Top tips: preparing to start your career in Canada

Collaboration between Career Services and ISS

Liliana Gonzalez
Career Development Specialist, International Students, Career Services

Kirsty Gruber
Advisor, International Student Transition Support, ISS

We will start shortly!
ISS & CS Welcome Webinar: 
Preparing to start your career in Canada

Session Etiquette

• Please keep your microphone off/muted
• Please note that questions asked during the presentation will not be answered. Once the Q&A portion begins, we will start answering questions then.
• This session will be recorded. The recording and slides will be posted within 2 business days: ucalgary.ca/student-services/iss/advising/iss-webinars-workshops
Territorial Acknowledgement

We acknowledge the traditional territories of the people of the Treaty 7 region in Southern Alberta, which includes the 
Blackfoot Confederacy comprising the Siksika, Piikani, and Kainai First Nations, the Tsuut’ina First Nation, and the Stoney Nakoda including the Chiniki, Bearspaw, and Wesley First Nations. The City of Calgary is also home to Métis Nation of Alberta, Region III.

The University of Calgary is situated on land adjacent to where the Bow River meets the Elbow River, and the traditional Blackfoot name of this place is “Moh’kins’tsis”, which we now call the City of Calgary.
Due to the evolving and unpredictable nature of the Covid-19 pandemic, rules and regulations may change without advanced notice.

This information is current as of July 28, 2021. While this is a helpful resource to get you started, please ensure that you are informed of updated regulations and policies prior to travel to Canada.

- [https://ucalgary.ca/student-services/iss/covid-19-faqs](https://ucalgary.ca/student-services/iss/covid-19-faqs)
International Student Services

International Student Services (ISS) provides advice and programs to support all international students adjusting to studies at the University of Calgary and to life in Canada.

ucalgary.ca/student-services/iss

Canadian Immigration Advising & Workshops
Transitional Advising & Workshops
Web Resources
New International Student Orientation
International Student Mentorship Program
USpeak Global Program
Global Families Program
Social Events

International Student Services: currently providing remote advising only
CAREER SERVICES

ucalgary.ca/careers

One-on-one appointments/ Drop-ins with Career Development Specialists

Career Development Support

Job Search Support

Career Specialists: Undergrad, Masters, PhD and International

Employer Events

Information Sessions

Career Fairs

Conferences

To book appointments and register for workshops: careerlink.ucalgary.ca
Presenters

- **Kirsty Gruber** | Advisor, International Student Transition Support | UCalgary International Student Services
  - Advising to assist with getting settled in Calgary
  - Coordinate [International Student Mentorship Program](#)
  - Coordinate [New International Student Orientation](#)
  - Email: Kirsty.gruber@ucalgary.ca Or (even better): iss@ucalgary.ca

- **Liliana Gonzalez, MC, BSc, HNCP** | Career Development Specialist, International Students | Team Lead Career Development |

Provides support on:
- Career planning and exploration
- Cover letter and resume review
- Job search and networking
- Canadian workplace culture
- LinkedIn/online presence
- Interview practice and preparation
  
  Email: gonzalml@ucalgary.ca

To book an appointment go to: careerlink.ucalgary.ca
Settlement Tasks

- Review the **New International Student Checklist** and consider submitting documents online for:
  - Canadian bank account
  - Canadian cell phone plan
  - Social Insurance Number (SIN)

*There are some tasks you may choose to complete remotely while in quarantine or prepare for once you are done quarantine (if required)*

[ucalgary.ca/student-services/iss/resources/new-international-student-checklist](https://ucalgary.ca/student-services/iss/resources/new-international-student-checklist)

[https://ucalgary.ca/student-services/iss/covid-19-faqs](https://ucalgary.ca/student-services/iss/covid-19-faqs)
Open up a Canadian Bank Account
Banking in Canada

Research any service charges, online banking options, transaction charges, and interest rates to find a bank that best meets your needs.

• Employers require a Canadian bank account
• Student accounts & discounts

Bring:

1. Your passport or birth certificate
2. A second piece of identification (e.g. study permit)
3. Any money that you'd like to deposit (optional)
4. Your UCalgary Student ID card (UNICARD)
5. Your address/phone number/contact details

• [https://ucalgary.ca/student-services/iss/resources/banking](https://ucalgary.ca/student-services/iss/resources/banking)
Consider getting a Canadian cell phone plan
Cell Phones

Consider services that are important to you:
- data plans,
- long-distance calls,
- roaming/international coverage,
- call/voice minutes,
- online billing and technical support,
- price, and
- compatibility with existing cell phone

Prospective employers need to be able to contact you
Ensure you have a clear, professional voicemail message

https://ucalgary.ca/student-services/iss/resources/choosing-cellphone-plan
Get a Social Insurance Number (SIN)
Social Insurance Numbers (SINs)

• Request once you are in Canada

• Required documents:
  • Passport
  • Study Permit
  • Proof of address

• Enrolment Verification Letter (full-time enrolled)
  • choose “Permit Letter”

• https://ucalgary.ca/student-services/iss/immigration/working-canada-student
  • https://ucalgary.ca/live-uc-ucalgary-site/sites/default/files/teams/69/Applying%20for%20a%20SIN%20Fall%202020.pdf

