



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.

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? Yes No Not sure

This question means "Can you legally work in Canada?" To be able to legally work in Canada, you must have a Social Insurance Number (SIN).

2. Is your preferred occupation, regulated or unregulated? Yes No Not sure

In a regulated profession, you will need a license or certificate given by the Ontario regulatory body in order to work in that field. Examples of regulated professions are nurses, lawyers, accountants, teachers, and engineers.

3. Do you have your foreign credentials evaluated? Yes No Not sure

A credentials evaluation is an assessment of your educational qualifications (degrees, diplomas) that you obtained outside of Canada. It is to find out if they are recognized as equivalent in the Canadian education system.

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

- I need to evaluate my credentials I need to get work experience
 I am in the process of getting certified

Write your own answer _____

5. What are your short term goals in employment?

- To get my credentials evaluated To complete an English/French language program
 To work as a volunteer To find a temporary job

Write your own answer _____

6. What are your long term goals in employment?

- To enroll in a college or university program To get certified in my occupation
 To return to my original occupation To start up my own business

Write your own answer _____

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

- Basic level of computing and applications Intermediate level of computing and applications
 Advanced level of computing and applications

Write your own answer _____

8. Do you require any work accommodations? Yes No Not sure

Some examples of workplace accommodations may include sign language interpreting, service animals, wheelchairs, assistive technologies, work space modifications, and fragrance-free policies.

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.

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

- Elementary School High School Diploma College Certificate or Diploma Bachelor's Degree
 Master's Degree Doctorate Degree

Write your own answer _____

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

- Yes No Not sure

11. Do you have the necessary educational credentials to work in your occupation?

- Yes No Not sure

Educational credentials refer to your academic qualifications such as degrees, diplomas, or certifications. Do you have these qualifications to work in your field?

12. Would you be able to obtain your school transcripts, if needed?

- Yes No Not sure

A school transcript is an official document from your school/college/university that shows the courses you took, the grades you earned, and the grade point average (GPA) you got.

13. In your occupation, do you need to have a specific certification?

- Yes No Not sure

If your profession or trade is regulated, you must have a certificate or license and be registered with a regulatory body in order to work in that field. If your occupation is unregulated, you don't need a license or certification to do your job.

14. Do you need a job-specific skills training to work in your field?

- Yes No Not sure

It may be necessary for you to take a job-specific skills training in order to be familiar with the skills and tasks required to do your job. Examples of such trainings are customer service, computer programming, and website development.

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

- Language skills (English/French) Computer skills Customer service
 Occupation-specific technical training

Write your own answer _____

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.

16. Do you have a Canadian-style resume/cover letter?

- Yes No Not sure

A resume and cover letter are two documents that you send to apply for a job. A resume lists your skills, work experience, and educational history relevant to the job search. A cover letter highlights your credentials and interest in the position.

17. Where can you get assistance to create a resume/cover letter?

- Settlement services center Employment services center I will write it myself I don't know

Write your own answer _____

Employment Ontario (EO) is a government-funded program that offers services such as resume writing and job interview skill workshops. To find an EO office near you, please call 1-800-387-5656 or visit <https://www.ontario.ca/page/employment-ontario>

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

- My English/French language teacher My family A settlement counsellor
 An employment counsellor I don't know

Write your own answer _____

19. Do you have any professional references if a potential employer asks for them?

- Yes No Not sure

References are people who can verify your work experience and skills. As part of a job application, an employer can ask you the names of people they can contact to find out more about you.

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

- My community member My previous manager My professor My volunteer supervisor
 My former coworker I don't know

Write your own answer _____

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.

21. Have you worked in Canada as a volunteer related to your field?

- Yes No Not sure

Volunteer roles are unpaid. Volunteering is a good way to meet people, learn new skills, gain Canadian experience and Canadian references.

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

- I am not sure yet Any organization Any company related to my occupation

Write your own answer _____

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

- 1-5 hours 6-10 hours 11-15 hours

Write your own answer _____

24. Do you actively network with professionals within your industry?

- Yes No Not sure

Networking is interacting with others to exchange information and establish professional contacts. You can use social media such as LinkedIn to network with professionals in your industry or attend events associated with your profession.

