



Government
of Canada

Gouvernement
du Canada

Guide to

Working in Canada

*A source of free and
useful information
for immigrants.*



www.workingincanada.gc.ca

Canada

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You will find definitions for words that are **highlighted** on the Glossary page.

The red maple leaf image 🍁 used throughout this Guide represents *internet links to Government of Canada Web sites*. The blue globe image 🌐 is used for other Web sites

INTRODUCTION


Canada offers many job opportunities for **newcomers**. The best way to succeed is to prepare!



The ***Guide to Working in Canada*** and  www.workingincanada.gc.ca can help you get ready for the challenges of finding a job.

Skilled immigrants are important to the growth of Canada's strong and diversified economy.

Working in Canada Tool

The Working in Canada Tool  [www.workingincanada.gc.ca/tool] can help you to decide where to live and work. Use the *Working in Canada Tool* to produce a report on job descriptions, wages, skill requirements, language training and job opportunities based on your occupation and a location. By researching different occupations and different locations, you can make settlement decisions that are right for you and your family.



Working Temporarily in Canada

The ***Guide to Working in Canada*** has been developed to help newcomers that are interested in living and working permanently in Canada. If you are interested in Working Temporarily in Canada you can find more information on the Going to Canada  [www.goingtocanada.gc.ca] Web site about temporary resident visa requirements, work permits, hiring foreign workers and programs to help temporary foreign workers.



You will find a number of icons throughout this guide. These icons highlight actions that can be taken at different stages of the immigration process.

Newcomers - This term is used to refer to people thinking about coming to Canada, people who are in the process of immigrating, as well as people who have recently arrived in Canada.

INTRODUCTION

Questionnaire: Are You Ready to Work in Canada?



These questions can help you prepare to work in Canada. Answers can be found in the **Guide to Working in Canada** 🍁 [www.workingincanada.gc.ca] and in the Working in Canada Tool 🍁 [www.workingincanada.gc.ca/tool].

- What is my occupation called in Canada and how is it described? [\[p. 12\]](#)
- What are the prospects and opportunities for my occupation in different parts of Canada? [\[p. 12\]](#)
- Where could I live and work in Canada? [\[p. 6\]](#)
- Is my occupation **regulated or non-regulated**? [\[p. 21\]](#)
- How do I search for jobs in Canada? [\[p. 14\]](#)
- Is my resume ready for Canadian employers? [\[p. 16\]](#)
- What documents should I bring from my home country? [\[p. 8\]](#)
- How do I get (or apply for) a Social Insurance Number, a Health Card and a Driver's Licence? [\[p.11\]](#)
- What is the Canadian equivalency to my credentials? [\[p. 30\]](#)
- How can I find part time or voluntary work? [\[p. 26\]](#)
- Where can I upgrade my language skills? [\[p. 32\]](#)
- Where can I get help in Canada? [\[p. 14\]](#)
 - Service Canada Centres
 - Immigrant Serving Organizations

GOVERNMENT AND EMPLOYMENT SYSTEM



As a **newcomer**, it is useful to know that there are different levels of government and each level has different roles and responsibilities.

Government



Who can I contact for a Social Insurance Number, a Health Card and a Driver's Licence?

Canada has three levels of government:

- The federal government (Government of Canada) represents all Canadians.
- Provincial or territorial governments represent residents in each province or territory.
- Municipal governments represent the residents of a city or a town.

Canada has a **federal system** of government. This means that the authority to make laws is divided between the federal government and provincial/territorial governments. For example, the federal government is responsible for Social Insurance Numbers, and provincial/territorial governments are responsible for health cards, public education (schools) and driver's licences.

For more information on the different roles and responsibilities of each level of government, visit the **Get to Know Canada** section of the Going to Canada Web site 🍁 [www.goingtocanada.gc.ca].

Employment System



Are the requirements to be a teacher the same in Toronto and Vancouver?

Canada's 10 provinces and three territories each have their own **labour markets** with specific standards, laws, requirements, job opportunities and working conditions. This means that the requirements to be a teacher in Vancouver may be different than the requirements in Toronto because these cities are in different provinces.



If you plan to immigrate to a specific city or region, you can focus your job search on the specific conditions that apply to that location. To learn more, please visit the **Provinces and Territories** section of the Going to Canada Web site 🍁 [www.goingtocanada.gc.ca].

CHOOSING A PLACE TO LIVE AND WORK




Canada has thousands of cities and towns. Newcomers have many choices of where to live and work in Canada.

Where should I live?


Finding the right place to live and work may take time. Housing costs vary greatly across Canada and depend on location (city, town or rural area) and type of home (e.g., apartment or house). Where you choose to live will impact your occupational prospects, job opportunities and salary.

Where do newcomers settle?


Most newcomers settle in larger cities. The Toronto, Montreal and Vancouver census metropolitan areas (CMAs) were home to 68.9% of recent immigrants in 2006¹.

The Canada Mortgage and Housing Corporation  [www.cmhc-schl.gc.ca] publication ***Settling in Canada*** includes profiles and comparisons of 11 medium-size Canadian cities.

How much should I spend on housing?

According to the Canada Mortgage and Housing Corporation  [www.cmhc.ca], your monthly housing costs should not be more than 30% of your monthly gross household income.

Resources

- The Working in Canada Tool  [www.workingincanada.gc.ca/tool] can help you decide where to live and work. Use the Tool and produce a report that contains information on job descriptions, wages, skills, language training and job opportunities. By researching different occupations and different locations, you can make settlement decisions that are right for you and your family.



¹ Source: <http://www.statcan.ca/Daily/English/071204/d071204a.htm>

Resources (continued...)

