

BC's Career Guide for Indigenous People



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COLUMBIA

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Ministers' Message

Congratulations, by picking up this guide you are taking the first step in your journey to building a bright future. We know that Indigenous peoples are the fastest growing group in British Columbia and are a critical part of the great opportunities that exist for everyone.

Our government's commitment to reconciliation with Indigenous people is rooted in our daily work with First Nations, Métis, and Inuit peoples to deliver on the Truth and Reconciliation Commission Calls to Action as well as the *United Nations Declaration on the Rights of Indigenous Peoples*.

By making education more accessible and by partnering to breathe life into true and lasting reconciliation, we are working together with Indigenous peoples to support communities to reduce inequality and open the doors to opportunity.

BC's Career Guide for Indigenous People provides valuable tools and activities to help students and job seekers. Our hope is that this resource can guide your journey, all the way from exploring your dream career, options on where to learn and train, to accepting a job offer and launching a thriving career.

Education can transform lives for students, whether it is to upgrade your skills, get into law school, or become a Red Seal electrician. In the next ten years there will be over 900,000 job openings throughout British Columbia. Most of those jobs will need some form of college or university education or training. Indigenous peoples are integral to B.C.'s economy and prosperity and we're working with Indigenous communities to create more pathways to help every student unlock their full potential, adapt to our growing labour market, and thrive.

We hope you'll find *BC's Career Guide for Indigenous People* a valuable resource. We will continue to work together to build a better B.C. for generations to come.



A handwritten signature in black ink that reads "Melanie Mark".

Honourable Melanie Mark
Hli Haykwhl Wii Xsgaak
Minister of Advanced Education,
Skills and Training



A handwritten signature in black ink that reads "Rob Fleming".

Honourable Rob Fleming
Minister of Education



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This guide has been developed through a collaboration of provincial Ministries and Indigenous partners. It provides information on career planning, employment, and education and training resources available for Indigenous job seekers in British Columbia.

Foreword

Your career awaits!

If you are beginning to plan for your career or a career change, congratulations on your exciting journey! This guide is a toolkit that includes a wide range of information on programs and services, resources, tips, checklists and worksheets to support your career planning. It is intended to complement online resources such as [WorkBC.ca/Indigenous](https://www.workbc.ca/indigenous) and [Aboriginal Learning Links](#).

If you are reading this guide online, you can click directly on the links or, if you are reading this guide in print, you can use the link titles to easily search for the resources the next time you are online.

Look at the big picture of your career plan

Reaching your career goals involves many phases and can be viewed as a cycle rather than a straight path. The chapters of this guide are based on the cycle shown below. If you want to make a career decision, start by exploring careers that interest you. At any time in your life, you may find yourself at a different point in the cycle, so you can go straight to that section of the guide.



Career Planning and Development

1 Explore Careers

Are you looking for a job that fits your current skills, considering a career change or working on a long-term career plan? Career planning can mean different things at different stages in life.

Think about where you are in your journey. Are you in high school or post-secondary and still exploring career options? Working at a job, but looking for a change? Caring for your children and looking for employment outside the home?

This section will walk you through how to explore careers that could work for you. If you are looking for a job right now, see Chapter 5: Your job search.

Where do you begin? How do you find a career?

Get to know your strengths, skills, interests, values, personality and preferences, so you can more easily choose a career that will be a good fit.

As a great starting point, think about your experiences in school, at work and volunteering.

- Make a list of what you liked and didn't like about each experience.
- What was your favourite experience? What was your least favourite?
- In the future, what would you want to be the same? What would you want to be different?

Your answers to these and the questions below will help you define what you want. That information will help you decide what careers are a good fit for you in the exercise on page 10.

Who are you?	Tips
What are your strengths and skills? What are you good at?	<ul style="list-style-type: none">• What do other people say about your talents and skills?• What were your best subjects at school?• What accomplishments are you proud of? If you need to, get someone else to remind you. What skills did you use?
What are your interests? What do you enjoy?	<ul style="list-style-type: none">• What do you do and enjoy most in your spare time?• What do you like learning about?
What values motivate you?	<ul style="list-style-type: none">• Complete a work values quiz, for example Job Bank's values quiz.
What are your personal traits?	<ul style="list-style-type: none">• How would your friends or family describe you?• How would you describe yourself?• How do you prefer to spend your time and with whom?• How do you approach new projects or activities?• How do you go about making decisions?
What kind of environment do you like to be in?	<ul style="list-style-type: none">• Indoors/outdoors• Large/small organization• Team/individual• Fast-paced/slow-paced• Predictable/spontaneous

These online self-assessments and quizzes can help you explore who you are and identify what you want in a career:

<i>WorkBC.ca's Career Compass</i>	Take online quizzes to find careers that fit you best.
<i>BDC Entrepreneurial Potential Self-assessment</i>	If self-employment interests you, take this self-assessment questionnaire to measure your fit for entrepreneurship.

