INTERNATIONAL STUDENTS: FINDING JOBS IN CANADA

JANICE TESTER, CAREER ADVISOR

WE WILL COVER:
○ Immigration and Legal Perspectives
○ Self-Evaluation
○ Researching Companies & Networking
○ Writing a CV, Cover Letters,
○ Interview Techniques
○ Dealing with Stereotypes

IN TODAY’S WORKSHOP YOU WILL:
○ Learn some of the legal considerations of work in Canada as an international student.
○ Convey to an employer some of the skills and achievements from their past experiences.
○ Identify the primary job search steps involved in obtaining a post-graduation, part-time or summer job in Canada.
○ Identify website resources and databases in which you can grow your employer contact base.

WE WILL COVER:

WE WILL COVER:

MCGILL CAREER PLANNING SERVICE

What we do

Programs & Resources
○ McGill Mentor Program
○ Resource Centre with a library of 2500+ books, subscriptions, and multimedia resources
○ myFuture – our online career management system with access to job postings, employer database, workshop and event listing, and special resources
○ Go to www.mcgill.ca/caps for much much more!

MCGILL CAREER PLANNING SERVICE

What we do

Individual Meetings to talk about anything related to your future including:
○ Career planning / direction
○ Job search and networking
○ Application review (CV, statements etc.)
○ Interview preparation and mock interviews
○ Applying to professional schools

Workshops & Events
○ Ongoing suite of workshops includes
  ▪ How to Find a Job: Building Professional Relationships
  ▪ How to Talk About Yourself: Interviewing Strategies
  ▪ How to Write About Yourself: Effective Resumes and Cover Letters
○ Tailored workshops for specific departments available on request
○ Career Days & Career Fairs

What we do

Programs & Resources
○ McGill Mentor Program
○ Resource Centre with a library of 2500+ books, subscriptions, and multimedia resources
○ myFuture – our online career management system with access to job postings, employer database, workshop and event listing, and special resources
○ Go to www.mcgill.ca/caps for much much more!
SOUL-SEARCHING: PERSONAL EXERCISES

Start by asking yourself some basic questions:

- What do you enjoy the most?
- What is important to you?
- What is your dream job?
- What are your ambitions for the future?
- Where best might I achieve my professional goals?

SELF-ASSESSMENT

- A- SKILLS - what can you do?
  - What are your “hard” skills?
  - What are your “soft”/transferable skills?
  - leadership -initiative
  - persuasive -organizational
  - administrative -research & info. gathering
  - teamwork -creativity
  - communication -“gets results”
  - analytical and problem-solving
  - adaptability, flexibility & willingness to learn

- B- SKILLS - where’s the evidence?
  - Tell “stories” about your activities in:
    - academia -volunteer work
    - internships -extra-curricular work
    - paid work -leisure activities
  - Write “one-liners” that describe these activities and the skills you have, using “action verbs”
  - “proposed and coordinated a bake-a-thon for Missing Children’s Network and publicized the event through newspapers and radio”

THE JOB MARKET

- The advertised job market
  - online job banks
  - job listings databases,
  - “help wanted” signs
  - newspaper classifieds etc.

- The unadvertised job market
  - Direct contact with employers
  - Word of mouth
  - Most jobs are found here

THE HIDDEN JOB MARKET

- Think of your personal contacts: friends, peers, professors, administrators.
- Tell everyone you know what work you would like to do.
- Ask them for names of people you could go to see.
- Phone/e-mail these new contacts and tell them what work you’d like and ask for names of even more new contacts.
- Build your relationships.
RESEARCHING EMPLOYERS

○ Your Goals:
  ▪ Figure out the fit between your skills and goals and available fields of employment.
  ▪ Research the employer before you establish contact.
  ○ Set up a timetable with specific goals and deadlines

WHERE TO RESEARCH?

A. Web and Print
○ CaPS Library
  ▪ Books on Careers
  ▪ Directories of employers
○ Websites
  ▪ List of Websites from CaPS
  ▪ Company sites
  ▪ Under Explore Careers – Explore by industry

EMPLOYER DIRECTORY

○ The Career Directory (Eluta.ca) http://www.canadastop100.com/tcd/html/new-site/
○ Canada’s Best Diversity Employers http://www.canadastop100.com/diversity/
○ LinkedIn Company Directory https://www.linkedin.com/directory/companies/
○ For more job websites:
  ○ CaPS – Find a job https://www.mcgill.ca/caps/students/job
  ○ On-campus jobs, internships, volunteer work, work abroad, jobs in research, start a business and career stories.
JOBS LISTINGS

○ Students and Recent Graduates
  * myFuture https://csm-caps.mcgill.ca/students/
  * Jobpostings http://www.jobpostings.ca/student-jobs/
  * Eluta http://www.eluta.ca/
  * TalentEgg http://talenteegg.ca/

○ Governmental Websites
  * Emploi Québec http://placement.emploiquebec.net/
  * Job Bank http://www.jobbank.gc.ca/

SUMMER/PART-TIME WORK

• In MyFuture:
  – Steps: Job Postings – Detailed Search – Position Type – Summer/Part-time - Submit

• On our Website:
  – Under Student and summer jobs: Quick Guide to Finding an On-Campus Job (PDF)

Research Opportunities for Science Students (Click for more)