Consider your finances /budget
Money Smart Program

- Online Financial Literacy Training
  - Budgeting and annual cash flow
  - Saving and the value of money
  - Basics of credit
  - Debt management
- Financial Literacy Workshops and Webinars
- One on one financial advising

- Website:  
  www.ucalgary.ca/moneysmart
- Email:  
moneysmart@ucalgary.ca
Understand your eligibility to work in Canada - how many hours a week can I work?
Working in Canada

• Details about regulations, eligibility, documents, and what’s considered on and off-campus:
  • [https://ucalgary.ca/student-services/iss/immigration/working-canada-student](https://ucalgary.ca/student-services/iss/immigration/working-canada-student)

• If your question isn’t answered on the website, contact **Regulated Canadian Immigration Advisors**:
  • issimmigration@ucalgary.ca
Get your driver’s license ready
Driving in Alberta

- Valid equivalent licence from home country
- Full-time enrolment verification letter
- Valid study permit
- International Drivers Permit (translation)
- Government issued photo Identification

- Trade in equivalent license for Alberta license
- Written and practical exam
- Depends on agreements and origin of license

https://ucalgary.ca/student-services/iss/resources/getting-around
Understand how to protect yourself from scams
Avoiding Scams

• Suspicious phone calls from people posing as authorities
• Aggressive language to pressure you into a decision

• Demanding immediate payment or employment deposit
  • E-transfers, Bitcoin,
  • Prepaid credit cards or gift cards

• Protect yourself
  • Do not share SIN unless necessary
  • Keep banking information secure
  • Use caution before clicking links in texts, emails, or answering phone calls

[Links]
canada.ca/en/employment-social-development/programs/sin/protect.html
canada.ca/en/immigration-refugees-citizenship/services/protect-fraud/newcomers.html
Examples: competitionbureau.gc.ca/eic/site/cb-bc.nsf/eng/04333.html
Get your application documents ready
Application documents

Documents needed to apply for the job:
• Cover letter
• Resume/CV
• References

• Target your documents to specific jobs/industries
• Get them reviewed by a career specialist
• Check out the online samples/resources

https://library.ucalgary.ca/guides/career-services/my-job-search
ATSs: 50% + midsize companies use them
90% + large companies use them
In some countries the following information is included in the Resume; but it should **not** be included in Canadian Resumes:

- Religion
- Date of Birth
- Passport Number
- Picture
- Marital Status
- Gender
- Number of Children
- Citizenship
Related Resources

Upcoming workshop: Writing a Resume and Cover Letter – Sept 20, 10-11:30
• Register on careerlink.ucalgary.ca on the Career Services Event Calendar
Identify opportunities to gain experience
Canadian Experience

Most people associate the term “Canadian experience” with having work experience in Canada. But it could include volunteer, part-time, extracurricular, student clubs, competitions...
Example: Committee

The subcommittees under the Student Experience and Events Committee are also recruiting members. Please send your statement of interest and CV:

- Community Engagement Subcommittee
- Events Subcommittee
- Mental Health and Wellness Subcommittee
- Newcomer and International Students Subcommittee
- Gender and Sexuality Alliance Subcommittee
Options

- Volunteer
- Get a part-time job
- Participate in conferences
- Find an internship
- Get creative
- Join a student club/association/committee
Related Resources

Upcoming workshops:

- Working in Canada graduate—Set 9, 10-11:30
- Working in Canada undergrad – Sept 9, 2:00-3:30
- Gaining Valuable Canadian Experience – Oct 1, 10 -11:30

Register on careerlink.ucalgary.ca on the Career Services Event Calendar
Develop an understanding of the Canadian workplace culture
Canadian Culture

Culture- influences our behaviours and thoughts

• How to show respect to a superior?
• How to make a request: direct vs indirect
• When to take initiative
• How to resolve conflicts
• What to talk about in meetings
Related Resources

Upcoming workshops:

• Professionalism in the Canadian Workplace. Nov 10 – 11:30
• Networking in Canada– Oct 6 10-11:30
• Communicating with Confidence at Work Oct 28 10 -11:30

Register on careerlink.ucalgary.ca on the Career Services Event Calendar
Develop a job search career development goals
Your preferences will allow you to find the right career path

“Self-awareness is the foundation for effective career planning”

- Complete informal and formal assessments (Strong Interest Inventory, MBTI, Strengths Quest)
- Discuss assessment results with a Career Development Specialist
Connecting with Career Services

• **Book appointments:** careerlink.ucalgary.ca → connect with Career Services, book an appointment → available appointments.

Liliana Gonzalez – Career Development Specialist
International Students – gonzalml@ucalgary.ca

• **Register for workshops and employer events:**
careerlink.ucalgary.ca → connect with Career Services → career services event calendar

• **Website:** www.ucalgary.ca/careers
Connecting with International Student Services

• Contact an Advisor:
  • Non-Immigration: iss@ucalgary.ca
  • Immigration: issimmigration@ucalgary.ca

• Register for webinars:
  • ucalgary.ca/iss ➔ Advising ➔ ISS Webinars & Workshops

• Register for social events:
  • ucalgary.ca/iss ➔ events calendar

• Website: www.ucalgary.ca/iss
Questions?