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## 1

# Self Reflection and Reviewing Your Skills, Experiences, Strengths and Interests

## 1a. Transferable Skills

For many immigrants in Ontario, becoming a licensed practitioner in one's past profession is a lengthy and difficult process. For this reason, you may have decided to pursue another career option, which might include transferring current skills, education and work experience. This is often not an easy process, but nevertheless can provide both personal and professional meaning in the future.

You may be asking yourself "What are my transferable skills?"

Transferable skills are skills which are developed and used in one situation or occupation, but can also be transferred and used in another situation or occupation. They are often the key to which can best help guide you into the most intuitive, natural and logical alternative career.

In order to better understand your own transferable skills, a good way to begin might be by completing a thorough inventory of your knowledge, competencies, and skills.

Mapping out your skills, experiences, strengths and interests can be a useful exercise.

These sites can help you do this:

Transferable skills list:

<http://mbastudents.smeal.psu.edu/career-services/personal-career-strategy/documents/Transferable%20Skills%20Matrix%20Assessment.pdf>

Explore Careers by Skills and Knowledge:

[http://www.jobbank.gc.ca/report\\_skillknowledge-eng.do?lang=eng&action=search\\_form](http://www.jobbank.gc.ca/report_skillknowledge-eng.do?lang=eng&action=search_form)



## 1b. Soft Skills

The phrase “soft skills” is often used to describe the skills that characterise relationships with other people or are about how you approach life and work, such as: communication, language, and personal habits. Other phrases that are often used for these types of skills include: “people skills,” “interpersonal skills,” “social skills,” all of which are also a part of transferable skills.

“Hard skills”, by contrast, is usually used to describe job-specific skills, which are generally easily quantifiable and measurable. Examples of such skills include professional skills such as: diagnosis and treatment, use of medical equipment, computer skills. Many of these can be learned and tested.



Soft skills according to the Canadian cultural context are often some of the most difficult skills to develop for immigrants to Canada, even for those who have lived here for some time. This site can help guide you in defining and categorizing different potential soft skills: <http://www.skillsyouneed.com/general/soft-skills.html>

Lionel Laroche, Ph.D., P. Eng., describes soft skills as abilities that are defined by culture and guided by arbitrary, unwritten social rules. In our professional lives, we are expected to handle them skillfully every day, but they don’t come naturally to a person who has moved to a new country after spending a considerable part of their adulthood in a very different cultural context.

Many Canadian employers believe a candidate with the right hard skills but poor soft skills won’t be able to learn the soft skills required quickly enough to perform satisfactorily. On the other hand, a person with the right soft skills has the potential to acquire the hard skills they may lack. Soft skills are such a priority for Canadian employers that the job interview process in Canada is mostly about determining soft skills.

The most important soft skills an applicant can have includes dependability, communication, and motivation.

[Employment and Social Development Canada \(ESDC\)](#) has developed “[Working with Others Tip Sheet](#)”. This tool provides practical tips to help you improve your ability to working with others.

# 2

## Exploring Your Options

To explore a career option consider the goal that you would like to achieve and think about a strategy to get there. The following questions can be helpful in organizing your thoughts when considering a career option:

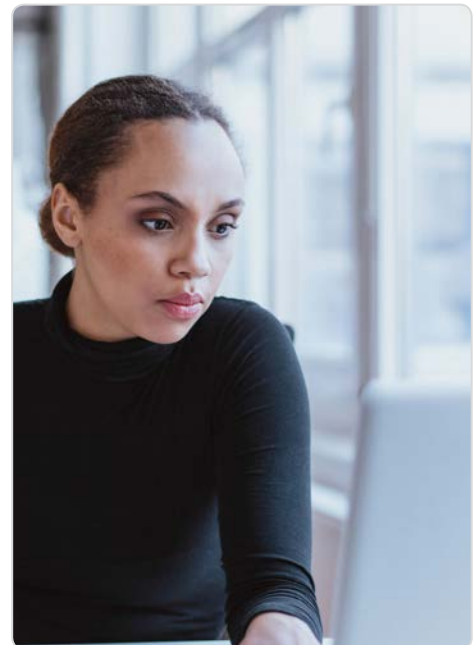
- What do you I want? (Type of career)
- What do I need to qualify for this job? (Experience, education etc.)
- What steps do I need to take in order to obtain this position? (Logical goals)

### 2a. Find Titles of Occupations/ Research the Labour Market

You can use the National Occupational Classification (NOC) to help you explore occupation titles. The NOC is a system used by the Government of Canada to classify jobs (occupations). Jobs are grouped based on the type of work a person does and the types of job duties.

The NOC is a good starting point where you can enter different search words that best suit your intended occupation. A wide range of health occupations are included in Category 3 of this link:

<http://noc.esdc.gc.ca/English/NOC/OccupationIndex.aspx?ver=16>



## 2b. Work in a Different Regulated Health Profession

If you plan on pursuing a regulated health profession that is different from your original profession, you need to find out whether some of your previous education and experience is transferable. Regulatory colleges may have competency profiles on their websites. In the majority of the cases, additional training and experience will be needed to qualify for registration with a regulatory body.

To practise in a regulated health profession in Ontario, an individual must be a member of the regulatory college for his/her chosen profession and hold a certificate of registration. Regulated health providers are required by law to deliver competent, ethical, and professional services, and are accountable to the public through their respective colleges. Regulatory colleges help to ensure excellence in care delivery.

There are 26 regulatory colleges in Ontario, and four colleges regulate more than one profession.

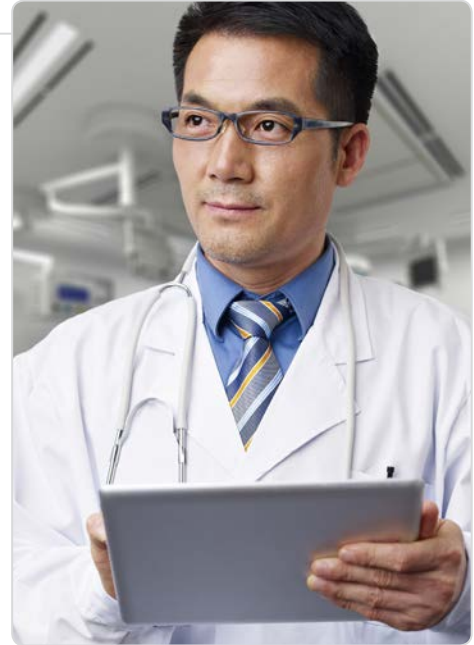
HFO MRA offers information on practice requirements for each regulated health profession:

[http://www.healthforceontario.ca/en/M4/Internationally\\_Educated\\_Health\\_Professionals/Practice\\_Requirements\\_by\\_Profession](http://www.healthforceontario.ca/en/M4/Internationally_Educated_Health_Professionals/Practice_Requirements_by_Profession)

Internationally Educated Health Professionals may consider visiting HFO MRA for additional information; one-on-one advisory services; and joint orientation sessions with representatives from regulatory bodies, examining organizations, educational programs; and for other support services.