- Visit the Housing for Newcomers 🇨🇦 [www.cmhc.ca/newcomers] section of the Canadian Mortgage and Housing Corporation Web site to access resources to help you rent an apartment and/or buy a home:
 - Multi-Language Information: In addition to English and French, the Canadian Mortgage and Housing Corporation offers information on select programs and services in several languages.
 - The Newcomer's Guide to Canadian Housing 🇨🇦 [www.cmhc-schl.gc.ca] - Produced by the Canada Mortgage and Housing Corporation, this guide offers information on how to rent or buy a home.
 - The Canada Mortgage and Housing Corporation (CMHC) 🇨🇦 [www.cmhc-schl.gc.ca] completed a study about: *The Housing Situation and Needs of Recent Immigrants in Montréal, Toronto, and Vancouver*.
- 2006 Community Profiles 🇨🇦 [www12.statcan.ca] – This Statistics Canada tool allows you to research 5,418 communities, 33 large and 111 smaller metropolitan areas in Canada. You can research housing prices and rental costs using this tool.
- The Government of Canada's Weather Office 🇨🇦 [www.weatheroffice.gc.ca] – The Government of Canada's Weather Office allows you to research the weather conditions in communities across Canada.
- A Newcomer's Introduction to Canada 🇨🇦 [www.cic.gc.ca] Produced by Citizenship and Immigration Canada, this guide includes useful information on finding a place to live.
- Multiple Listing Service 🌐 [www.mls.ca] Use this site to research current homes for sale and prices across Canada. This site is operated by the Canadian Real Estate Association.



For more information about local communities and living in Canada, consult the **Provinces and Territories** as well as the **Welcome to Canada** sections of the Going to Canada Web site 🇨🇦 [www.goingtocanada.gc.ca].

IMPORTANT DOCUMENTS

Documents from your Home Country



Documents are very important to a Newcomer's job search.

Education and Work Experience Documents

While you are preparing to immigrate to Canada, you can obtain documents that describe your education and work experience. **Credential assessment agencies, regulatory bodies, education institutions,** and **employers** may ask you for these documents.



IMPORTANT:



- Bring original versions of your documents.
- Some organizations may ask you for documents directly from institutions in your home country. This may take time and cost money.

Education

Education documents are records from your secondary school, college, or university. These include degrees, diplomas, and certificates. Program descriptions, transcripts, or detailed course information can also be useful.

Work Experience

Bring documents that explain your past work experience, such as job descriptions, employment records, performance evaluations, letters from employers and work supervisors, and descriptions of training that you have completed.

Job Search Documents

In Canada, a resume and a cover letter are useful when you look for a job. You should prepare these documents before you arrive in Canada. For more information and to see examples of resume formats used in Canada, please read the ***Find a Job in Canada*** section of this Guide.

Other Useful Documents

The publication *A Newcomer's Introduction to Canada* 🇨🇦 [www.cic.gc.ca] explains what important documents newcomers should bring with them to Canada.

Translation

Most of your documents will have to be submitted in English or French. Before you translate your documents, find out which language is needed (English or French). You will have to pay for translation services.

TIP

Some organizations may only accept documents translated by certain companies or their own agencies. To avoid spending money on a translation that is not accepted, ask the organization you are applying to for a list of qualified translation companies.

IMPORTANT DOCUMENTS

Documents required to work in Canada



Social Insurance Number

One of the first things a **newcomer** should do after they arrive in Canada is apply for a Social Insurance Number (SIN).

A SIN is a unique nine-digit number issued to only one person in the form of a wallet-sized plastic card.



IMPORTANT: You need a Social Insurance Number (SIN) card to work in Canada.

You will also need a SIN to receive government services. For example, the Canada Revenue Agency uses the SIN for income tax purposes.

The Canadian SIN card is often compared to the American Social Security Card.

The fastest way to get your SIN is to submit your application at a local Service Canada Centre. To find the nearest office, visit Service Canada 🇨🇦 [www.servicecanada.gc.ca] or call 1 800 O-Canada (1-800-622-6232).

- Multi-Language Information: In addition to English and French, Service Canada offers information on select programs and services in several languages.

Social Insurance Numbers that begin with the number "9" are issued to temporary residents who are not Canadian citizens or permanent residents (for example, foreign students and individuals on work visas). These individuals must have employment authorization to work in Canada.

Job Search Documents

In Canada, a resume and a cover letter are useful when you look for a job. You should prepare these documents before you arrive in Canada. For more information and to see examples of resume formats used in Canada, please read the **Find a Job in Canada** section of this Guide.

NOTE

If your SIN card is ever lost or stolen, you should contact **Service Canada** immediately. They will help you apply for a new SIN card based on your individual circumstances.

IMPORTANT DOCUMENTS

Other Documents



Permanent Resident Card

The Permanent Resident Card, available through Citizenship and Immigration Canada 🇨🇦 [www.cic.gc.ca], is the official proof of your status as a permanent resident in Canada. All permanent residents of Canada need this card to re-enter Canada by airplane, boat, train or bus.

The American Green Card is often compared to the Canadian permanent resident card.

Health Insurance Card

When you arrive in Canada, you should apply for a health insurance card. You need a health card to receive health care in your province or territory. To apply for a health card, contact your province or territory's health department. You can also read A Newcomer's Introduction to Canada 🇨🇦 [www.cic.gc.ca] which includes a section about what newcomers should know about health care.



Driver's licence

Canada's 10 provinces and three territories each have their own driver's licence. Learn about how to apply for a driver's licence in the province or territory where you plan to settle. To do so, you will have to contact the Provincial or Territorial government where you are settling. Consult the **Documents** section of this Guide to find links to these sites.

FINDING A JOB IN CANADA

Canadian Job Titles and Job Descriptions



Researching your occupation will help you learn about job opportunities and find the job that is right for you.