25. Who can help you find volunteer/networking opportunities in your field?

- My friend My family A settlement counsellor An employment counsellor

Write your own answer _____

Settlement services help newcomers integrate into the Canadian society. They can provide information about volunteer opportunities. Services are free and available in communities across Ontario. Please visit www.ontario.ca/page/getting-settled-ontario

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.

26. Have you had your English/French assessed?

Yes

No

Not sure

To join a free language program, you must take a test to be placed into an appropriate class. The English scores are based on the Canadian Language Benchmarks (CLB) and the French scores are based on the Niveaux de compétence linguistique canadiens (NCLC).

27. What level of the Canadian Language Benchmark did you receive for your English skills?

Below CLB 5

Level 5-6

Level 7-8

Write your own answer _____

The CLBs are standard language proficiency tools used to describe the four language communication skills in listening, speaking, reading and writing. The proficiency benchmarks range from Literacy to Advanced or CLB 1 to 8 and higher.

28. Do you require a referral for a language assessment or to register in LINC classes?

Yes

No

Not sure

Language Instruction for Newcomers to Canada (LINC) is an English language program funded by Immigration, Refugees, and Citizenship Canada (IRCC). Its French equivalent is called CLIC (Cours de langue pour les immigrants au Canada). They are free programs.

29. Are you currently enrolled in or have you completed LINC classes?

Yes

No

Not sure

It is important for a newcomer to successfully complete a language program in order to improve their language skills and confidence levels. These are two factors essential for effective communication in the workplace.

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

English

French

Write your own answer _____

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.

31. What did you like best about your job?

I got to meet different people every day

I travelled a lot

I had a good salary

I had flexible work hours

Write your own answer _____

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

I dealt with difficult people

My work environment was unhealthy

My job was stressful

I worked long hours

Write your own answer _____

33. What motivates you to work every day?

- Earning a good salary
- Working with a great team
- Learning new things
- Having flexible hours

Write your own answer _____

34. What are your career interests?

- I like working with numbers
- I love helping people
- I enjoy working outdoors in nature

Write your own answer _____

35. What transferable skills do you believe you have?

- Problem solving
- Analytical thinking
- Teamwork
- Leadership
- All of the above

Write your own answer _____

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.

36. Does your work involve ...?

- Building and constructing
- Performing and entertaining
- Providing customer service
- Selling goods and services
- Teaching and training
- Treating and caring for people
- None of the above

37. In your job, do you ...?

- Communicate with people
- Handle goods and materials
- Install and program computers
- Recruit and lead people
- Research and analyze information
- None of the above

38. Is your industry or sector in ...?

- Business and finance
- Communications and transportation
- Engineering and computer science
- Healthcare services
- Law, government and public safety
- Manufacturing and production
- Social sciences and arts
- None of the above

39. What field do you want to work in?

Write your own answer _____

40. What skills are required in your occupation?

Write your own answer _____

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	<input type="checkbox"/>	<input type="checkbox"/>
2. Cover letter	<input type="checkbox"/>	<input type="checkbox"/>
3. Credential assessment	<input type="checkbox"/>	<input type="checkbox"/>
4. Language skills	<input type="checkbox"/>	<input type="checkbox"/>
5. Networking	<input type="checkbox"/>	<input type="checkbox"/>
6. Professional license/certificate	<input type="checkbox"/>	<input type="checkbox"/>
7. References	<input type="checkbox"/>	<input type="checkbox"/>
8. Resume	<input type="checkbox"/>	<input type="checkbox"/>
9. Volunteering	<input type="checkbox"/>	<input type="checkbox"/>
10. Work experience within Canada	<input type="checkbox"/>	<input type="checkbox"/>

Summary: Complete the sentences below.

SENTENCES	WRITE YOUR RESPONSES HERE
1. The computer skills I have ...	
2. The job sector I want to work in ...	
3. The job skills I have ...	
4. My career interests are ...	
5. My English level is ...	
6. My level of education is ...	
7. My short-term employment goal is ...	
8. My long-term employment goal is ...	
9. My transferable skills are ...	
10. My intended occupation is ...	

Action Items: Answer the following questions.

QUESTIONS	WRITE YOUR RESPONSES HERE
1. Where do I go for settlement services? Who should I contact?	
2. Where do I go for employment services? Who should I contact?	
3. Where do I go for language assessments? Who should I contact?	
4. Where do I go for credential assessment? Who should I contact?	
5. What three online resources should I look into to help me with the next steps?	