



START YOUR JOB SEARCH AND CANADIAN HIRING PROCESS

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because I can't get a job because I don't have experience because

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JOB SEARCH PREPARATION

- > Access career services provided on campus

CAREER SERVICES ON CAMPUS

International Student Services (ISS)

- 1-1 advising
- I-Work series and conference (I-Work challenge)
- International Student Work Experience Program (ISWEP)

Career Centre

- Advising, coaching, seminars
- Career Exploration Interview
- Mentoring programs
- Career Fairs
- Internships
- Job postings (CampusBridge)

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/>
- > <https://www.workopolis.com/en/>
- > LinkedIn

JOB SEARCHING

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A top-down view of a wooden desk. In the center is a light blue clipboard with a black clip at the top, holding a white sheet of paper. On the paper, the text "Access to Hidden Job Market" is written in a bold, black, sans-serif font. To the left of the clipboard is a white cup of black coffee, a round loaf of bread with seeds, and a stack of rolled-up blueprints. To the right is a silver laptop with a visible keyboard and trackpad. At the top right is a small potted plant with green grass-like leaves. At the bottom center, a black fountain pen with blue accents lies horizontally. The number "11" is printed at the bottom center of the page.

Access to Hidden Job Market

HIDDEN JOB MARKET

- > Visit company's home page
- > Employment agencies
- > Cold calling/emailing
- > Referrals
- > Informational interview
- > Social media

A top-down view of a wooden desk. In the center is a blue clipboard with a black clip at the top, holding a white sheet of paper with the text "What else?". To the left of the clipboard is a white cup of black coffee, a loaf of bread with seeds, and a stack of papers. To the right is a silver laptop and a small potted plant. At the bottom of the clipboard is a black fountain pen.

What else?

WHAT ELSE SHOULD I DO?

Practice English

It's not about how fluent you speak. It's about how you converse with people (professionally/socially)

Portfolio

Collection on your achievements

Volunteering

Giving and Receiving

Informational Interview

Ask questions and gather information for career planning

Part time jobs

Work experience and references.

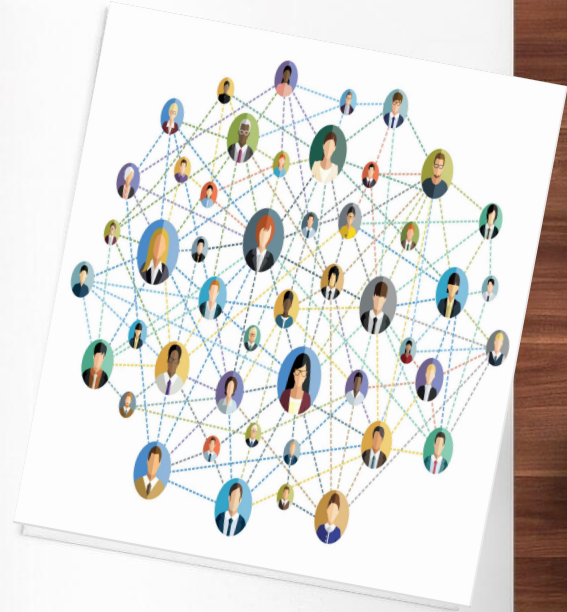
Networking

It takes time to build your network and maintain relationships.

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?