Job Titles and Job Descriptions

Follow these four steps before you begin looking for a job in Canada: 1) identify the name of your occupation in Canada; 2) determine if your occupation regulated or non-regulated; 3) research the prospects and opportunities for your occupation in different parts of Canada; and 4) research potential settlement locations in Canada.

Step 1) What is the name of my occupation in Canada?

? In China, my occupation was called Engineer. Am I an Engineer in Canada?

Job titles and descriptions are not universal. What your occupation was called in your home country may be different than what it is called in Canada. Canada uses the **National Occupational Classification (NOC)** system to classify the over two million job titles in its labour market.



The Working in Canada Tool can help you find the name and a description of your occupation in the NOC system.

The Tool will tell you what the main tasks of your occupation are and what skills are needed.

Step 2) Is my occupation regulated or non-regulated?

? What does regulated mean?

There are two types of jobs in Canada: **regulated occupations** and **non-regulated occupations**.

Jobs that are regulated require you to have a licence before you can begin work. In Canada, some provinces and territories regulate certain occupations and trades while others do not. Some regulated occupations are nurses, engineers, and physicians.

Are the requirements to be a teacher the same in Toronto and Vancouver?

Each Canadian province and territory has its own standards, laws and requirements for jobs. This means that the requirements to be a teacher may be different in Toronto and Vancouver because these cities are in different provinces.

With a specific city or region in mind, you can focus your job search on the specific standards, job opportunities and working conditions in that location.

For more information, please consult the ***Occupations in Canada*** section of this Guide.


What does non-regulated mean ?

You do not need a licence to work in a non-regulated occupation. These occupations range from entry level to management level. The majority of jobs in Canada are non-regulated.

The non-regulated job market is an excellent place to begin your career in Canada.

For more information, please consult the ***Occupations in Canada*** section of this Guide.

Step 3) What are the prospects and opportunities for my occupation in different parts of Canada?

The **Labour Market Information** in the Working in Canada Tool  [www.workingincanada.gc.ca/tool] can help you make an informed decision about your future. Through the tool, you will learn:

- average hourly salary rates for an occupation in a given location; this information can be compared to other locations;
- what jobs are currently available (as reported in Canada's National Job Bank);
- lists of potential employers;
- what the prospects for your occupation are; and
- which associations and unions are related to the field.



This information can help you decide where to live and find a job.

Step 4) How do I find more information on communities?

You can visit the ***Provinces and Territories*** or the ***Choosing a Place to Live and Work*** section of the Going to Canada  [www.goingtocanada.gc.ca] Web site for more information.

FINDING A JOB IN CANADA


Where to Look for Work in Canada

Job Postings

Job postings can be found in many places: on the Internet, on a community bulletin board, at job fairs or in a newspaper "help wanted" section.

- A job fair is an event where businesses promote themselves and sometimes accept resumes for jobs openings

You can also contact employers directly to ask if they are hiring.

Job Bank  [www.jobbank.gc.ca] is the Government of Canada's electronic listing of job opportunities across Canada. You can search Job Bank by occupational title, availability and time of posting. Job Bank is the largest Web-based network of job postings available to Canadians. Over 900,000 new jobs are posted every year.

- Up to 50,000 job postings can be accessed at any one time.
- Up to 2,000 new jobs are posted every day.



Hidden Job Market

Due to the time and cost of advertising a job (e.g., posting a newspaper job ad), many job vacancies are filled informally. This creates what seems like a "hidden" job market. Information about available work is often circulated through managers, employees and business associates, as well as through family, friends and acquaintances.

Networking is the way to search for jobs in Canada's **Hidden Job Market**. Newcomers can develop a network of contacts, seek volunteer opportunities and explore other means of accessing job opportunities that are not advertised. For more information, please visit the *Challenges to Working in Canada* of this Guide.



IMPORTANT: You need a Social Insurance Number (SIN) card to work in Canada.

Organizations to Help You

There are hundreds of organizations to help newcomers adjust to life in Canada. These organizations can help you in many ways, including in your search for a job. For more information on organizations that help immigrants, visit the Citizenship and Immigration Canada 🇨🇦 [www.cic.gc.ca] and the Service Canada 🇨🇦 [www.servicecanada.gc.ca] Web sites.

For a list of employment services in Québec, visit the Emploi Québec 🌐 [www.emploiquebec.net/anglais/index.htm] Web site.

FINDING A JOB IN CANADA

How to Apply for Jobs in Canada



Applying for a job in Canada involves three steps: **1) a resume; 2) a cover letter; and 3) company and job research.**

Step 1) Develop a resume

In Canada, a resume or curriculum vitae (c.v.), is an important tool when you look for a job. A resume tells an employer who you are, what you have done in the past, what your qualifications are, and why you want the job.

Resumes may include information under headings like **Contact Information, Job Goal, Related Skills, Education, Work Experience, Duties, Additional Experience, Interests/Activities, References.** Below are details about what you should include in each section:

Contact Information

- name - your full name, typed in a larger font;
- address - your address, written out in full;
- telephone number - your home phone number with area code, and a contact number for messages if you do not have an answering machine; and
- e-mail address.



Job Goal

In one sentence, describe your job goal. This tells the employer about career objectives. Try to link your job goal to the job for which you are applying.

Related Skills

List the special abilities and skills that relate to the job for which you are applying. You can use skills from paid or unpaid work, volunteer experience, and even hobbies.

Education

List your education, starting with the most recent diploma or training course according to date. Include the name, city and country of each school you attended (secondary and beyond), the type of programs you took, your areas of interest, and the years you completed. List your certificates or diplomas, including those for mini-courses like a computer

or software course, first-aid, small engine repair, or any other training that might be useful to the job you want.

Work Experience

List the companies or organizations where you worked or volunteered. Be sure to include where they are located (cities and countries), the dates (month, year) you worked and the positions you held.



Duties: Outline the type of tasks you carried out, starting from the one that took most of your time, or involved the most responsibility. List no more than five duties for each job.