See *WorkBC.ca's Career Toolkit* for other resources to help you with career planning.



Start exploring careers

Explore your career options by talking to people who work in different careers. Identify them by contacting your local First Nation, Métis or Indigenous organization, by researching online and by contacting:

<i>Aboriginal Skills and Employment Training Strategy (ASETS)</i>	Find your local ASETS service, for support with training, skills upgrading, finding a job and identifying people to talk to. You can also see Appendix 4 for a list of ASETS in B.C. NOTE: As of April 1, 2019, this program will be named Indigenous Skills and Employment Training Program (ISET).
<i>WorkBC Employment Services Centre</i>	Find your WorkBC Employment Services Centre online or call 1 877 952-6914 for support in finding your next job, accessing job search resources, employment planning, skills assessment, training, work experience placement and more.

Use these online tools to explore careers that interest you.

<i>WorkBC.ca's Explore Careers</i>	Explore 500 career profiles and get all the details you need, from job duties and wages to projected demand in your region.
<i>WorkBC.ca's Blueprint Builder</i>	Use the Blueprint Builder online career planning tool for essential career, education and job search resources. Get help with planning a career path, finding the right education and funding, and targeting your job search.
<i>WorkBC.ca's Career Trek</i>	Watch Career Trek videos highlighting British Columbians in over 100 careers, filmed across the province.
<i>WorkBC.ca's High Demand Occupations</i>	Discover the occupations that are expected to have above-average opportunities over the coming decade.
<i>Career Journeys First Nations Career Role Model Program</i>	Get inspired by watching videos featuring First Nations role models in a variety of career fields (developed by the First Nations Education Steering Committee and First Nations Schools Association). 1 877 422-3672
<i>ITA Trade Programs</i>	Considering a trade? Explore a range of trades with the Industry Training Authority (ITA). From carpenter, mechanic, electrician and welder to baker, arborist and hairstylist, ITA manages over 100 trade programs in B.C. 1 866 660-6011
<i>Indigenous Peoples in Trades</i>	ITA's Indigenous Initiatives ensures an industry training system in B.C. that supports Indigenous people with access to opportunities and success in apprenticeships and the skilled trades. 1 866 660-6011
<i>ITA Youth Programs</i>	Learn about a career in the trades, take a quiz to find your trade and explore ITA youth programs. 1 866 660-6011
<i>First Nations Health Authority Health Careers Guidebook</i>	If a career in health interests you, check out this guidebook with profiles of diverse health careers. You'll also find information on how you can prepare for a career in the health field.

What is the job outlook?

It's important to know if you'll be able to find work in your desired career. Use these tools to find out about the job demand in the career you're interested in:

<i>WorkBC.ca's Labour Market Information</i>	Check out B.C.'s economy, industries and employment outlook. Explore careers expected to have better than average opportunities
<i>WorkBC.ca's Regional Profiles</i>	Look at the labour market in B.C. and its seven regions, and learn about employment outlook over the next 10 years.

Is the career right for you?

Before you make a career choice, make sure it is right for you. You can get information about your options by asking questions and talking to someone such as an education, employment or youth coordinator in your community.

When making your career choice, you should think about:

- **Job requirements:** You may need to take some training or upgrade your skills to qualify for your career of choice. Perhaps you'll need to attend a training program, complete a college or university degree, or get some of the required training while on the job. For example, technology, trades and health-care jobs often require formal training and certifications and many require certain levels of English, math or science.
- **Working conditions:** Different jobs have different physical demands and conditions. For example, working as a policy analyst or in information technology involves a lot of desk work. On the other hand, working as a chef requires you to be on your feet most of the time. Teachers and counsellors are around people a lot. In contrast, environmental stewards may work alone, spending much of their time outdoors.
- **Location of work:** If you don't want to relocate for your career of choice, then look for careers that are likely to have local job openings. Local career options could include work in areas such as teaching, counselling, local government, administration, health care, construction or natural resource development.
- If you're able to relocate for work then you'll likely have a wider variety of career options. However, you'll have to balance this with other factors that come along with relocating, such as leaving your community and finding a new place to live. If you know someone who has relocated for work, talk to them to get advice.

The characteristics of successful entrepreneurs include passion, motivation, risk-taking, self-belief, hard work and discipline, adaptability and flexibility, money management and planning.

Self-employment

Do you want to be your own boss and be self-employed? Creating your own business may be a good choice for you. Creating a small business could include a wide variety of business areas, from providing goods and services (e.g., merchandise sales, restaurants, childcare, art or consulting), to taking advantage of procurement (contract) opportunities in your area. See Appendix 1 for tools and resources to help you get started in planning for self-employment.



