Start Your Job Search and Canadian Hiring Process

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I don't have experience because I can't get a job because I don't have experience.
Job Search Preparation

> Access career services provided on campus
## Career Services on Campus

<table>
<thead>
<tr>
<th>International Student Services (ISS)</th>
<th>Career Centre</th>
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<tbody>
<tr>
<td>- 1-1 advising</td>
<td>- Advising, coaching, seminars</td>
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<tr>
<td>- I-Work series and conference (I-Work challenge)</td>
<td>- Career Exploration Interview</td>
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<td>- International Student Work Experience Program (ISWEP)</td>
<td>- Mentoring programs</td>
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<td>- Career Fairs</td>
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<td>- Internships</td>
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<td>- Job postings (CampusBridge)</td>
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Job Search Preparation

- Access career services provided on campus
- Explore career options
- Understand job postings and requirements
- Prepare your job application documents (resume, cover letter, LinkedIn profile, etc)
- Start as soon as possible
Resume Tips

- Tailor your resume for each position
- Key words
- Reverse chronological
- Quantify your accomplishments
- Recent and relevant
- No experience? Focus on transferable skills
- Keep it short (1-2 pages)
- Proofread
Job Searching

- Job Search Websites
- Career Fairs/Networking events
- Job placement/internship/co-op
- Employment agencies
- The “Hidden Job Market”
On Campus

> CampusBridge
> UAlberta Careers Page
> Student Union
> Library
> Campus & Community Recreation (CCR)
> Residence Office
Off Campus

- CampusBridge
- https://www.indeed.ca/
- https://www.glassdoor.ca/
- https://www.jobs.ca/
- https://www.monster.ca/
- LinkedIn
Job Searching

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Access to Hidden Job Market
Hidden Job Market

- Visit company’s home page
- Employment agencies
- Cold calling/emailing
- Referrals
- Informational interview
- Social media
What else?
<table>
<thead>
<tr>
<th>What else should I do?</th>
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<tbody>
<tr>
<td><strong>Practice English</strong></td>
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<tr>
<td>It’s not about how fluent you speak. It’s about how you converse with people (professionally/socially)</td>
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<td><strong>Portfolio</strong></td>
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<tr>
<td>Collection on your achievements</td>
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<td><strong>Volunteering</strong></td>
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<tr>
<td>Giving and Receiving</td>
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<tr>
<td><strong>Informational Interview</strong></td>
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<tr>
<td>Ask questions and gather information for career planning</td>
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<td><strong>Part time jobs</strong></td>
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<tr>
<td>Work experience and references.</td>
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<tr>
<td><strong>Networking</strong></td>
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<td>It takes time to build your network and maintain relationships.</td>
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Networking

- Gain different perspective
- Gather information to make smart decision
- Build confidence
- Develop long-lasting relationships
- Makes you visible
- Access to potential job opportunities
- Establish support network
Networking is everywhere
How to start networking?

- TALK!
- Be curious and don’t be afraid to ask questions
- Start with small talk and don’t be aggressive
- Feel stuck with conversation? Try to use the magic sentence: “Can you tell me something more about it?”
How to start networking?

> Feel pressure on face to face conversation? Start on social media by sending private message or simply commenting on a post.
> Always follow up to build relationship
> Practice makes perfect

Contact Wendy for sample messages
Job Application Procedure and Hiring Process
You
1. Search for job postings
2. Prepare resume and cover letter based on the requirements listed on the job posting
3. Submit application (online, email, etc)

Employer
1. Post job opportunities
2. Application open
3. Accept applications
You

4. Screening interviews or personality survey

5. Waiting, waiting, waiting......

Employer

4. Recruiters screen resumes and set up screening interviews. Or recruiters send personality survey

5. Screened applicants get sent to the hiring manager
You
6. In-person/virtual interview
7. Waiting, waiting, waiting.....
8. Reference check
9. Offer letter

Employer
6. Hiring manager picks the suitable candidates for the in-person/virtual interviews
7. Interview process – 1-2 weeks
8. Reference check
9. Offer letter
Questions?