Additional Experience and Skills

Use this section to include information about languages you speak, software programs you know, and other abilities that relate to the job. If there is a lot of information, break it into separate sections with specific headings.


Interests/Activities

Briefly outline a few of your interests and activities that demonstrate something about you. Be sure to mention achievements or awards you may have received and volunteer experience you may have.

References

A reference is someone who can vouch for your character (and work experience if relevant). Some Canadian employers may prefer Canadian references. Think carefully about who can act as your reference, and ask them if it is okay to give their names. This person could be a previous employer, colleague or friend. Type the names, addresses, and phone numbers of up to three references on a separate piece of paper that matches your resume. Only give your references to a potential employer when asked.

Keep your reference list up to date. If you can, give your references an idea of the type of job you are applying for and, whenever possible, let them know when an employer will be calling them.

Note: The above resume format represents one type of resume. For more examples of other types, visit Service Canada's Training and Careers  [\[www.jobsetc.ca\]](http://www.jobsetc.ca) Web site.

Step 2) Writing a Cover Letter

A cover letter is your introduction to a potential employer. A cover letter should be concise, well-written and tailored to a company and job. This may mean that you prepare a different resume and cover letter for each job.

Cover Letter - Helpful Hints

- Refer to the title of the job for which you are applying. If there is a reference or file number, you should include it.
- Address your letter to the appropriate contact person, either the employer or a human resources officer. Use their name and title. Phone or e-mail the company if the advertisement does not identify a contact person. Do not assume a person is male or female based on a first name.
- Mention how you learned about the job (job posting, newspaper article, or from someone you know). Refer to what the company does and how your skills, abilities and experience can be a valuable addition to the company.
- Provide your name, phone number, address and e-mail address.
- Keep your letter to one page. Type or print it on good-quality, standard letter paper (8 ½ x 11).
- Proofread your letter, and ask someone else to read it as well. Correct the errors, and print a clean copy.

Step 3) Company and Job Research

Learning about the company and the job can help you write your resume, cover letter and prepare you for an interview.

- What does the employer or company do?
- What is involved in the position you're applying for?
- What qualifications do you need for the position?
- What skills is the employer looking for?
- Who are the customers or clients?
- What kind of reputation does the employer have?

Tip: Allow time for delivery. E-mail, mail or hand-deliver your cover letter and resume. Keep a copy for your files, and note the date that it was sent out.

FINDING A JOB IN CANADA

How to Apply for Jobs in Canada



Interviews

An employer will often interview several qualified applicants for a job. An interview can be a simple, informal meeting between you and your potential employer, or it can be a formal interview between you and a group of people with set questions. To prepare, learn about interviews according to four steps: **1) Planning; 2) Interview materials; 3) Interview; and 4) After the interview.**

Step 1) Planning

When you are contacted to schedule an interview, you can ask if there will be a test as part of the interview process. You can also ask how many people will be at the interview.

When you prepare for an interview, plan and rehearse answers to potential interview questions. It may be useful to memorize your training, skills and experience, and be ready to answer questions on what you did and how you did it.

Libraries and bookstores also have books with possible interview questions.

Confirm the scheduled interview time and arrive early. Find out ahead of time where you are going and how long it will take to get there. Drive or travel the route a day or two ahead, at the same time of day as you will on the day of the interview. Set aside at least an hour for the interview.

Step 2) Interview Materials

Carry a folder or envelope to the interview that contains:

- A copy of your resume for each interviewer.
- Copies of your reference list.
- Paper and a pen, so you can write down the interviewer's name, the time of any future interview, or other information you might need later.
- Copies of letters of recommendation, if you have any.

Step 3) Interview

Here are some suggestions to help you succeed in an interview.

- Greet the interviewer or panel members. Introduce yourself and shake hands firmly. Smile. A sincere smile will help to put you, and the interviewer, at ease. Stand until you are invited to sit down.
- Let the interviewer or panel members take the lead and set the tone. Make eye contact, and answer the questions in a firm, clear, confident voice. Relax

and sit naturally. Be prepared to tell the interviewer more about your education, training and skills, work experience, and the personality traits that make you right for the job.

- Ask for more explanation if you do not understand a question. It is better to ask for clarification than to answer inappropriately.
- During the interview, you may be asked if you have any questions. This is where the research completed in Step 3 "Cover letters and Resumes" will be useful. Prepare a couple of questions that show you are informed about the company. Ask for more information about the position for which you are being interviewed.

Step 4) After the interview

After an interview, you may wait days or weeks to hear if you were successful. What can you do in the meantime?

- **Write a letter to the interviewers:** Thank the interviewers for taking the time to interview you. Restate your interest in the job and remind them of your qualifications. If possible, mail or e-mail the letter the same day as your interview.
- **Go over the interview in your mind (Reflection):** Consider what parts went well and did not, what you feel worked and what did not, what you would say or do differently the next time. This will help you learn from each interview.
- **Follow-up call:** If the employer is supposed to call you on a certain day, be available to take the call. If you are not called at the specified time, make a follow-up call. If you agreed to call the employer back, be sure to do it on the agreed-upon day. If you did not make any arrangements, and you have not heard from the employer in about two weeks, call to find out the status of the hiring process.
- **Ask questions:** If you find out you did not get the job, you can ask why. "Can you tell me what would have made me a better candidate for the position?" Ask if the employer knows of any other job openings in your line of work. Always thank the employer or personnel manager for considering you. Be professional and polite. Even if you do not get the job, you never know when the employer may be hiring again.

You can learn more about interviews as well as writing resumes and cover letters by visiting Service Canada's Training and Careers 🇨🇦 [www.jobsetc.ca] Web site.

FINDING A JOB IN CANADA

Occupations in Canada



There are two types of jobs in Canada: **non-regulated occupations** and **regulated occupations**.