The Office of the Fairness Commissioner is an excellent resource to explore regulated health professions in more depth and find out about updates on registration processes included in fair registration practices reports. These reports are submitted annually by individual regulatory colleges so the Fairness Commission is able to assess whether they provide adequate information to internationally trained individuals on the requirements necessary for registration and the procedure for applying. For more information:

[http://www.fairnesscommissioner.ca/index\\_en.php?page=professions/index](http://www.fairnesscommissioner.ca/index_en.php?page=professions/index)

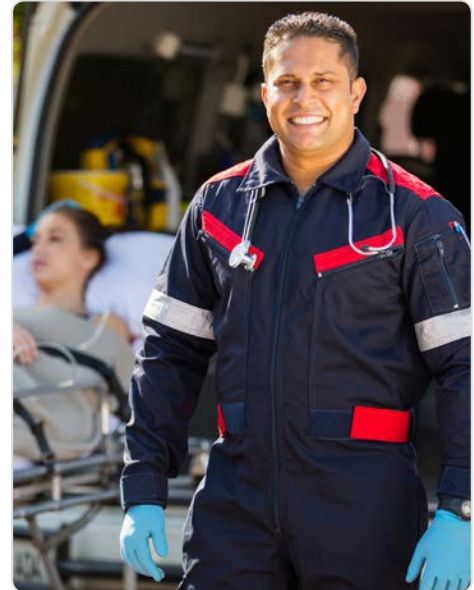


## 2c. Non-Regulated Professions

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In exploring options in health care, you might want to consider non-regulated health-care professions. “Non-regulated” means you do not have to register with a regulatory college to work in that field. You may have the opportunity to use some of your skills, but will have minimal clinical interaction and clinical decision-making opportunities.

Some professions are not regulated by law, but may have voluntary professional bodies. In many cases, certification with these professional bodies is often valued within the profession and is important to finding employment in the field. If you plan to take a course or program, make sure it will be recognized by the professional body and that it will lead to the certification you would like to achieve.



## 2d. Non-Health Professional Field

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The skills you have utilized in the health care profession, might be applied to many other rewarding careers that may not be related to health. You may have always had another passion and skills in another area that you are considering pursuing. For example, many people have decided to open their own private businesses.



## 3

## Conducting Research and Exploring a New Career Path

When exploring a new career path, keep an open mind while brainstorming and do not attach any immediate value judgments. Being open to exploration allows your mind to be open to possibilities.

### 3a. Explore Continuing Education, Undergraduate Options, Graduate Studies Options, and Student Loans

Education may be a helpful first step in beginning a new career. If you plan to apply to a Master's or a Ph.D. program, check admission requirements and contact program coordinators for clarification to help you prepare strong application portfolios and use your time/financial resources efficiently.

There are resources to assist you with educational program exploration and choices. You'll need to take many factors into consideration when returning to school. This settlement organization link provides tips on what to consider, including the length and relevance of your chosen program of study, and associated costs: <http://settlement.org/ontario/education/#CUI>

#### Financial Aid: How to Finance Your Education

You are probably asking yourself, "How will I pay for additional education?" Below are some links to programs that provide loans for education:

##### ***Micro Student Loans***

This lender provides loans to pay for Canadian licensing or training.

<http://www.iafcanada.org>

##### ***Government Student Loan***

This is a government loan that freezes any interest payments until the borrower has completed his/her program.

<https://osap.gov.on.ca/OSAPPortal/index.htm>

##### ***Scholarships***

This website is a resource that, depending on your individual situation, may generate a variety of potential scholarship and loan opportunities. Scholarships are lucrative because they give individuals financial support that does not have to be paid back.

<https://www.ontario.ca/page/student-loans-grants-scholarships-and-bursaries>

##### ***Government Information on a Variety of Student Loan Options***

This website provides information on how to save, plan and pay for post-secondary education. <https://www.canada.ca/en/employment-social-development/services/student-financial-aid.html>



## 3b. Bridging Programs

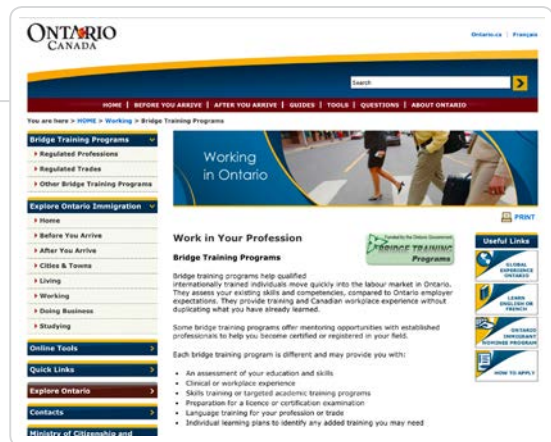
Bridging programs are available for some health professions:  
[http://www.ontarioimmigration.ca/en/working/OI\\_BRIDGE.html](http://www.ontarioimmigration.ca/en/working/OI_BRIDGE.html)

Training and experience in one regulated health profession may not be recognized by another regulated health profession. You may be required to take specified courses to be eligible for certain programs.

Keep in mind that bridging programs are usually designed to facilitate entry into the health-care profession in which you obtained previous training and experience.

You will want to review the list of bridging programs supported by the Ontario Bridging Participant Assistance Program (OBPAP). Internationally educated professionals attending bridge training programs may qualify for a bursary to assist with direct education costs such as tuition fees, books, and equipment:

<http://www.tcu.gov.on.ca/pepg/programs/adultlearning/faqs.html>



## 3c. Research Labour Market

Understanding the Labour Market Information (LMI) can potentially help you determine which professions have strong prospects. Information on job, skills, local labour market trends, and occupational research can guide your decisions.

According to the *Guide to Using Labour Market Information in Ontario* <http://www.tcu.gov.on.ca/eng/labourmarket/currenttrends/docs/guide.pdf>, LMI addresses questions such as:

- What are the highest paying occupations?
- What geographic regions have the brightest employment prospects?
- How are different segments of the population faring in the labour market?
- What jobs are employers having difficulty filling?
- What types of training and education do employers require of prospective employees?
- At what age does the typical worker retire?
- What occupations are projected to grow the fastest?



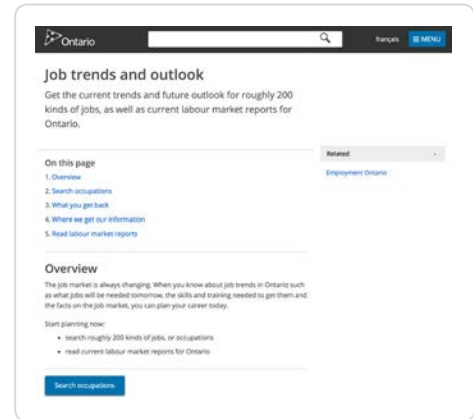
## 3c. Research Labour Market cont'd

LMI can answer these and many other important questions related to the operation and performance of the labour market.

For individuals making career choices, the most relevant LMI is about available occupational options, training and educational opportunities, the current labour market environment, and future trends.