What careers are a good fit for you?

Write your top career choices across the top of the table below, and answer the questions to help you compare them. If you answer mostly YES, the career could be a good fit for you!

	Career Choice #1	Career Choice #2	Career Choice #3
Does it match your interests?			
What skills, education and training are required?			
Do you have the skills, education and training required?			
Are you interested in gaining the required skills and education?			
Is the salary suitable for your lifestyle?			
Does the location of this career work for you? Is it close to your home?			
Are the working conditions a good fit for you?			

Your thoughts and questions:

Criteria table

Here’s another way to assess your career options. Think of the most important qualities you want in a future career. For example, it might be important to you to work in your home community, to complete just one degree or diploma, and to be creative in your work. Your career criteria are unique to you and based on your interests, passions and needs. Look back to your answers on pages 5 and 9 for criteria you can put across the top. Put your career ideas down the side.

- For each cell in your table, put a
- ✓ if the career fits the criteria
 - ? if you aren’t sure
 - ✗ if the career doesn’t fit

Your question marks will highlight what you need to find out.

Example:

Career Choices	Create & design	Organize	Write & research	Travel	Help people 1 to 1	Opportunity to advance	Set my own hours	Maximum education: Bachelor’s degree	Live in Fort St. John	Start at \$20 per hour or above
High school teacher	✓	✓	✓	?	?	?	✗	✓	✓	✓
Employment counsellor	✓	✓	?	✗	✓	?	✗	✓	✓	?
Event planner	✓	✓	✗	?	✓	?	✗	✓	?	?

Criteria										
Career										

Everyone’s career path is different. Make a plan that is right for you.





2 Start Your Plan

Use [WorkBC.ca's Blueprint Builder](#) to start your career plan, explore career paths, find the right education and search for jobs.

Consider your timelines. Reaching your career goal may take just a few months or a number of years. Your plan may change as you progress. When you run into unexpected delays or reach milestones, reflect and re-evaluate your plan if necessary.

Create a budget

Your plan will be more successful if you have the financial support you need. Calculate your living expenses, including rent, food, utilities, transportation and childcare (and trips to your home community if you have relocated for work or school), and consider your expected income. Here are some tools to help you create a budget:

StudentAidBC Budget Worksheet	Use a student budget template to create a budget.
WorkBC.ca's Cost of Living Calculator	Use this interactive calculator to help you explore the cost of living in over 150 communities around B.C.
Creating a Budget – Aboriginal Learning Links	Use these budgeting tools, tips and information on band sponsorship, awards, bursaries and scholarships.

Also see Appendix 2 for a sample budget template.

Keep your documents handy

You will likely be asked to provide some documents to support your study, training or job application process. Here are some examples of documents that you'll likely need to have on hand:

- birth certificate
- driver's licence
- Social Insurance Number
- Indian Status Card/Métis Card
- transcripts
- degrees, diplomas, certificates
- volunteer acknowledgments
- awards
- criminal record check for some jobs
- reference letters

Your Social Insurance Number (SIN) is an extremely important document when it comes to your employment and finances. If you don't have it, you can go to the [Employment and Social Development Canada](#) website to find out how to apply for it.