Non-Regulated Occupations

About 80 per cent of Canadian workers are employed in non-regulated occupations. Non-regulated jobs do not require a licence.

Non-regulated jobs range from those that require years of education and training—such as computer analysts or biologists—to those that require little formal training—such as food and beverage servers or housekeepers. Non-regulated jobs range from entry level to management level.

For non-regulated occupations, employers will be interested in learning about your education and work experience. This information can be summarized in a resume.

In addition, employers may be interested in the Canadian equivalency to your educational credentials that were obtained outside of Canada. Refer to the ***Foreign Credential Recognition section*** of this Guide for more information.

Visit the Working in Canada Tool 🇨🇦 [www.workinginCanada.gc.ca/tool] to learn more if your occupation is non-regulated.



TIP

The non-regulated job market is an excellent place to begin your career in Canada. If you are a foreign trained professional, you can work in a non-regulated job while you become licensed in a regulated profession, or to gain Canadian work experience.

FINDING A JOB IN CANADA



Occupations in Canada

Regulated Occupations



About 20 per cent of jobs in Canada require you to have a licence before you can begin work for public safety reasons. Jobs that require a licence are called regulated occupations. Regulated occupations include nurses, doctors, engineers, teachers, accountants and electricians. You need special education and experience before you can get your licence to work in most regulated occupations.

Generally, two main types of occupations are regulated in Canada:

- Regulated professions (for example, doctors, nurses and lawyers); and
- Apprenticeable (Skilled) trades (for example, plumbers and electricians).

In order to work in a regulated occupation, you usually need to have:

- taken a university or college program;
- completed practical (hands-on) experience under the supervision of licensed workers in the occupation; and
- passed examinations.

You often need Canadian work experience before you get your licence.

Within each province and territory, a regulatory body exists for each regulated occupation. A regulatory body is a non-governmental organization that regulates an occupation for the government.

The names and contact information for regulatory bodies can be found in the Working in Canada Tool 🇨🇦 [www.workingincanada.gc.ca/tool]. Most regulatory bodies have their own Web sites that describe their licensing requirements including information on eligibility requirements, foreign credential recognition, and registration fees.

NOTE

Some organizations accept the credentials of workers from other countries. The provincial or territorial regulatory agency that regulates your occupation can tell you whether there is a special agreement with your home country.

NOTE

To get a licence, you may need to go back to school, work under supervision, or pass exams. You may also need to take a language test. Getting a licence after you immigrate may take a long time and can be expensive.

Regulated Professions

Credential assessment in regulated professions is usually completed by a regulatory body.

If your occupation is regulated it is important to know:

- What licence is needed.
- How long it takes to get a licence.
- How much it costs to get a licence.
- If the licensing process can start overseas.
- If there are bridging or specialized training programs available.

Discuss these questions with the regulating body that is responsible for your occupation. The names and contact information for regulatory bodies can be found in the Working in Canada Tool 🇨🇦 [www.workingincanada.gc.ca/tool].

Apprenticeable Trades

In Canada, many skilled trades are learned through provincial or territorial apprenticeship programs. These are often called apprenticeable trades.

An apprenticeship is a period of supervised training leading to **certification** in a specific trade. Apprenticeships combine on-the-job training and in-school instruction.

Some apprenticeable trades require licences and others do not. Contact the provincial or territorial apprenticeship office to learn more about particular standards and qualifications in each province or territory.

If you want to work in a regulated apprenticeable trade, you must apply to the apprenticeship authority in the province or territory where you will settle. They will assess your credentials, training and experience to see if you meet their standards.



Use the Working in Canada Tool to see if your occupation is regulated or non-regulated.

Useful Resources:

- The Foreign Credentials Referral Office 🇨🇦 [www.credentials.gc.ca] provides information, path-finding and referral services to help foreign-trained workers succeed and put their skills to work in Canada more quickly.
- The TradesInfo.ca 🌐 Web site provides comprehensive information for workers who are interested in the trades.
- The Canadian Council of Directors of Apprenticeship (CCDA) 🌐 [www.red-seal.ca] is responsible for the management of the Interprovincial Standards Red Seal Program among other things.
- The Alliance of Credential Evaluation Services of Canada 🌐 [www.canalliance.org] Provincially mandated credential assessment services from across Canada.

FINDING A JOB IN CANADA

Starting a Business



Starting a business is an excellent way to start your career in Canada

Starting a business can be rewarding but also challenging. The best way to succeed is to prepare. There are many resources to help plan or start a business in Canada.

Whether you are planning to come to Canada as a business immigrant, foreign investor or self-employed person, the Canada Business Network 🇨🇦 [www.canadabusiness.ca] has a variety of resources to help you:

Useful Resources:

The ***Start-Up Info-Guide for Newcomers to Canada*** can help newcomers entrepreneurs looking for information on starting a business connect with federal and provincial government resources.

The Canada Business Network offers a number of guides tailored to specific sectors of the economy: Alternative and Complementary Health Care Business, Beauty Salon/Barber Shop/Esthetics/Tanning, Bed and Breakfast, Consulting Business, Convenience Store, Early Childhood Centre, Personal Care Home for Seniors Restaurant

These guides offer information on regulations, financing, taxation, management, advertising, and much more. Starting a business can be a rewarding experience, when one is well-informed.

- The Canada-Ontario Business Service Centre (COBSC) 🇨🇦 offers some of their most popular documents on starting a business in Canada in a number of languages: Arabic, Korean, Spanish, Punjabi, Chinese (Traditional) Chinese (Simplified).
- The Invest in Canada Web site 🇨🇦 [www.investincanada.gc.ca] provides a variety of resources, links to services, and expertise to help non-Canadians with their investment or in the creation of a new business.