For job seekers, useful LMI address job opportunities, skill level requirements, working conditions, prevailing wage rates, and effective job search strategies. For more information see:

<http://www.tcu.gov.on.ca/eng/labourmarket>



### Occupational Research

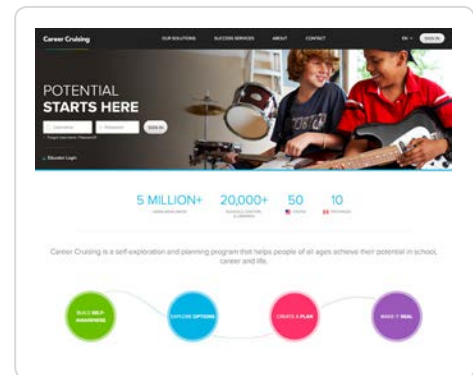
Occupational Research considers whether a career option is a good choice for you and addresses questions such as:

- What are the personal qualifications, skills, and abilities required for this position?
- What education, training, and experience are required?
- What is the nature of the work (earnings, working conditions)?
- Who are the typical employers?

Career Cruising is an interactive career guide featuring multi-media interviews with people in every career, in-depth occupational profiles, and information on colleges and universities. Career Cruising also allows you to search by a "health cluster" of occupations for education and careers.

You may find additional occupations of which you were not aware. Different from a typical web link, this service is available through a variety of organizations. You may be able to access this through your local library.

<https://public.careercruising.com/en>



## 3c. Research Labour Market cont'd

### Useful Resources

The Department of Employment and Social Development Canada (ESDC), offers up-to-date publications and information on wages, labour supply, labour demand, and other factors that will help you understand and prepare for the evolving socio-economic conditions of Canada and the region you live in.

### Canadian Occupational Projection System (COPS)

This site provides projections of future trends in the number of job openings and job seekers by occupation at the national level. You will need a NOC code:

<http://noc.esdc.gc.ca/English/noc/welcome.aspx?ver=16>

<http://occupations.esdc.gc.ca/sppc-cops/w.2lc.4m.2@-eng.jsp>

To learn how to use the NOC, review this tutorial:

<http://noc.esdc.gc.ca/English/NOC/Tutorial.aspx?ver=16>



### Labour Market Bulletins

Labour Market Bulletins provide an analysis of the local labour market and an assessment of local employment-related events. There are monthly and quarterly bulletins that are published by province/territory.

[http://www.jobbank.gc.ca/LMI\\_bulletin.do](http://www.jobbank.gc.ca/LMI_bulletin.do)

### Occupational Outlook

This tool allows you to review and compare the most recent medium-term outlooks for occupations.

[http://www.jobbank.gc.ca/wage-outlook\\_search-eng.do?lang=eng&reportOption=outlook](http://www.jobbank.gc.ca/wage-outlook_search-eng.do?lang=eng&reportOption=outlook)

### Explore Careers by Salary Information

Compare wages by occupation/job titles and by location/postal code.

[http://www.jobbank.gc.ca/wage-outlook\\_search-eng.do?reportOption=wage](http://www.jobbank.gc.ca/wage-outlook_search-eng.do?reportOption=wage)

## 3d. Study Job Postings

A good way to gain an understanding of what employers are looking for when hiring is to find job occupations and become familiar with job postings. After you have found occupation titles, note down keywords and phrases when looking at job postings. Consider whether you have the qualifications they are seeking.



Take time to analyze positions you are interested in pursuing. Consider getting to know:

- Job titles
- Job descriptions
- Mandatory requirements including certifications (for non-regulated positions), memberships, and education
- Typical salary
- Preferred experience
- Preferred education
- Full-time and part-time job availability in this area

Try reviewing and analyzing job postings on a regular basis. Learn how to compare the skills and experience you have against the skills and experience an employer wants. Identify what you have and what you need. It is also helpful to identify what you don't know so you can review key words, and note potential courses and certifications. You may wish to research and familiarize yourself with job-related terminology designations, and certifications often repeated in job profiles. Regardless of what occupation you target, it is important to find out the required professional competencies. If you already have them, promote them. If you need them, find a way to develop and strengthen them.

In some cases, new skills and knowledge can be acquired while employed. However it is highly likely that additional education/training and experience in the field will be needed prior to being considered for the job you would like to obtain.

There are many publicly and privately funded educational institutions in Ontario. The following websites provide a quick overview of institutions, programs, support services and information:

Publicly funded colleges, programs, and resources: <http://www.ontariocolleges.ca/FindProgram>

Private career colleges: <http://www.ontario.ca/page/private-career-colleges>

Publicly funded universities, programs, and resources: <https://www.ouac.on.ca/external-resources>

## 3d. Study Job Postings cont'd

In choosing educational programs, consider how the program of your choice will prepare you for employment in the future. Consider labour market information to see whether there will be workforce demand in the field you are training in by the time you graduate.

Before making a decision about which program to enroll in, it is advisable to conduct research on multiple programs of interest, compare them, and consult with others in the field. Program length, tuition fee amount, and location may not be the only elements to consider. You may want to check information on graduates' employment success rate and the factors contributing to that (e.g. internship/co-op associated with the program, reputation of the school and faculty, Online learning options, Prior Learning Assessment Recognition availability, employers' program preferences, and financial support).

### Different Ways to Conduct Research

- Internet/social media
- Occupational profiles/competency checklists
- Business section at the library
- Newspaper articles/newscasts
- Information interviews - Talk to people who do the job in which you're interested
- Appointments with university/college career counsellors



## 3e. Networking

The power of networking cannot be stressed enough. Networking is a crucial skill to develop when trying to learn more information from others about various careers in general or upcoming positions. To better understand a new profession, labour market conditions, and possible internal positions, make every effort to attend networking events to connect with other professionals. One great place to network is:

[www.NetworksForImmigrants.ca](http://www.NetworksForImmigrants.ca)



Consider preparing your introductory summary (sometimes called an elevator speech because it is short enough to share with someone while travelling between elevator floors). Your summary highlights what kind of work you did in the past and what direction you are hoping to take in the future. Use this to begin a conversation that can lead to advice, career information, another connection, job leads, or contacts in hiring positions. Talk to everyone you know. Be sure to circulate your resumé. Volunteer work is one of the best ways to network with others who can give you leads. Follow through on all leads and maintain contact if appropriate. Whenever possible, ask your networking contacts if you can use their name when introducing yourself to another networking contact. This creates a “warm” lead. Keep broadening your list of contacts. People who are active in making connections and building relationships have a greater chance of finding the right position for them and being successful. Search the Internet to see if there are any networking groups in your area. Social media is very effective method for networking. LinkedIn is a useful site and it is important to familiarize yourself with its usage. Here are some helpful sites:

<http://www.inc.com/larry-kim/22-top-tips-to-effectively-raise-your-profile-on-linkedin.html>

<http://blog.hubspot.com/blog/tabid/6307/bid/23454/The-Ultimate-Cheat-Sheet-for-Mastering-LinkedIn.aspx#sm.0000a0vm6816bsfgxr9ihowez0jkg>

### Some general tips:

- Make sure your profile is professional using correct spelling and grammar and highlights your key background. Review and improve consistently. Use a professional looking photo wearing professional clothing as opposed to a more casual setting.
- Join groups and add comments. When group members read they will often go to your profile to learn more about you.
- Search for people who work in fields you are interested in or at companies you have targeted. Invite them to connect and include a message with your purpose for your request (networking or a short meeting to get their advice).
- Once you have made contacts, stay in touch.

