Volunteering:

These five questions below help you understand the importance of volunteering/networking in the desired area of work. Volunteering/networking helps you gain work-related skills, improve language skills and get connected to potential employers.

1. Have you worked in Canada as a volunteer related to your field? [(i)](file:///C%3A%5CUsers%5CConnorPeck%5COneDrive%20-%20AbleDocs%20Inc%5CDesktop%5C1%5CQuestions%20for%20First%20Steps%20Sep%202021%20draft%207.docx)

[ ] Yes [ ] No [ ] Not sure

1. What organization(s) are you interested in volunteering for?

Choose an item.

1. For how many hours per week are you available to volunteer?

Choose an item.

1. Do you actively network with professionals within your industry? [(i)](file:///C%3A%5CUsers%5CConnorPeck%5COneDrive%20-%20AbleDocs%20Inc%5CDesktop%5C1%5CQuestions%20for%20First%20Steps%20Sep%202021%20draft%207.docx)

[ ] Yes [ ] No [ ] Not sure

1. Who can help you find volunteer/networking opportunities in your field? [(i)](file:///C%3A%5CUsers%5CConnorPeck%5COneDrive%20-%20AbleDocs%20Inc%5CDesktop%5C1%5CQuestions%20for%20First%20Steps%20Sep%202021%20draft%208.docx)

Choose an item.

Communication:

The next five questions assist in determining if you have the required language skills to enter the labour market or if you need assistance in finding language training programs to improve your communication skills.

1. Have you had your English/French assessed? [(i)](file:///C%3A%5CUsers%5CConnorPeck%5COneDrive%20-%20AbleDocs%20Inc%5CDesktop%5C1%5CQuestions%20for%20First%20Steps%20Sep%202021%20draft%207.docx)

[ ] Yes [ ] No [ ] Not sure

1. What level of the Canadian Language Benchmark did you receive for your English skills? [(i)](file:///C%3A%5CUsers%5CConnorPeck%5COneDrive%20-%20AbleDocs%20Inc%5CDesktop%5C1%5CQuestions%20for%20First%20Steps%20Sep%202021%20draft%207.docx)

Choose an item.

1. Do you require a referral for a language assessment or to register in LINC classes? [(i)](file:///C%3A%5CUsers%5CConnorPeck%5COneDrive%20-%20AbleDocs%20Inc%5CDesktop%5C1%5CQuestions%20for%20First%20Steps%20Sep%202021%20draft%207.docx)

[ ] Yes [ ] No [ ] Not sure

1. Are you currently enrolled in or have your completed LINC classes? [(i)](file:///C%3A%5CUsers%5CConnorPeck%5COneDrive%20-%20AbleDocs%20Inc%5CDesktop%5C1%5CQuestions%20for%20First%20Steps%20Sep%202021%20draft%207.docx)

[ ] Yes [ ] No [ ] Not sure

1. Which language do you prefer to use in the Canadian workplace?

Choose an item.

Motivation:

The following five questions help you identify what motivates you to be successful at work, and what areas of interests you like or dislike.

1. What did you like best about your job?

Choose an item.

1. What parts of your job did you find most challenging?

Choose an item.

1. What motivates you to work every day?

Choose an item.

1. What are your career interests?

Choose an item.

1. What transferable skills do you believe you have?

Choose an item.

Skills:

These five questions below help you understand the wide range of career opportunities available to you.They also make you further aware of the skills you may need to do your job and the specific industry or sector you may want to work in.

1. Does your work involve …? Choose an item.
2. In your job, do you …? Choose an item.
3. Is your industry or sector in …? Choose an item.
4. What field do you want to work in?

Click here to enter text.

1. What skills are required in your occupation?

Click here to enter text.

Newcomer Pre-Employment Worksheet

This worksheet may be used as a companion to the pre-employment questionnaire. After completing the questionnaire, you can record the summary of your answers below and plan the action items for your next steps. This will allow for a big picture look at the suitability of your responses and provide you with guiding elements to then create an action plan that is the best match to your aspirations and career goals. You may want to contact a settlement or an employment counsellor in your community to assist you in obtaining more information and resources that may maximize your potential in job search.

Summary:

Cross **Yes (x)** for things you have or have done. Select **No (x)** for things you need to have or do.

|  |  |  |
| --- | --- | --- |
|  | Yes (x) | No (x) |
| 1. Computer skills
 |[ ] [ ]
| 1. Cover letter
 |[ ] [ ]
| 1. Credential assessment
 |[ ] [ ]
| 1. Language skills
 |[ ] [ ]
| 1. Networking
 |[ ] [ ]
| 1. Professional license/certificate
 |[ ] [ ]
| 1. References
 |[ ] [ ]
| 1. Resume
 |[ ] [ ]
| 1. Volunteering
 |[ ] [ ]
| 1. Work experience within Canada
 |[ ] [ ]

Summary:

Complete the sentences below.

|  |  |
| --- | --- |
| Sentences | Write your responses here |
| 1. The computer skills I have …
 | Click here to enter text. |
| 1. The job sector I want to work in …
 | Click here to enter text. |
| 1. The job skills I have …
 | Click here to enter text. |
| 1. My career interests are …
 | Click here to enter text. |
| 1. My English level is …
 | Click here to enter text. |
| 1. My level of education is …
 | Click here to enter text. |
| 1. My short-term employment goal is …
 | Click here to enter text. |
| 1. My long-term employment goal is …
 | Click here to enter text. |
| 1. My transferable skills are …
 | Click here to enter text. |
| 1. My intended occupation is …
 | Click here to enter text. |

Action Items:

Answer the following questions.

|  |  |
| --- | --- |
| Questions | Write your responses here |
| 1. Where do I go for settlement services? Who should I contact?
 | Click here to enter text. |
| 1. Where do I go for employment services? Who should I contact?
 | Click here to enter text. |
| 1. Where do I go for language assessments? Who should I contact?
 | Click here to enter text. |
| 1. Where do I go for credential assessment? Who should I contact?
 | Click here to enter text. |
| 1. What three online resources should I look into to help me with the next steps?
 | Click here to enter text. |