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Department</th>
<th>Job Function</th>
<th>Position Starting</th>
<th>Paid/Unpaid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith</td>
<td>John</td>
<td>Zoology</td>
<td>Librarian</td>
<td>Oct 2022</td>
<td>Paid</td>
</tr>
<tr>
<td>Johnson</td>
<td>Jane</td>
<td>Chemistry</td>
<td>Researcher</td>
<td>Sep 2023</td>
<td>Unpaid</td>
</tr>
<tr>
<td>Brown</td>
<td>Emily</td>
<td>Biology</td>
<td>Technician</td>
<td>Jan 2024</td>
<td>Paid</td>
</tr>
<tr>
<td>Davis</td>
<td>Michael</td>
<td>Geology</td>
<td>Analyst</td>
<td>Jul 2025</td>
<td>Paid</td>
</tr>
</tbody>
</table>

McGILL departments that hire students

Athletics: McGill Athletics hire many students for positions like intramural referees, fitness monitors, and locker room attendants. For more information, please visit http://www.mcgill.ca/athletics/ or https://www.mcgill.ca/athletics/jobs

Campus Life & Engagement: Canada wide to develop programs, organize events, and provide leadership opportunities for students. Visit http://www.mcgill.ca/students/campus-life-engagement for more information.

Research: Various departments hire students to work in research labs, conducting experiments and assisting with data collection. Contact the relevant department for specific opportunities.

Summer Job Options

• In MyFuture:
  – Summer Jobs – Detailed Search – Position Type – Submit

• On our Website:
  – Under Student and summer jobs:

Summer Job Websites

  – Summer Jobs
  – Workopolis
  – Jobbank
  – JobBank

Part-time and Seasonal Job Websites

  – Workopolis
  – Jobbank
  – JobBank
  – JobNet

Note: Employment opportunities for students are subject to change and availability. It is recommended to check regularly for updated positions.
MORE IDEAS

- Local Organizations/Services
  - Community Centers/Sports Facilities
  - YES Montreal [link]
  - Summer Camps [link]
- Start your own summer business: [link]
- Volunteer:
  - Volunteer Bureau of Montreal [link]
  - Volunteer Canada [link]
- Research:
  - SUS Summer Opportunities and Research [link]

LEADS AT MCGILL

- Ask at your own department – profs, advisors, administrative assistants
- Area Personnel Officers (APOs) & HR website
- Libraries
- Facilities management: grounds
- Thomson House
- Administration Building – guided tours

WHERE TO RESEARCH? (CONT’D)

B. Public Events
- Career Fairs
  - Have specific questions about the organization
  - Personal appearance and manner
- Information Sessions
  - Try to get names

NETWORKING

COLD CONTACTS:
- Create your own contacts by asking to see people via:
  - Writing (letters, business cards)
  - Telephoning (treat the secretary as your friend)
  - Pounding the pavement
- Join professional orgs., Social groups, fitness clubs or any group that brings you in contact with others
- Offer to do volunteer work: make yourself indispensable!

INFORMATION INTERVIEW

What is it?
- A meeting with a person who works for an organization of interest to you, or who has the kind of job you are looking for.
- The goal of the meeting is twofold:
  - Find out as much information about the company/position as you can
  - Obtain additional contact/people in similar positions in other companies.
### SOME TYPICAL INFORMATION INTERVIEW QUESTIONS

- What was your career path?
- What was your academic background?
- How did you get there?
- How did you get your foot in the door?
- What do you do on a daily basis?
- What skills do I need?
- What do you do on a daily basis?
- What do you love about this job?
- What are you most challenged by?
- What skills do you need for your job?
- What is your schedule like?
- What do you do on a daily basis?
- What do you love about this job?
- What are you most challenged by?
- What skills do you need for your job?
- What is your schedule like?

### MAIN COMPONENTS OF A CV

- Introductory information
- Skills
- Education
- Career-related experience
- Other work experience
- Volunteer experience and other activities
- Awards and publications

### SOME POINTERS

**What to Do:**
- Put relevant information first & give it the most space.
- It should make sense of your life.
- Use specific examples to illustrate your skills.
- Put yourself in the shoes of the reader.

**What Not to Do:**
- Give birth date or SIN or marital status
- Use only 1.5 pages
- Put a picture of yourself
- Talk about jobs you have not started
- Use a template that constricts you

### NEXT STEP: YOUR CANADIAN CV FORMAT

- Readable and scannable format: margins, bold headings, indentations, point form
- Use a proportional font plus bold, avoid italics, underlining, appropriate point sizes
- Lines across the page can be effective
- 2 pages
- Name appears on each page
- Printed with a laser printer

### COVER LETTERS

- Created for specific jobs or companies.
- Main purposes:
  - Presents an interesting picture. Highlights elements of CV that may be of interest to employer.
  - Demonstrates that you possess all required qualifications for a specific job posting.
  - Shows that you are knowledgeable about the company, and have chosen them.
INTERVIEWING FOR SUCCESS

○ Do research the Company
○ Do practice answers
○ Do bring extra resumes
○ Do bring paper and pen
○ Do be on time
○ Do dress appropriately
○ Do maintain eye contact
○ Do be positive
○ Do be honest
○ Do ask about the next step
○ Do prepare questions to ask
○ Do ask for a business card
○ Do send a thank-you note
○ Don’t neglect appearance
○ Don’t give a limp handshake
○ Don’t lack energy
○ Don’t be overly modest
○ Don’t criticize
○ Don’t make excuses
○ Don’t be too aggressive
○ Don’t talk too much or too little

SOME CULTURAL CONSIDERATIONS

○ Hierarchy – Strong vs. flat. In Canada, tends to be flatter, the manager tends to be a participatory leader
○ Individualism vs. Community – Competition, merit, freedom, speak up, own responsibility
○ Feminin vs. masculin values: conflicts seen negative, simplicity vs. prestige, recognize mistakes vs. defending honour
○ Tolerance in face of the unknown: flexible principles vs. set rules, simple solutions vs formal, out of the norm

THANK YOU

QUESTIONS?