### For more tips review these websites:

<http://time.com/3838926/24-linked-rules>

[https://university.linkedin.com/content/dam/university/global/en\\_US/site/pdf/TipSheet\\_NetworkingonLinkedIn.pdf](https://university.linkedin.com/content/dam/university/global/en_US/site/pdf/TipSheet_NetworkingonLinkedIn.pdf)



## 3f. Informational Interviews

Talking to people who are in health care is an excellent way of learning more about different professions. An informational interview is arranging a time with a contact to get advice and information about a profession in an informal way. To approach someone for an informational interview, you might try the following:

“Hello my name is X and I am an internationally trained health professional. I am currently considering an alternative career, and I was wondering if you would be willing to have a brief telephone conversation or coffee so that I can gather some information based on your experiences.”

Note: This is not a job interview in the sense that you are expecting the individual to assist you finding a job directly. Instead you are the leader in the conversation and are seeking career related advice and information.



- Prepare your questions ahead of time and use them to guide your conversation. Take along your resumé but provide it only if your contact asks to see it.
- Maintain a pleasant facial expression, one that shows interest.
- Ask how they found themselves in the position they are now currently in.
- As for suggestions on what they think might help you become a stronger candidate for a similar position.
- Do not ask for a job in their company or organization directly, nor ask the person to “guide” you in finding a job.
- If appropriate, ask your contact if he/she knows of anyone else you could talk to. If your contact gives you a name, ask if you can mention the contact suggested him/her.
- Remember to thank your contact for sharing his/her time and experiences.
- Don’t be afraid to send your contact another email if you have further questions or would like to ask his/her opinion on an initiative you are considering such as volunteering or further education.
- Make notes immediately after your interview with your contact.
- Follow up with an email note saying thank you and telling the person how much you enjoyed meeting them and appreciated their time and suggestions.

## 3g. Finding a Volunteer Opportunity

Volunteering is an excellent opportunity to gain experience, learn new skills, practise your English, learn technical vocabulary, make friends, network, and build your confidence. Consider choosing a position that in which you will obtain skills and expertise that you will need as a stepping stone towards the goal of in the alternative career you have chosen. You can add your volunteer involvement to your resumé. During the volunteer term, consider looking for someone you are comfortable with who can potentially act as a reference.



### Resources:

<http://www.prepareforcanada.com/working/success-strategies/working-success-strategies-volunteering>

<http://settlement.org/ontario/employment/volunteer>

<http://www.voluntaryworker.co.uk/whatorganisationslookforinagoodvolunteer.html>

Getting the most out of a volunteer position is very important. Be sure to make positive connections with others, follow directions, ask questions, demonstrate you are capable and take initiative. Overall, be the kind of person that with which an employer would like to work with.

Here is a basic etiquette quiz you may find helpful:

<http://www.centennialcollege.ca/pdf/gradsuccesspack/JobOffer/busetquiz.pdf>

You can add your volunteer involvement to your cover letter and resumé.

There are many ways to obtain a volunteer position. Look for one of your target companies and review its website, network and use LinkedIn.

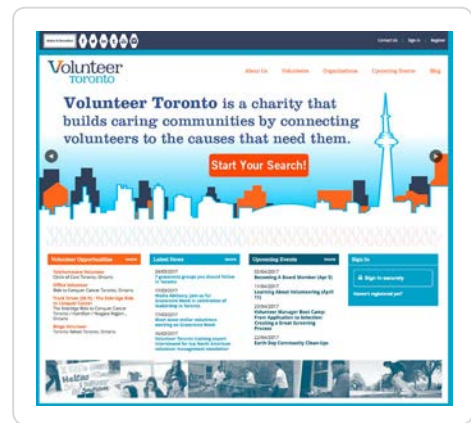
### Helpful websites:

#### Greater Toronto Area

Volunteer Toronto is an excellent resource.

<http://www.volunteertoronto.ca>

Toronto Arts and Charities has an online directory that lists volunteer opportunities. <http://www.toronto-charities.ca/volunteer>





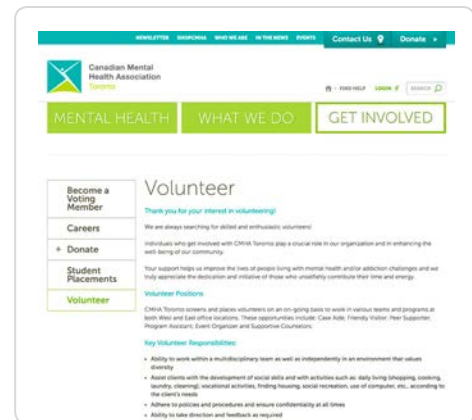
# 3g. Finding a Volunteer Opportunity cont'd

## Greater Toronto Area cont'd

Charity Village has volunteer listings that can be located by postal code or region. Filters can be added to specify the volunteer opportunity you are seeking. <https://charityvillage.com/directories/volunteers/find-volunteer-listings.aspx>

The Region of Peel has a list of volunteer opportunities. <http://www.peelregion.ca/health/volunteers>

Canadian Mental Health Association has many volunteer opportunities related to the field of mental health. CMHA screens and places volunteers on an on-going basis to work in various teams and programs. <http://toronto.cmha.ca/get-involved/volunteer/#.V5t1otrLct>



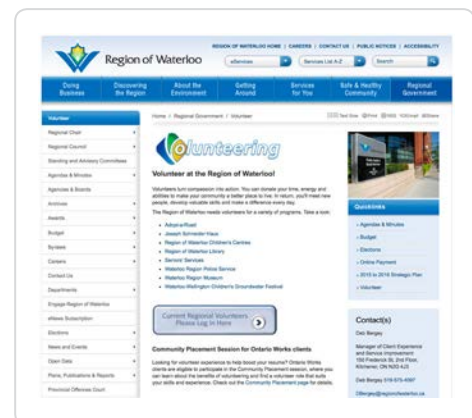
## Ottawa

The Coalition of Community Health and Resource Centres of Ottawa seek volunteers for a variety of programs, services, and activities. There are various centres through which the organization works. <http://www.coalitionottawa.ca/en/career/volunteer-opportunities.aspx>  
[http://www.volunteerottawa.ca/Search\\_Volunteer\\_Opportunities.html](http://www.volunteerottawa.ca/Search_Volunteer_Opportunities.html)  
[http://www.canadian-universities.net/Volunteer/Health\\_Centres-Ontario-Ottawa.html](http://www.canadian-universities.net/Volunteer/Health_Centres-Ontario-Ottawa.html)

## Kitchener – Waterloo

Volunteer Action Centre links citizens who want to volunteer with charitable organizations who need volunteers to provide valuable service in the community. <http://www.volunteerkw.ca>

Canadian-Universities.net provides information about health and medicine organizations in Kitchener that offer volunteer opportunities. The organizations involved include hospitals, mental health institutes, and palliative care facilities. [http://www.canadian-universities.net/Volunteer/Health\\_and\\_Medicine-Ontario-Kitchener.html](http://www.canadian-universities.net/Volunteer/Health_and_Medicine-Ontario-Kitchener.html)



Region of Waterloo seeks volunteers in a number of program areas. <http://www.regionofwaterloo.ca/en/regionalGovernment/volunteer.asp?mid=20717>

## 3g. Finding a Volunteer Opportunity cont'd

### Windsor

WeVolunteer allows you to create a profile about yourself and matches your skills with opportunities in the region. [www.wevolunteer.ca](http://www.wevolunteer.ca)

The Hospice of Windsor and Essex County shows volunteer opportunities that are available in patient care services, special events services, administrative support services, and hospice residential home services. <http://www.thehospice.ca/article-36/volunteer-services-opportunities>



### London

The Red Cross has a variety of volunteer opportunities related to health and emergency relief.