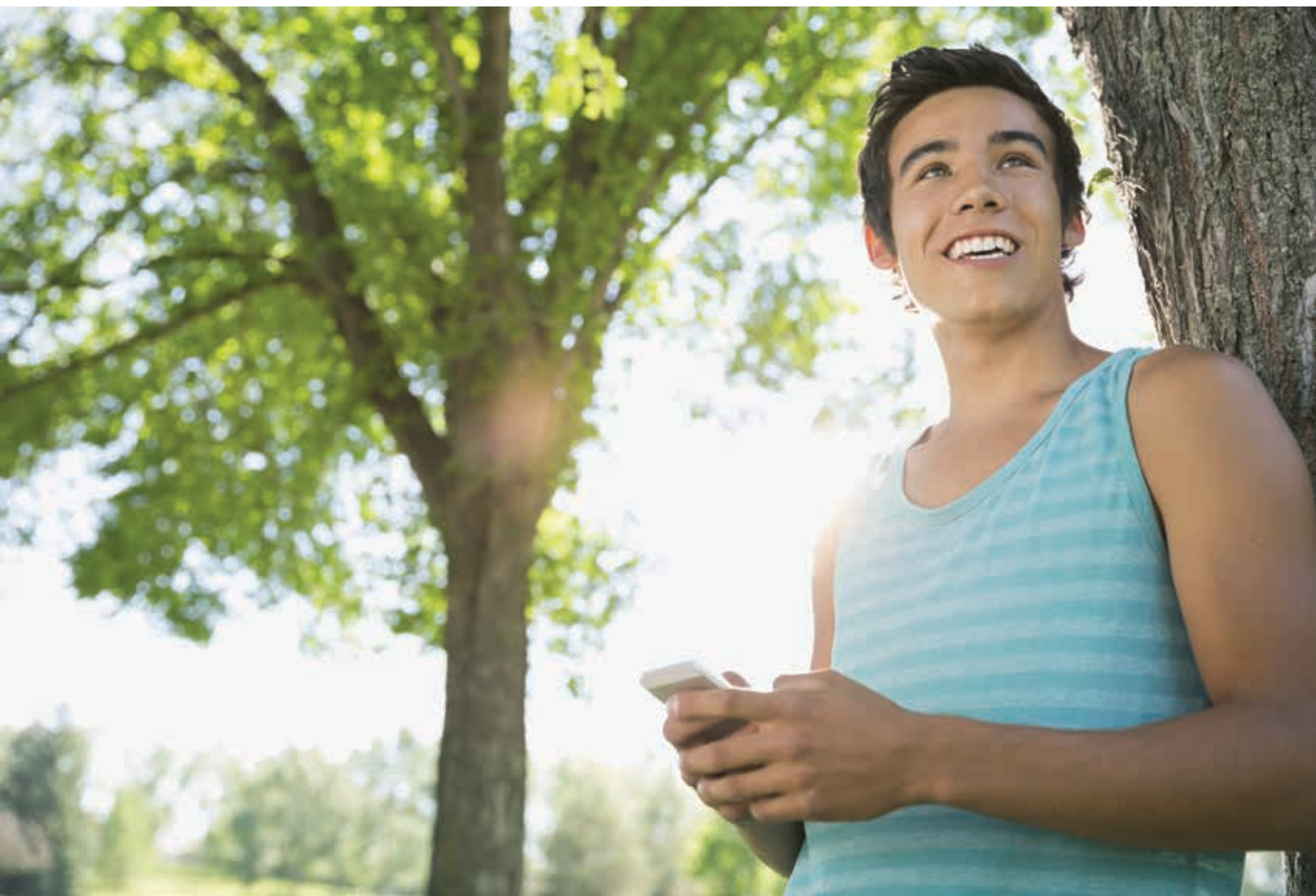
If you have lost a piece of government ID, find out how to [Replace your card](#), or contact your band or Métis organization for information. For Status Cards you can also contact the [Government of Canada](#).

If you have lost any of your other documents, contact the institution that issued it and ask for a replacement. For example, contact your high school or school district for a replacement copy of your transcripts.

Take an inventory of your skills

Make a list of your experience, skills, and knowledge. Do you have work, volunteer, extra-curricular, community and cultural experience? Include your credentials and certificates, e.g., degree, certificates, driver's licence, first aid training, high school diploma.





Identify the skills you need

List the skills you need. What training, skills or experience will you need? What kind of post-secondary education or skills training might you need to reach your career goals?

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3

Build Your Support System

Find a career supporter

Do you know anyone who works in the career you're interested in? Start talking to people to build your career support system.

Consider volunteer opportunities to build skills and relationships. People that you meet through volunteering, including potential employers, could help you on your career journey.

If you find a company or organization that you're particularly interested in, do some research on them. Then contact them to ask for an informational interview, which is an informal talk with someone who works in a field or organization that interests you. Your goal is to learn more and gain from their advice. Tell them you wish to learn more about what it's like to work there, and ask about the skills and credentials they're looking for.

A career supporter is a trusted person who can guide and support you on your career journey. A career supporter can share information about their own career path and provide you with guidance, motivation and support.

A good career supporter is someone who:	A potential career supporter could include:	Tips for working with your career supporter
<ul style="list-style-type: none"> has experience or knowledge of the career you're interested in can be your role model clicks with you personally has a long-term commitment to your future can take time to advise you on making your career plan 	<ul style="list-style-type: none"> someone you know (e.g., a family member) who has worked in the career you're interested in Elder or leader from your community sports coach school guidance counsellor education, employment or youth coordinator 	<ul style="list-style-type: none"> Approach your prospective career supporter by making a phone call or sending an email to introduce yourself. Let them know why you consider them a good career supporter for you. Find times that work for you and your career supporter to meet. Think of some questions ahead of time to ask your career supporter so that you get the most out of your time together.

Identify your supports

Make a list of the people you know who can support you on your career journey.

“Family is really important, and having [my big sister] support me really helped me achieve my dream. I aspire to be the best I can be in my career (welding).”

Tianna Adzich, Métis Youth attending Okanagan Community College completing her C ticket in Welding.