CHALLENGES TO WORKING IN CANADA

Work Experience



Newcomers may face challenges finding a job in Canada. Statistics Canada identifies four labour market challenges faced by newcomers to Canada. One challenge is work experience.

Experience in a Canadian workplace may be a requirement or an employer preference, in both regulated and non-regulated occupations. It is useful for newcomers to present experience they have gained in another country as valuable to Canadian employers. This can be done in a resume. For more information, please visit *Find a Job in Canada* of this guide.




Bridging Programs

Bridging programs, internships, voluntary and temporary work as well as self-employment are ways to gain Canadian-based work experience.

Volunteering

Volunteer work is an excellent way to gain Canadian work experience and it is unpaid. Volunteering can help you:

- gain practical knowledge of the Canadian workplace;
- practise your English or French;
- develop your network and access the hidden job market;
- obtain Canadian references; and
- develop new skills.

Canada's national Job Bank  [www.jobbank.gc.ca] offers links to volunteer opportunities and information about volunteering.

Part-time or Temporary Work

Part-time work allows for a reduced work week. Temporary work is to fill a position for a specific period of time (e.g. with a start and end date).

Canada's national Job Bank 🇨🇦 [www.jobbank.gc.ca] provides links to opportunities and resources about part time work.

Organizations to Help You

There are hundreds of organizations to help newcomers adjust to life in Canada. These organizations can help you in many ways, including in your search for a job. For more information on organizations that help immigrants, visit the Citizenship and Immigration Canada 🇨🇦 [www.cic.gc.ca] and the Service Canada 🇨🇦 [www.servicecanada.gc.ca] Web sites.

For a list of employment services in Québec, visit the Emploi Québec 🌐 [www.emploiquebec.net] Web site.

CHALLENGES TO WORKING IN CANADA

Labour Market Contacts and Networking



Newcomers may face challenges finding a job in Canada. Statistics Canada identifies four labour market challenges faced by newcomers to Canada. One challenge is labour market contacts and networking.

Newcomers may have trouble finding out about jobs in the hidden job market because they do not have an established network of contacts.

Hidden Job Market

Due to time and cost considerations of advertising a job publicly (such as a newspaper job ad), many job vacancies are filled internally or informally. This creates what seems like a "hidden" job market. Information about available work is often circulated through managers, employees and business associates, as well as through family, friends and acquaintances.

Networking is the way to search for jobs in the **Hidden Job Market**.

Networking

In addition to job postings, many people search for work in Canada through networking. Networking tells people that you are looking for work.

Who Should be in My Network?

You may already have a network. Your network starts with the people closest to you—your family and friends. Your network can also include your acquaintances—people you know socially. Here are some people to consider:

- Neighbours and family friends
- Employers and co-workers
- Club members
- Teammates and classmates
- Teachers and coaches
- Community leaders
- Librarians

Good networkers are people who share in the lives of others by giving and receiving information, advice, support and commitment.

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For a list of employment services in Québec, visit the Emploi Québec 🌐 [www.emploi.quebec.net] *Web site.*

CHALLENGES TO WORKING IN CANADA

Foreign Credential Recognition



Newcomers may face challenges finding a job in Canada. Statistics Canada identifies four labour market challenges faced by newcomers to Canada. One challenge is foreign credential recognition.

Some credentials obtained outside of Canada may not be recognized as equivalent to Canadian credentials. This is often because of contextual differences between countries, particularly in regulated occupations where health and safety are important.

Getting professional and educational credentials recognized in Canada can take time. Organizations that assess foreign credentials include: credential assessment agencies, educational institutions, and regulatory bodies.

Credential Assessments and Jobs

For some jobs, mostly regulated occupations, newcomers will need to have their foreign credentials assessed.

There are two types of jobs in Canada: **non-regulated** and **regulated**.

- **Non-Regulated:** If you wish to work in non-regulated occupations, employers will be interested in learning about your education and work experience. This information can be summarized in a resume. In addition, employers may be interested in the Canadian equivalency to your educational credentials that were obtained outside of Canada.

The non-regulated job market is an excellent place to begin your career in Canada.

- **Regulated:** Credential assessment and recognition is usually completed by a regulatory body.

TIP

A credential assessment costs money. Check with a regulatory body or other organization to determine if you need an assessment before spending money on an assessment that is not required or recognized.

Credential Assessments and Continuing Education

If you apply to college or university, you may need to have your foreign educational credentials assessed. This may either be done by a credential assessment agency or by the specific educational institution.

Canadian Equivalency to Foreign Credentials

The Canadian government offers information about foreign credential assessment and recognition processes through the Foreign Credentials Referral Office (FCRO). To learn more, visit the FCRO Web site 🇨🇦 [www.credentials.gc.ca] or call Service Canada at **1-888-854-1805** or TTY **1-800-926-9105** (in Canada only).

Provincial credential assessment services assess academic credentials for a fee. The assessment will tell you how your education compares with educational standards in the province or territory where you are planning to settle. An assessment may help you in your job search. Visit the online version of the this Guide [www.workingincanada.gc.ca] 🇨🇦 for direct Web site links to provincial credential assessment services.

Preliminary Assessment

- World Education Services Canada (WES) 🌐 [www.wes.org] can provide you with preliminary equivalency assessment of your credentials, for a fee.

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For a list of employment services in Québec, visit the Emploi Québec 🌐 [www.emploiquebec.net] Web site.

CHALLENGES TO WORKING IN CANADA

Communication Skills



Newcomers may face challenges finding a job in Canada. Statistics Canada identifies four labour market challenges faced by newcomers to Canada. One challenge is communication skills.

Canada has two official languages: English and French. Depending on where you decide to live, you might be required to work in English, French, or in both languages.

The Importance of Language Skills for Working in Canada

A **newcomer's** ability to communicate and work in English or French is important to finding a job. Learning English or French is a challenge for many newcomers.