<http://www.redcross.ca/volunteer/volunteer-with-us?gclid=COCa-4qK68oCFYSBaQodiCwDOW>

The Connect for Mental Health has volunteer opportunities for those interested in mental health. <http://connectformh.ca>

The Pillar Non- Profit has general opportunities to volunteer. <http://www.pillarnonprofit.ca/volunteer>

This document provides a list of Francophone organizations that offer volunteer opportunities:

[https://www.uwo.ca/french/undergraduate/cocurricular\\_activities/documents/organismes\\_francophones\\_London.pdf](https://www.uwo.ca/french/undergraduate/cocurricular_activities/documents/organismes_francophones_London.pdf)  
(in French only)

### Hamilton

Volunteer Hamilton has a variety of general opportunities listed.

<http://volunteerhamilton.on.ca/volunteer-opportunities/jobs-list>

Hamilton Health Hospital has health related volunteer opportunities.

<http://www.hamiltonhealthsciences.ca/body.cfm?id=2033>



### All of Ontario

These sites allow you to find local organizations close to where you live across the province:

<http://www.ovcn.ca>

<http://www.findmyspark.ca>

<https://volunteer.ca/connecting-members>

<http://www.cic.gc.ca/english/refugees/welcome/volunteer.asp>

The examples above are not an exhaustive list. Search the internet to find other resources in your area.

## 3h. Finding a Mentor

Connecting with a mentor can be very helpful through your journey, but knowing how to find a mentor can be challenging. Establishing why you need a mentor is the first step to finding one that will be helpful to you. The following article explains what to consider when looking for a mentor:

<https://fizzle.co/sparkline/how-to-find-a-mentor>

There are many mentoring programs that create a formal engagement for a set period of time, but people often find informal mentoring relationships, as well. Here are a few formal programs:

This guide for newcomers in Ontario provides information about specific mentorship programs within Ontario.

[http://www.ontarioimmigration.ca/en/working/OI\\_HOW\\_WORK\\_MENTOR.html](http://www.ontarioimmigration.ca/en/working/OI_HOW_WORK_MENTOR.html)

### Greater Toronto Area

The Mentoring Partnership is a program that brings together skilled immigrants and established professionals in occupation-specific mentoring relationships. <http://www.thementoringpartnership.com>

This link provides short videos from partners, mentors and mentees sharing their success stories about the program.

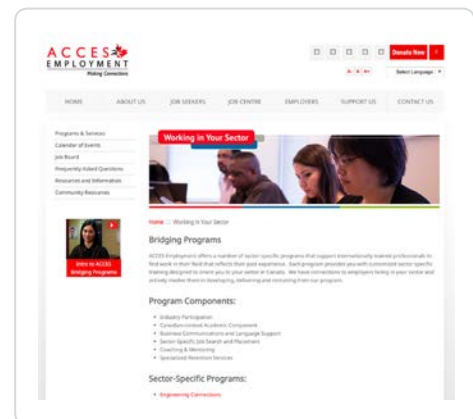
<http://www.thementoringpartnership.com/newsevents/video-gallery>

Canada InfoNet is a service that provides immigrants assistance when transitioning into careers in their chosen profession. It provides access to online mentoring services, where you can participate in discussion forums with others. It also provides information on employment and education within Canada. <http://www.canadainfonet.org>

Access Employment is a service located within the Greater Toronto Area, which connects employers to qualified candidates. The services provided are free of charge. A few sector-specific programs have a fee but are eligible for financial reimbursement through Ontario government bursaries. <http://www.accesemployment.ca/index.php/working-in-your-sector>

Le Centre Francophone de Toronto occasionally organizes mentoring for the Francophone community :

<http://www.centrefranco.org/events/soiree-mentorat> (only in French)



## 3h. Finding a Mentor cont'd

### Ottawa

The Career Mentoring Program is a program supporting internationally educated professional seeking employment in their chosen field. Individuals work with mentors in their prospective fields; they meet weekly with the mentors, who provide guidance with the individuals' career paths.

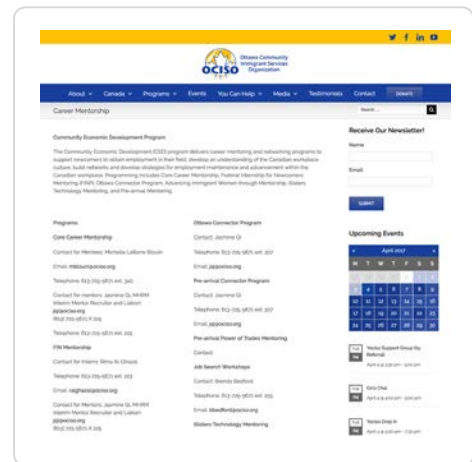
<https://ociso.org/career-mentorship>

Le programme d'accès aux services de santé pour les immigrants (PASSI) offers mentoring opportunities with workers in the health sector :

<http://www.lacitedesaffaires.com/service-immigrants/projet-passi>  
(only in French)

The ITP Mentorship program offers 3-month mentorship/volunteer placements for internationally trained professionals with staff from the Pincrest-Queensway Community Health Center :

<http://www.pqchc.com/fr/benevoles-et-etudiants/le-programme-itp>



### London

The London-Middlesex Immigrant Council provides a mentorship program aimed at internationally trained individuals. They get the opportunity to work with mentors on their career goals, while establishing and growing their professional networks in London and surrounding areas. <http://www.lmic.ca/mentorship-programs>

### Advice on forming an informal mentor relationship:

How can you get the most out of your experience as a mentee?

Building a strong relationship with your mentor can help provide you with guidance on finding a meaningful career. The following blog provides useful advice on how to have a successful relationship:

<http://www.briantracy.com/blog/personal-success/12-ways-to-have-a-great-relationship-with-your-mentor>

Take responsibility for your relationship with your mentor. The following article shows how this is beneficial to your experience as a mentee: <http://pcaddick.com/page12.html>

Remember, when you become established in your career, become a mentor for others.

## 4

## Making a Decision and Setting Short- and Long-Term Goals

### 4a. Financial Elements to Consider

The length of your journey will probably take longer than you are expecting, but it is important to celebrate small steps along the way towards your final goal.

It is important to think about long-term goals, but also how to survive in the short term. Managing your finances is a large factor in planning your goals. Below are links that will help you get started by providing you information on general finances.