4 Education and Training

Advancing your career is a big job, especially if you need to increase your education or skill level. There are great resources and Indigenous student supports available to help you plan and take the next step on your education journey.

Find practical information on education planning and financial resources at:

- [Advanced Education Aboriginal Student Resources](#)
- [Aboriginal Learning Links](#)
- [Guiding Your Educational Journey: A Handbook for First Nations Parents and Students](#)
(Source: First Nations Education Steering Committee and First Nations Schools Association, 2015)

High school courses and credits

The courses and the credits you've earned matter, regardless of whether you're still in high school, haven't finished high school or have already graduated from high school.

Are you currently in high school?

If you're unsure of what courses and credits you've earned, speak to your school counsellor. It's very important that you understand how your choices in high school will affect your post-secondary education and/or training options. Some examples of course requirements include the following:

- Degree programs at most universities require at least the following for admissions: English 12 or English 12 First Peoples (not Communications 12), Foundations of Math or Pre-Calculus 11, and a Language 11. There are also program-specific admission requirements such as Chemistry 11 and Biology 12 for nursing.
- Certificate and diploma programs offered by colleges, universities and institutes have different admission requirements depending on the program and the institution.
- Trades training and apprenticeship programs also have admission requirements that you may want to consider if a career in trades is something that interests you.

Check out admission requirements for various programs at [EducationPlannerBC](#). Each institution program page features "Admissions Info" at the left.

Skills and certifications in high school

As a high school student, take advantage of opportunities such as:

- work experience courses to gain valuable skills and earn up to eight credits.
- Youth Train and Youth Work, school-based [trades skills programs](#) offered by ITA to help youth get a head start in the trades.
- job readiness courses that provide certificates such as First Aid, Fall Protection, Workplace Hazardous Materials Information System (WHMIS) and FoodSafe. These certificates are often required by employers.

Are you currently out of high school?

- If you're an adult (18 or older) and did not complete high school you can complete your [Adult Dogwood Diploma](#).
- It's also sometimes possible to gain entrance to a post-secondary program through a [Prior Learning Assessment](#). Contact your post-secondary institution for more information. Find information on credit for prior learning in the middle of the page.
- If you've completed high school, but need courses to meet post-secondary program requirements or qualify for a job, visit [WorkBC.ca](#).

Transcripts

You'll need a copy of your transcript to identify the courses and credits you already have. You can obtain a copy from your high school (free) or you can order the [transcript online](#) (\$10 per copy).

Select your program of study

Choose a program that will provide you with the training, education and credentials you need to reach your career goals. Use these tools to get started selecting a program of study:

EducationPlannerBC	This website can help you make well-informed decisions about your education options and apply to B.C. post-secondary institutions.
WorkBC.ca/Indigenous	Get the information and resources you need to lead you on the path to career success.
Post-secondary Education Program Search	Explore your options at Canadian universities and colleges, and get detailed information on programs, requirements, applications and admissions.
Aboriginal Skills and Employment Training Strategy (ASETS)	Contact your nearest ASETS agreement holder for support in upgrading your skills and exploring training and education options. You can also see Appendix 4 for a list of ASETS in B.C. NOTE: As of April 1, 2019, this program will be named Indigenous Skills and Employment Training Program (ISET).

Choose a school that's right for you

Different institutions may offer programs leading to the same credential, but the programs will have slight variations. To choose an institution that's right for you, consider several factors including:

- entrance requirements
- course and program transfer options
- funding supports and affordability
- location in relation to your home
- class sizes
- supports available for Indigenous students
- flexibility to study full or part time if needed

Leaving your community to attend school can be overwhelming. However, many post-secondary institutions have developed services for Indigenous students to help with the transition. Look to see if your potential school has an Indigenous student centre, support services and/or gathering place. An example is Eyē? Sqā'lewen – Centre for Indigenous Education & Community Connections at Camosun College.

Indigenous student services at post-secondary institutions can help with your education and career planning and link you to resources and supports you may need. If you'd like to talk to someone directly, connect with the Aboriginal post-secondary coordinators, advisors and transition planners at B.C.'s public post-secondary institutions.

See Appendix 3 for a list of public post-secondary institutions' Aboriginal services web pages and Aboriginal-controlled post-secondary institutes.