Many organizations such as **educational institutions**, **regulatory bodies** and **employers** may ask you for proof of your language skills. Getting proof, such as language test results, will cost you money. Some organizations only accept certain types of tests. Check with the organization before you take a language assessment to ask:

- Are there special language requirements?
- What language test results are needed?
- Where can I get tested?

Getting Your Language Skills Tested

If you don't know what your English or French language level is, visit one of the Language Instruction for Newcomers to Canada (LINC) centers. The LINC centers will test your language level and direct you to the appropriate language training program.

Improving Your Language Skills

The federal government provides free language training programs for adult newcomers to Canada in cooperation with provinces, territories and non-governmental organizations.

- The Language Instruction for Newcomers to Canada (LINC) 🇨🇦 [www.cic.gc.ca] program provides basic English language and literacy classes.
- The Enhanced Language Training (ELT) 🇨🇦 [www.cic.gc.ca] program provides advanced level and job-specific language training.

Some provinces have language training programs that are different from LINC and ELT.

- In British Columbia, the government provides the *English Language Services for Adults (ELSA)* program,
- In Manitoba, basic English language training is provided through the *ENTRY* program.
- In Québec, to improve your French language skills, contact *the Ministère de l'Immigration et des Communautés Culturelles (MICC)* 🌐 [www.micc.gouv.qc.ca].
- There are also many other organizations in Canada that offer English and French language programs that you must pay for. Visit the Studying in Canada section of the www.goingtocanada.gc.ca 🇨🇦 Web site for a list of English and French language programs across Canada.

TIP

If you would like to practice your English, the guide "Practice English on your Own" developed by the Metropolitan Immigrant Settlement Association (MISA) has some great ideas and resources for English Language Learners.

TAXES AND BENEFITS



On each pay cheque that you receive in Canada, a part of your earnings will be deducted to pay taxes. To learn more about the most common payroll deductions that will appear on your pay cheque, visit the Canada Revenue Agency 🇨🇦 [www.cra-arc.gc.ca] Web site.



Once you find a job, it's important to understand how payroll deductions work in Canada. On each pay cheque, your employer will deduct a small amount of your salary to pay for things like Income tax, Canada Pension Plan, Employment Insurance, and possibly other taxable benefits (such as life insurance, medical plan, dental plan or private pension plan).

If you are self-employed, visit the Business section of the Canada Revenue Agency 🇨🇦 [www.cra-arc.gc.ca] for information on taxes.

Income Tax

All Canadian residents who are old enough to work must file an income tax return each year. This is the law. If you are working for an **employer**, a percentage of your pay cheque will be deducted and sent to the federal, provincial and territorial governments. At the end of the year, if too much is deducted, you will get a refund. If you paid too little, you will have to pay more. Visit the Canada Revenue Agency 🇨🇦 [www.cra-arc.gc.ca] for more information on income tax.

TIP

Canada Revenue Agency Offers a detailed guide on payroll deductions and benefits.

Canada Revenue Agency - Newcomers to Canada
Is this your first time doing a tax return in Canada?

Canada Pension Plan

A small part of your pay cheque goes into this plan. When you retire, you will receive a monthly pension from the federal government. The amount will vary based on how many years you worked in Canada before retiring and how much money you made. Residents of Quebec pay into the Quebec Pension Plan, which works the same way as the federal plan. These plans also include survivor's pensions for the spouses of deceased pensioners, disability pensions and death benefits. Visit Service Canada 🇨🇦 [www.servicecanada.gc.ca] for more information on the Canada Pension Plan.

Employment Insurance

A small percentage of your pay cheque will be deducted each month to go into an Employment Insurance Account. Your employer also contributes to the account. Employment Insurance provides money to eligible, unemployed Canadian residents for a short time, while they look for a new job or take some training to learn new skills. Visit Service Canada 🇨🇦 [www.servicecanada.gc.ca] for more information on Employment Insurance.

Taxable Benefits

Your employer may provide some benefits to you that are taxable (for example, life insurance, special medical care, a dental plan or a private pension plan). A portion of your pay check may be deducted for these benefits.

Union Dues


If you are in a union, and the union has an agreement with your employer, some money will be deducted to pay for the union dues.

WORKER RIGHTS AND MINIMUM WAGE RATES




In Canada, federal and provincial laws protect workers and **employers**. Laws set minimum wage levels, health and safety standards and hours of work. Human rights laws protect employees from being treated unfairly because of their sex, age, race, religion or disability.


Employment Standards

Employment standards give detailed information on topics such as general holidays, annual vacation, hours of work, minimum wages, layoff procedures and severance pay. It is important to remember that standards vary from province to province. To learn more about Canadian employment standards, visit the Labour Program's Employment Standards  [\[www.hrsdc.gc.ca/en/labour\]](http://www.hrsdc.gc.ca/en/labour) Web site.




- **Minimum Wages:** Each province and territory sets the minimum hourly wage for workers. The Government of Canada maintains an inventory of minimum wages. Visit Human Resources and Social Development Canada  [\[www.hrsdc.gc.ca\]](http://www.hrsdc.gc.ca) to find the minimum wage in the province or territory where you intend to settle.

Health and Safety in the Workplace

All Canadian workers have the right to work in a safe and healthy environment. The Government of Canada protects your rights through laws, programs and services designed to prevent accidents and injuries on the job. To learn more about health and safety in the workplace, visit the Labour Program's Workplace Health and Safety  [\[www.hrsdc.gc.ca/en/labour\]](http://www.hrsdc.gc.ca/en/labour) Web site.

Workplace Equality

As an employee, it is important to be aware of your rights. Employment equity is a distinct Canadian process for achieving equality in all aspects of employment. Information on workplace equity and employment equity programs can be found on the Labour Program's Equality in the Workplace  [\[www.hrsdc.gc.ca/en/labour\]](http://www.hrsdc.gc.ca/en/labour) Web site.