Financial Consumer Agency of Canada acts as a resource to help you make financial decisions: <http://www.fcac-acfc.gc.ca/Eng/forConsumers/topics/Pages/home-accueil.aspx>

A beginner's guide for personal finance: <http://settlement.org/ontario/daily-life/personal-finance>



### 4b. Recognizing Opportunities

Knowing about opportunities is important but following through and taking action is equally important. With so many different options such as workshops, job fairs, networking and cultivating relationships with people who might be in a position to provide career information or advice, it is sometimes difficult to decide on priorities.

Try to make time for and attend as many of these opportunities as you can to learn as much as possible and make connections with others who are also interested in the same topics. What do you do when an opportunity arises? Seize the opportunity when it presents itself. Even if it may not have a clear benefit immediately, it may help lead you to unexpected opportunities or be used later as part of your entire portfolio.

Building a career takes time. When starting out, it is better to get experience in a field where you can acquire valuable transferable skills and experience, even if the salary or other benefits are not what you would like them to be. Over time, with experience and references, you will be in a better position to compete for more challenging and preferable positions.

## 5

## Job Search

Now that you have made a decision to start on a new career path, there are numerous activities to complete and tools to access for a successful job search.

### 5a. Determine Your Target Profession

Be as specific as possible about the profession/position you are seeking. This will determine how you tailor your job-search tools, such as your resumé, cover letter or interview skills. If you are looking in more than one area, customize your job-search tools to fit that profession.

#### Understand what employers in your chosen profession require:

If you have a good understanding of what the employer is looking for, you will be able to emphasize your qualifications and soft skills related to their requirements.

The best way to become knowledgeable is to continue to research job postings. You can return to the research you did when you were making your decision.

As links to postings expire, be sure to copy and paste the text into a Word Document. When you add each posting, highlight the hard and soft skills required. You will see patterns developing.

#### Know yourself – transferable skills, interests, passions:

Your ability to talk about yourself in a positive way is vital when communicating in a networking situation, an informational interview, a cover letter, resumé, or job interview.

Here are some resources:

Strong Interest Inventory: <http://www.career-descriptions-and-jobs.com/free-career-interest-tests.html>

Personality test: <http://kisa.ca/personality>

#### Determine how your skills relate to the position(s):

To be successful in finding the job you want, you need to think like a salesperson. Know your “product” (you) and understand what the “buyer” (the employer) is looking for to develop your “sales pitch.” What do you want to emphasize about your background? How will you work on “marketing” of your skills, knowledge, and experience?

#### Make a list of target organizations:

Before you begin your job search, try developing a list of the organizations you will target. As you research job postings, maintain a separate spreadsheet with information about these, such as name, address, phone number, contact person(s) and website address. Contact names can be found through networking and informational interviews. Saving a company’s website address will make it easy to continue monitoring its career section.



## 5b. Tools for Job Search

### Self Introduction Summary:

Planning and practising how you will briefly introduce yourself is one of the most important components of seeking employment. What will you say to give a positive overview related to what the employer is looking for; how will you articulate what you are looking for and where you will fit in?

### Resumé:

A resumé is a concise document used to introduce you to a potential employer. Employers use a resumé as a screening tool so it is critically important to invest in its preparation. Generally, resúmes are no longer than two pages but may be three, depending on your experience.

To prepare for developing your resumé, create a separate page for each of your past jobs. Make a list of every task in which you were involved. You will see some of your tasks repeated in some of your past positions. Review each task, and add accomplishments related to what you have done. Accomplishments include how you added value to your job. Did you create a new method? Did you save money? Did you receive accolades for a specific project?

**Structure and Format:** Resúmes are organized by category such as Objective, Summary, Skills, Education, Experience, Activities, Affiliations, Awards, and when appropriate, a list of publications. You can choose which categories best represent your background and qualifications.

There are two resumé styles: chronological and functional. A chronological resumé lists past employment and experience in reverse chronological order by date. Consider including the web address of the organizations at which you worked followed by your explanation of what you did there. Accomplishments are very important to highlight. If you accomplished a specific task in the past, employers can make a link to abilities and results that they are looking for.

With a functional resumé format, experience is summarized in skill categories rather than by chronological order. You include a selection of skills from your total experience that relate to the job you are seeking. You will also include an Experience section to show the reader where you have worked and in what positions.

Whether you do a chronological or functional resumé, review your original “task analysis” of each job. Create your first draft using each of the sections; list all your duties, starting each point with a verb. This is your “Master” resumé and you will find it useful if you customize it, depending on the job posting.



## 5b. Tools for Job Search cont'd

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Putting in the time and effort to create a polished and impressive resumé is highly recommended. Avoid completing it in just one sitting, as this may be evident to employers. Take time to develop it by having several rough drafts before the final draft is completed. Seek advice from your counselor.

There are many websites that have information about resúmes. You may want to view:

<https://www.monster.ca/career-advice/article/resume-tips-for-healthcare-professionals-canada>

### Cover Letter

A cover letter is intended to complement and not duplicate your resumé. It needs to be formatted properly, readable, and without any spelling and grammar mistakes.

It is meant to provide detailed information on why you are qualified for the job to which you are applying. An effective cover letter explains the reasons for your interest and what you have to offer. Use the requirements section from the job posting to help guide what points you should cover in order to convince the employer that you would be a suitable candidate for the job.

You can view samples and tips using the following site:

<https://www.monster.ca/career-advice/cover-letter-resumes/cover-letter-samples>

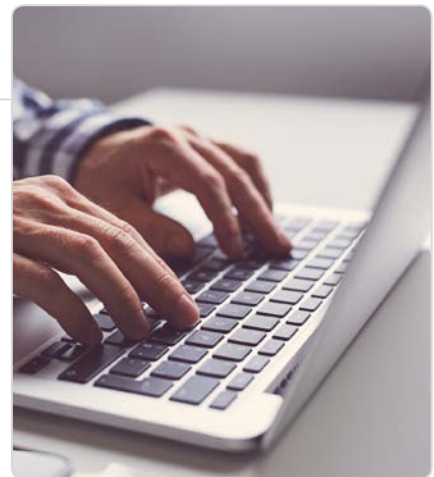
## 5c. Job-Search Methods

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### Continue to Network and Conduct Informational Interviews

#### Online Search:

Scan job vacancies on many websites. Setting up automatic notifications postings that match your job goal can potentially be very helpful. When applying for a job, be sure to include your customized cover letter and resumé related to the job. However, do not restrict your job search to these sites; there is a lot of competition due to the number of job seekers viewing websites. Regularly visit the career pages on your target companies list and explore other methods mentioned below.

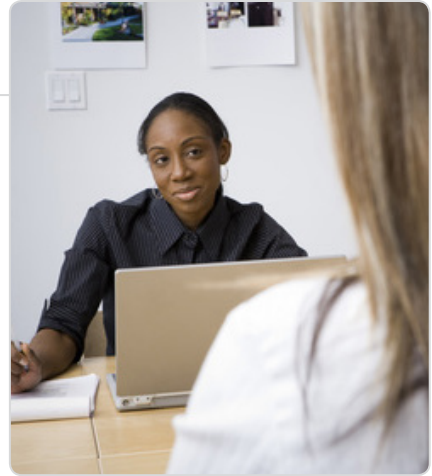




## 5c. Job-Search Methods cont'd

### Career Fairs:

Career Fairs are generally listed on the Internet and you can do a Google search to find ones in your area. The organizations that are participating are listed in most cases. Be prepared to communicate about yourself, your skills and interests, and what you have to offer. Focus your time on employers that match your interests. Thoroughly prepare your introduction and targeted resumés. Make sure you take multiple copies of your resumé(s).