Here are some tools to help search for the right institution for you:

<i>Advanced Education – Find a Program or Institution</i>	Visit this webpage to learn about post-secondary programs, institutions and Education Quality Assurance.
<i>Prospective Students: Questions to Ask</i>	Look at suggested questions to ask when researching potential schools.
<i>BC Transfer Guide</i>	Check for transferability of course credits you may have earned previously.
<i>Advanced Education – Find an Institution</i>	Learn about the different types of post-secondary institutions in B.C. and find lists of institutions for each.
<i>Indigenous Adult and Higher Learning Association (IAHLA) Members</i>	Find an Aboriginal-controlled adult and post-secondary institute in or near your community that may allow you to study closer to home.
<i>Aboriginal Student Transition Handbook</i>	Once you've decided to enrol in post-secondary education, use this handbook to help you choose your path and follow the steps to a successful transition.
<i>Planning Your Education – Aboriginal Learning Links</i>	Learn how to choose a program, apply and pay for your education and find resources to address your practical needs.

Apply for school

Check post-secondary institution websites or visit the institution admissions offices for application information. You can apply for all B.C. public post-secondary institutions and some private institutions online.

Apply for any B.C. public post-secondary institution through EducationPlannerBC educationplannerbc.ca.

Pay for school

Education and training is an investment in your future. To successfully complete your program, it's a good idea to plan how you'll pay for your education or training. See section 2 for tools and information on planning your budget.

Here are some questions to consider when budgeting for school:

- How much will your tuition, books (new or used) and other required course material cost?
- How much are you willing to spend on a place to live? Can you afford to have a place on your own, or are you going to need a roommate?
- How much can you afford to spend on food?
- How much will you have to spend on childcare?
- Can you afford to have a phone, Internet or TV?
- If you have a vehicle, is it cheaper to drive to school and pay for parking or to take the bus?
- If you're receiving support such as band funding or a loan, when will you receive your payment?
- Where will you stay when you're on breaks between school terms? Will there be a cost?

Find financial supports

When you know your budget, consider the financial supports you may need, such as awards, bursaries, scholarships, grants or loans. Here are some tools to help you find financial supports:

<i>Paying for School – Aboriginal Learning Links</i>	Understand your funding options, including band sponsorship, as an Indigenous student seeking a post-secondary education.
<i>Indigenous Bursaries Search Tool</i>	Use this searchable list of more than 500 bursaries, scholarships and incentives across Canada.
<i>StudentScholarships.org</i>	Check out this list of post-secondary student scholarships across North America.
<i>Canada Benefits</i>	Find a customized list of federal, provincial and territorial programs and services you may be eligible for.

Here are some examples of sources of financial support for students:

<i>Indigenous Services Canada (ISC) Post-Secondary Student Support Program</i>	Status First Nations or Inuit students may be eligible for funding from INAC.
<i>BC Association of Aboriginal Friendship Centres (BCAAFC) Post-Secondary Student Support Program</i>	Indigenous students who do not have Band membership can contact the BCAAFC for information about financial supports.
<i>First Citizens Fund Student Bursary Program</i>	Indigenous students can access the First Citizens Fund Student Bursary Program, which is funded by the Province of British Columbia and delivered by the BCAAFC.
<i>Métis Nation British Columbia (MNBC) Employment & Training Program</i>	MNBC provides funding for education and training, including ASETS support through Métis Employment & Training Program offices throughout B.C.
<i>Provincial Tuition Waiver Program</i>	Former youth in care between the ages of 19 and 26 can access the provincial tuition fee waiver program. The program is available at all 25 public post-secondary institutions.
<i>AgedOut.com</i>	Students who are or have been in foster care could be eligible for financial supports and tuition waivers.
<i>StudentAidBC</i>	You may want to consider student loans as another source for funding your education. Also find information on grants and scholarships.
<i>Adult Upgrading Grant</i>	Grants are available to help adults in financial need who are enrolled in skills upgrading, education and training courses.
<i>New Relationship Trust (NRT) Student Funding</i>	First Nations students at recognized post-secondary institutions may be eligible for scholarships and bursaries through NRT.
<i>Irving K. Barber Student Awards</i>	Indigenous post-secondary students may be eligible for these awards, which are administered by the Victoria Foundation.
<i>Indspire</i>	Indigenous students pursuing post-secondary education, apprenticeships, skilled trades, technology programs or a variety of other programs can apply for these bursaries, scholarships and awards.

Contact the financial aid office at your institution for a list of bursaries and awards. Also check with Indigenous student services to learn about awards specifically for Indigenous students.

Write your top educational institution and/or program choices across the top of the table below. Answer the questions to help you compare them and choose the best fit for you.

	Institution/Program Choice #1	Institution/Program Choice #2	Institution/Program Choice #3
What are the entrance requirements?			
Is it affordable?			
Are funding supports available?			
Are there resources and supports for Indigenous students?			
Does the location suit you?			

Your thoughts and questions:



Education planning checklist:

Research schools and programs that interest you. Look online, talk to friends and review school brochures.