Racism-free Workplace

Equality, diversity and inclusion are at the core of Canadian values. Canada promotes these principles throughout the world along with its commitment to treat all people with dignity and respect. The Labour Program's Racism-Free Workplace Strategy promotes a fair and inclusive workplace, free of discriminatory barriers to the employment and advancement of members of visible minorities and Aboriginal peoples. Information on this strategy can be found on the Labour Program's Equality in the Workplace 🇨🇦 [www.hrsdc.gc.ca/en/labour] Web site.

Discrimination


Canada has laws to protect workers from discrimination. For example, an employer must hire employees based on their qualifications. Employers cannot refuse to hire someone because they don't like their skin colour or religion. This is discrimination. In Canada you are also protected against discrimination based on age, sex, marital status, disability or sexual orientation. To learn more, visit the Canadian Human Rights Commission 🇨🇦 [www.chrc-ccdp.ca] Web site.

IMMIGRATION REPRESENTATIVES



You do not have to hire a representative for immigration matters.

The Government of Canada treats everyone equally, whether they use the services of a representative or not. If you choose to hire a representative, your application will not be given special attention, will not be processed faster and will not have a more favourable outcome.

For more information, visit Citizenship and Immigration Canada (CIC)  [\[www.cic.gc.ca\]](http://www.cic.gc.ca):

- What is an immigration representative?
Information on the types of immigration representatives and who can be a representative.
- Choosing a representative
Advice on what to consider before hiring an immigration representative.
- Can a representative get me into Canada more easily?
Things you should know to protect yourself when hiring an immigration representative.
- How do I know if a representative is authorized?
Learn how to verify the status of an immigration representative with the appropriate regulatory group.
- What if I have a complaint?
Suggestions on what to do if you have a dispute with your immigration representative.
- Frequently asked questions
Common questions asked by applicants and immigration representatives.

GLOSSARY



Certification - A formal document that recognizes a person has a certain set of skills, knowledge and abilities. Certification often requires a person to complete education or training. Tip: If you want to work in a regulated occupation and use a regulated title, you must have a licence or certificate or be registered with the regulatory body for your occupation. Some occupations are regulated in some provinces or territories but not regulated in others.

Credential Assessment Agencies ("Provincial Credential Assessment Agencies") - In Canada, provincial and territorial governments have responsibility for assessing and recognizing of credentials. Provincial credential assessment agencies evaluate foreign educational credentials.

Educational Institutions ("Post-Secondary Educational Institutions") - For a newcomer arriving in Canada and looking for a job, post-secondary educational institutions are places where you can go to upgrade complete foreign credential assessment and recognition when a newcomer applies for admission.

Employer - A person, partnership or company that is directly or indirectly responsible for hiring an employee. If you wish to work in non-regulated occupation employers will be interested in learning about your education and work experience. This information can be summarized in a resume.

Federal system - The political system where there is more than one level of government. The responsibilities of the different levels of government in Canada are outlined in the Constitution. In Canada, the federal government is responsible for policies that affect the country as a whole, such as defence, foreign relations, and currency.

Hidden Job Market - Many job openings are not advertised anywhere, creating what seems like a "hidden" job market. Information about available work is often circulated through managers, employees and business associates, as well as through family, friends and acquaintances.

Labour Market - The forum where people looking for jobs interact with people or groups looking to hire workers. Canada's 10 provinces and three territories each have their own labour markets with specific standards, requirements, job opportunities and working conditions.

Labour Market Information - Data or information on employment, wages, standards and qualifications, job openings, and working conditions.

Newcomers - This term is used to refer to people thinking about immigrating to Canada, people who are in the process of immigrating, and people who have recently landed as immigrants to Canada.

Non-Regulated Occupation - A profession or trade that you don't need a licence, certificate or registration to work in. Most occupations in Canada are non-regulated. If you are applying for a non-regulated occupation you must show your potential employer that you have the education and experience to do the job. Even if an occupation is not regulated, an employer can still ask that an applicant be registered, licensed or certified with a professional association.

Regulated Occupation - Some professions set their own standards of practice. These are called regulated professions. In Canada, about 20 percent of jobs are regulated by the government to protect public health and safety. For example, nurses, doctors, engineers, teachers and electricians all work in regulated professions. If you want to work in a regulated occupation and use a regulated title, you must have a licence or certificate or be registered with the regulatory body for your occupation. Some occupations are regulated in some provinces or territories but not regulated in others.

Regulatory Body - A regulatory body is an organization that sets the standards and practices of a profession. For example, the College of Nurses of Ontario makes sure that its members are qualified to do a nurse's job. It also makes sure that members keep up their qualifications.

SUMMARY OF PRE-ARRIVAL AND POST ARRIVAL STEPS



- Complete the questionnaire: Are you ready to work in Canada? These questions can help you prepare to work in Canada.
 - Learn about the different levels of government and their roles and responsibilities.
 - Consider where you will to live and work. Where you choose to live will impact your occupational prospects, job opportunities and salary.
 - Bring educational and work experience documents. Note - some institutions may only accept documents that are sent directly from your home country institution.
 - Develop a resume. Before you arrive, develop a resume that you can use in the Canadian labour market. A resume tells an employer who you are, what you have done in the past, what your qualifications are, and why you want the job.
 - Research the name of your occupation in Canada. Job titles and descriptions are not universal. What your occupation was called in your home country may be different than what it is called in Canada.
 - Find out if your occupation in Canada is regulated or non-regulated. A regulated occupation will require a licence whereas a non-regulated occupation does not.
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- Apply for a Social Insurance Number. A Social Insurance Number is required to work.
- Apply for a Permanent Resident Card, health insurance card and a driver's licence.
- Prepare for an interview.