### Employment Agencies:

Find employment agencies through Internet research as well as noting those that have postings on job search sites such as Workopolis or Indeed. Respond to their ads. It is also possible to drop into the agency to introduce yourself and register yourself as a client to be placed in their database. Bring your resumé and a general cover letter.

### Targeted Mailing:

You can introduce yourself to companies or organizations where currently no job openings officially exist. Develop a good cover letter and resumé tailored to a specific type of job and the needs of the organization from which you are seeking employment. You can send using regular mail or email. If you are able to research the contact name, you can send directly to that person.

### In-Person Visits:

You may wish to consider visiting potential employers. If you try this option, you introduce yourself to the receptionist and state that you are interested in meeting someone in the HR Department and providing him/her with your resumé. It's best to research the company so you can ask for the person by name. When you meet the HR contact, introduce yourself and submit your resumé and cover letter. Not all companies would have someone available at HR to meet with you, however, even the impression you give to the person working at reception could potentially be very important when they forward your resumé and cover letter to the appropriate person. This method would be best used after conducting research and targeting specific organizations where you feel you would have the appropriate skills to offer.



## 5c. Job-Search Methods cont'd

### **Attend Conference or Professional Development Sessions:**

Search for and attend conferences and professional development sessions whenever possible. Once again, prepare your introduction and create a conversation that may be informal at first, perhaps discussing one of the conference presentations. Network with every person with which you speak. Although the people you meet may not work at one of your target organizations, they may be very valuable as they provide you with advice or leads to others you can contact.

### **Join Clubs and Associations:**

You may, through networking or Online research, learn of clubs or associations that you can join. Make sure that you are an active participant. Other members will learn about your knowledge, skills, and experience and may make a recommendation to a specific organization or someone else with which you can speak.

### **Use Social Media:**

[LinkedIn](#) is a useful social media tool for professional purposes. It allows you to create a professional profile, which becomes your virtual resumé and Online portfolio to showcase your accomplishments. Your presence on LinkedIn allows you to connect with professionals, find opportunities, and be found by recruiters and hiring managers. Be sure to post a good photo and keep the background simple. Ask someone to critique and proofread your profile. Spelling or grammar mistakes create an immediate unfavourable first impression. As you continue to network and learn job-posting vocabulary, you will want to review your profile regularly to make improvements.

[Pinterest](#) is becoming used increasingly by individuals and organizations. You can create a resumé board with a copy of your resumé, pictures that have to do with your education and experiences, and samples of your previous projects. Explore potential careers, employers, and industries and follow those of interest. When you follow “boards” of other “pinner,” you can “like” or make a comment. In addition, many career services offices are on Pinterest with advice about job-search strategies and more.



### **Stay Abreast: Subscribe To Newsletters, Read Magazines**

In many cases, you can find newsletters or magazines that can be read Online. Your local library may also have copies that you can read.

## 5d. Following up by Phone or Email

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Making a follow-up phone call to organizations to which you have applied is not easy. The purpose of the follow-up is to draw the employer's attention to your application, especially if it was an in-person visit or targeted mailing. When you make the call, introduce yourself and let the contact know how interested you are in the position and what you have to offer. You are not calling to confirm the organization has received your resumé. You will also want to prepare the text for a follow-up email. Again, you will want to express your sincere interest, give an overview of your skills and experience, and highlight the value you would bring to the organization.



## 5e. Maintaining Records of All Interactions and Applications

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It is important to track all of your interactions. You can do this using the spreadsheet you created for your target organizations; continue to add new organization names as needed. This can be helpful when you are reviewing the career websites of each organization. Maintain a column for date of application, how you applied, and a date you may want to follow up or in some cases apply again.



## 5f. Interviews

### Interview Basics

Most people are nervous about interviews because they are unable to predict what questions will be asked. As a job seeker, by preparing and becoming comfortable with what to expect and practise your answers, you will gain confidence.

Your goal during the interview is to impress the employer with your knowledge and the way you speak about your experience, achievements, and personal attributes. You want to convince the employer you are the right candidate for the job.

At the interview, the employer will be assessing amongst other things:

- Can you do the job?
- Do you have the skills necessary to be productive?
- Have you proven your skills in the workplace elsewhere?
- What are your soft skills?
- Are you motivated and self-confident?
- Will you fit in with other co-workers?

### Preparation

#### Research the Organization and the Position

- You may be asked, "What do you know about our organization?"
- What kind of products does the company make or what services do they provide?
- Who are the main competitors?
- What is the organization's mission statement?
- What makes this organization special, better, different?
- Is the organization expanding or restructuring?
- What trends are emerging in the field?



### Prepare Yourself

Carefully review the job posting and identify the competencies, knowledge, skills, and attributes that are specified.

Review the Core Competencies and Soft Skills sections of your profile. These will be the primary areas on which questions are based. Develop at least four stories for each competency.

Reflect on your job performances and recall problems or challenges that you encountered. Develop stories that describe the situation, what action(s) you took to solve the problem, and what happened as a result of your actions? Employers will want to know how you handled the situation and what lessons you learned.

Identify your top five accomplishments and how they relate to the position for which you are interviewing.

Think about incorporating behavioural interview techniques into your answers even if you are asked traditional interview questions. You might use, "for example". This can distinguish you from other candidates.

Give some thought to how you will dress for a Skype interview. For men, a crisp shirt, a tie, and business jacket is appropriate, and for women, a "business casual" blouse, jacket, or dress is fine.

## 5f. Interviews cont'd

### Types of Interview Questions

#### *Traditional Questions*

- Tell me about yourself.
- What are your strengths and weaknesses?
- How did you become interested in this field?
- Why do you think you are the best person for the job?
- What is your experience in this type of work?
- How do you see your education or work experience as being relevant?
- Why did you submit your application to our company?
- What are your general career interests?
- What do you see yourself doing in five years?

Think about answers that would give the interviewer an opportunity to ask follow-up questions.

Increasingly, employers are moving away from traditional interviewing and prefer to combine that style with behaviour-based interviews.

#### **Behaviour-Based Questions**

The behaviour-based interview is the main technique employers use to select candidates. It is based on the premise that past performance is an indicator of future performance.

A good resource to review:

<https://www.recruitquelfh.ca/cecs/answering-behavior-based-interview-questions-star-technique>



#### **Sample Questions**

- Tell me about a time when you took charge of a situation and there was a positive outcome.
- Describe a situation when you were given a tight deadline to perform and how you managed to get the work done.
- Talk about how you handled working with a difficult co-worker.
- Tell me about a time when you did something at work of which you were particularly proud.

#### **Practice**

Reviewing questions and writing your answers for each is a good way to prepare. Be aware that you do not want to memorize what you have written, rather focus on concepts. Keep in mind that spoken word and written word are not the same. Practice with a counselor, friend and family member. Practise with a small smile. It is surprising how interest and enthusiasm come through in your voice when you smile. Learn forward slightly when you answer. This shows an element of eagerness. You may want to look at yourself in the mirror or use your video on your computer, to view your body language.