- ☐ Look for Indigenous-specific supports at schools, such as a webpage or an Indigenous student advisor to support you. Contact Indigenous student services to link you to supports.
- ☐ Select schools based on the programs offered, campus locations, flexibility and cost.
- ☐ Make a budget. Estimate the costs associated with your education, including tuition, books, supplies and living expenses.
- ☐ Look into getting financial support, including scholarships, bursaries, grants and student loans.
- ☐ Find out how to apply. Some institutions have online or in-person application processes. Apply to any B.C. public post-secondary institution through educationplannerbc.ca.
- ☐ Apply to more than one school to keep your options open.
- ☐ Identify personal and cultural supports that will assist you.
- ☐ Preparing to transition from an Indigenous institute or community to a public post-secondary institution? Consider how you will stay connected to your community and culture, and plan for living in an urban setting.

Education Planning and Financial Resources – Additional Resources

- [Aboriginal Student Transition Handbook](#)
- First Nations Education Steering Committee post-secondary education resources line:
Email: pse@fnesc.ca Toll-free: 1 877 280-4151
- [B.C. Post-secondary Education – Overview](#)
- [Congress of Aboriginal Peoples Skills and Employment Training](#) Toll-free: 1 888 997-9927



5 Your Job Search

Are you ready to look for a job? There are many job search options including online job listings, recruiting services and events, job fairs, newspapers and leads from friends and family. Start your job search by contacting the following:

<i>WorkBC Employment Services Centres</i>	<i>Find your WorkBC Employment Services Centre</i> or call 1 877 952-6914 for support in finding a job.
<i>Aboriginal Skills and Employment Training Strategy (ASETS)</i>	Contact your nearest ASETS agreement holder for support in finding a job and upgrading your skills. Their website may also offer job postings. You can also see Appendix 4 for a list of ASETS in B.C. NOTE: As of April 1, 2019, this program will be named Indigenous Skills and Employment Training Program (ISET).
<i>WorkBC.ca/Indigenous</i>	Use these online resources to explore your options, build your career and find a job.
<i>Education, Training and Jobs for Indigenous Peoples</i>	Find Government of Canada programs for gaining experience through internship, summer employment and other work or training opportunities.

Job search on the Internet

Become familiar with searching for jobs on the Internet. Most employers use the Internet to post their job openings. If you don't have Internet access at home, look for public computer access at community centres and the library.

- Start your online search on WorkBC.ca to discover thousands of jobs and employers. Create an account to save your favourites and get job alerts.
- Look for job openings in specific companies or organizations that interest you.
 - Visit the employment opportunities pages on companies' websites.
 - Take a look at [BC's top employers](#) for ideas.
 - Also check with First Nations communities, Indigenous organizations and companies.
- Submit your resume to Indigenous recruitment agencies such as [First Nations Jobs Online](#).
- Use job alerts on websites to be notified of new job listings that come up.
- Use networking sites like LinkedIn and make sure to post your updated resume regularly.

Job openings in B.C. can be found through:

- WorkBC.ca
- [Aboriginal Skills and Employment Training Strategy \(ASETS\)](#)
- [B.C. Government Job Postings](#)
- [craigslist](#)
- [kijiji](#)
- [BCjobs](#)
- [Careers.Indigenous.Link](#)

Some popular websites that list jobs and events across Canada include:

- [Indigenous Careers](#)
- [Workopolis – Aboriginal](#)
- [Monster.ca](#)
- [indeed – Aboriginal](#)
- [NationTalk – Jobs](#)
- [CivicJobs](#)
- [Charity Village](#)

Applying for jobs

When you have found a job that interests you, take note of the application process. Applying for some jobs will be as simple as filling in a one-page application and handing in a resume. For others, you may need to take tests or attend multiple interviews.

You will need a resume and a cover letter to apply for jobs. [WorkBC.ca's Power up your job search](#) provides resources, sample formats and tips for writing effective resumes and cover letters. You can also get assistance from staff at [WorkBC Centres](#) and [Aboriginal Skills and Employment Training Strategy \(ASETS\)](#). Take a look at the resume and cover letter tips below to get started.

On-the-job training opportunities

Some employment opportunities offer on-the-job training that can further your career goals. Here are a couple of examples:

<i>Apprentice Job Match</i>	This service is in partnership with the ITA and connects apprentices and employers online.
<i>Indigenous Youth Internship Program</i>	This internship program provides professional experience with the BC Government and Indigenous organizations, cultural support and access to a professional, cultural and social network.

Do your homework on the company or organization you are applying to. Get to know the company or organization's culture and history, vision and core values. Look online or talk to someone who works at the company to see if they have any advice for you.

“While some of my friends were more focused on the freedom that finishing high school would bring, I was always looking forward to the opportunity to get my degree, get involved in community programs, and start my career in business.”