## 5f. Interviews cont'd

### Tips for Performing Well During the Interview

- Listen, listen, listen.
- Wait to be invited to sit down at the desk or table.
- Make eye contact. If there is more than one person interviewing you, be sure to make eye contact with all people, especially the one who has asked the question.
- Be certain you've heard and understood the question. Asking for clarification is acceptable. Never answer a question you do not understand.
- Take notes.
- It is fine to pause before answering. Take your time to think about your response and how to structure it
- Answer only the question that has been asked in a concise logical manner. Do not include other information that does not relate to the question asked.
- Never answer a behaviour-based question without citing an example. For example, claiming you have never had an issue with a co-worker will be looked on poorly. Instead, find an appropriate example.
- Never give the company artificial flattery without facts to back up your statement.
- Show confidence and enthusiasm in your abilities.
- Depending on your accent, speak slowly and clearly to ensure the interviewer is able to understand you.

### Ending the Interview

Typically the interviewer(s) will ask "Do you have any questions?" This is usually an indication the interview is coming to an end. The interviewer may ask if you have anything to add before the interview is over.



### Tips

Never tell the interviewer that all your questions have been answered. Use the opportunity to learn more about the position and the company and further impress him/her. You want to state clearly your interest in working with the organization and how you will add value.

### Sample Questions

- You asked me questions about \_\_\_\_\_. Tell me more about the specific expectations you have regarding this area for the successful candidate.
- What are some of the greatest challenges you foresee in this role?
- How do you measure an employee's performance and provide feedback?
- How would you describe the company's culture and management style?
- Do you foresee any significant changes in the health-care field related to your organization?
- How would you describe a typical day at this job?



## 5f. Interviews cont'd

### Post-Interview Checklist

- Write down a few notes including the interviewer's name, title, and address. Ask for his/her business card.
- Review your interview performance.
- Try to remember the questions and how you responded.
- Which specific skills or experiences, did the interviewer seem most interested?
- What specific questions were most difficult to answer? Why?
- What was the interviewer looking for with those difficult questions?
- Were you adequately knowledgeable about the company, its mission, structure, protocol?
- Consider making notes about what you did well and areas where you could improve.
- What did the interviewer say about salary? How did you respond?
- How did you feel about the interview overall? Why?
- What will you do differently in the next interview?
- Was another interview indicated? When will it be?
- What must you study, practise, or learn before your next interview with this company?

### Send a Follow-up Email

After your interview, prepare a thank-you letter for the interview opportunity. If there were any questions you feel you would like to expand on further, you can include this briefly in your text.

## 5g. Additional Support for Job Search

There are many immigrant-serving agencies who work with people in all aspects of job search. You can find the one geographically closest to you at:

<http://settlement.org/findhelp/ontario>

### Workplace Culture

Although there may be many definitions of workplace culture, organizational culture is a system of shared assumptions, values, and beliefs, which governs how people behave in organizations.



## 5g. Additional Support for Job Search cont'd

Every workplace has its own specific workplace culture. Much of this is based on Canadian culture but is also based on the organization's history, the management style, and the type of work carried out. Workplace culture is of great importance, not only during the interview when employers assess whether you would be a good fit for their organization, but also whether the employer believes you fit during the probation period or in the longer term for advancement. See the following link for further advice: [http://www.peianc.com/content/lang/en/page/guide\\_employment\\_culture](http://www.peianc.com/content/lang/en/page/guide_employment_culture)

Charity Village is one of Canada's largest non-profit sector Online resources for jobs, work life, and human resources issues. The site also provides an eLearning program. [www.charityvillage.com](http://www.charityvillage.com)

The Ontario Health Promotion E-mail Bulletin (OHPE) is a weekly newsletter. It is produced by [Health Nexus](#) and [Public Health Ontario](#). It also provides information on workshops, conferences, job postings, projects, issues and resources. This is an excellent newsletter to keep you up to date on health-related news and information.

HealthCareJob is a large specialized career site in Canada. The site contains postings in many different areas of health care from across Canada. It also offers job alerts and advanced search services; provides tips on resumés and interview skills; and supplies sector-specific information. [www.HealthCareJob.ca](http://www.HealthCareJob.ca)

The Centre for Addiction and Mental Health (CAMH) is the largest mental health and addictions teaching hospital in Canada. In 2015, CAMH was named one of Canada's Top 100 Employers, one of Greater Toronto's Top Employers, as well as Best Diversity Employers. <http://www.camh.ca/en/hospital/Pages/home.aspx>



The University Health Network includes Toronto Western, Toronto General, Princess Margaret, and Toronto Rehab Hospitals. The UHN website provides an opportunity to apply to job postings within this large network of hospitals. [www.uhn.ca](http://www.uhn.ca)

Hospital websites contain organization information including job postings. This site contains a list of hospitals by community. <http://www.health.gov.on.ca/en/common/system/services/hosp/locations.aspx>

The Association of Ontario's Health Centres (AOHC) is Ontario's voice for community-governed primary health care. It represents 109 community governed primary health-care organizations. These include Ontario's community health centres, Aboriginal health access centres, community family health teams and nurse practitioner-led clinics. [www.aohc.org](http://www.aohc.org)

The PetriDish™ is a Canadian biotech job board. It is the only national bilingual job board that focuses on the bio-economy. With hundreds of biotech employers, this site could potentially be a good resource for biotech careers. [www.biotalent.ca](http://www.biotalent.ca)

This is a large online resource for jobs. <http://www.jobserve.com/ca/en/Job-Search/Search> (Healthcare & Medical Search)



## 6

## Coping with Stress

It is difficult to search for work while facing family obligations, financial strain, a new language and cultural barriers. It may be compounded if you do not have personal supports or balance in your life. Here is information on how to handle your transition: <http://www.helpguide.org/articles/stress/job-loss-and-unemployment-stress.htm>

Talking and associating with others experiencing the same challenges can help you feel more supported during your job search. Look for local groups online.

There are other ways to help relieve stress by creating more balance in your life. These strategies can be an important aspect of your life. Here are suggestions on how to relieve stress:

<http://greatist.com/happiness/23-scientificallly-backed-ways-reduce-stress-right-now>

<http://www.helpguide.org/articles/stress/stress-management.htm>

To remain balanced while considering an alternative career or searching for work, self-care techniques are very helpful. For a list of self care activities that can reduce stress and depression review the following site:

<http://theselfcompassionproject.com/2013/06/03/80-self-care-ideas/>

What should you do if you are already feeling down emotionally? Many people acknowledge feeling drained or continually tired, but may not be aware they are actually experiencing depression. What are the signs of depression? See the following link for information: <http://depressionhurts.ca/en/checklist>

To deal with depression, talk to your family doctor about your symptoms. Your doctor can advise you of options and supports. For more information on how to access local programs that can help you with depression, see the following site: <https://www.cmha.ca/mental-health/find-help>

Finding a meaningful alternative career is not an easy process; however there are numerous examples of others who have succeeded. Success takes strategic thinking, dedication, patience, and positive energy. It is often not one large step but rather many incremental steps that make all the difference.