Janis Brooks, Sts'ailes First Nation
(Aboriginal Human Resource Council Success Story)





Photo courtesy of the First Nations Health Authority

Your rights as a job applicant and employee

You have certain rights and protections, whether you're applying for a job or already work for an employer. The best way to protect yourself is to become familiar with *B.C.'s Employment Standards*. Here are some online resources to get you started:

- [Your Rights as a Job Applicant](#)
- [Guide to the Employment Standards Act](#)
- [Minimum Wage Factsheet](#)
- [Hours of Work and Overtime Factsheet](#)
- [Leaves of Absence Factsheet](#)
- [Termination of Employment Factsheet](#)
- [Bullying and Harassment](#)
- [Human Rights in the Workplace](#)

For more information:

[WorkBC.ca Call Centre](#): 1 877 952-6914

[BC Human Rights Tribunal](#): 1 888 440 8844

Resumes

A relevant, professional and easy-to-read resume can impress an employer and lead to an interview opportunity.

Your resume highlights the skills you've gained through education, work experience, volunteering or training. You can also include experience you may have had with your family and community, such as planning, budgeting, coordinating and mediating. Here are some general examples of type of skills you could include in your resume. In your resume you will refer to how you used them in specific situations.

- Personal skills: ability to be adaptable and motivated, demonstrate professionalism and initiative
- Hands-on skills: ability to assemble, repair or operate equipment
- Leadership skills: ability to resolve a conflict, motivate others and meet a deadline
- Communication skills: ability to listen effectively, present your ideas and work well in a group

Here are some guidelines to help you create a resume that gets results. See pp. 32-34 for sample resumes.

□ Use a header

Your header at the top of the page should include your full name, address, phone number and email. Do not add personal information like your Social Insurance Number, a photograph or your age.

□ Make your resume inviting

Employers will often spend only seconds to scan a resume. To get your resume a second look, tailor it for each job you apply for. Keep it to one or two pages, and remove any unnecessary words or phrases. Do everything you can to help the reader and make them want to read your resume.

□ Choose a resume format

There is more than one way to organize your resume. The two most common formats are:

- a list of your job history, starting with the most recent job and working back (chronological resume)
- a list of your skills and accomplishments, organized in sections relevant to the job posting (skill-based or functional resume)

You can use a combination of the two, first highlighting your most important experience, while also giving them a clear work history with dates.

□ Use headings

Well-chosen headings organize your information for readers. Use headings such as: Relevant Experience, Work History, Volunteer or Community Experience, and Education. You may want to include a Summary of Qualifications section at the top, to highlight up to five or six key points about your experience and strengths.

□ Use bullet points and action verbs

Bullet points are easier for an employer to scan than paragraphs. Most bullet points should be limited to one sentence and not more than two lines.

Use action verbs such as cooperated, managed, led, achieved, surpassed, assisted, measured, planned, performed, scheduled, etc. See more examples at [WorkBC.ca's Power up your job search](#).

□ Highlight your accomplishments

Use specific examples to highlight your accomplishments. For example:

- "Won Freshest Groceries customer service award three times."
- "Planned summer program activities for children aged 7 to 10, including Indigenous arts, sports and field trips."
- "Organized two-day Indigenous youth conference and led closing session. Attracted 150 participants from across B.C."

□ Use consistent formatting

Consistent formatting will make your resume look professional and easy to follow. Use the same font style and size for each heading.

□ Proofread

Proofread your resume more than once to avoid typos and spelling, grammar and punctuation mistakes. Use the spell checker, then review again for anything it misses. Ask someone else to look it over when you're finished.

Sample resume template

YOUR NAME

Your Address

Your Telephone #

Your Email Address

OBJECTIVE

Name the job that you're applying for, for example: A sales position using communication, management, and analytical skills.

EDUCATION AND CREDENTIALS

List your certificates, diplomas, degrees, etc. here, for example:

- Diploma
- Certificate
- Bachelor's Degree ABC
- Level 1 First Aid

SUMMARY OF EXPERIENCE

List the different types of experience you have and provide examples of work activities using action verbs that demonstrate your experience, for example:

Communications

- Assisted customers in ABC
- Interacted with ABC
- Motivated more than X# of customers to buy ABC

Initiative

- Maintained ABC and repaired ABC
- Reorganized process for updating ABC
- Designed signage for ABC

EMPLOYMENT

List the jobs that you have had from most recent to least recent. Include the job title, the company or organization and the dates you were employed there.

OTHER RELATED ACTIVITIES

List other activities that you are involved in that show the employer that you are a good candidate for the job, for example:

- Extensive experience on the ABC Committee

Functional resume example

Name

Street address • Anytown, British Columbia • Postal code • Telephone number • Email

Objective: Human Resources Coordinator

Summary of Qualifications

- Four years of progressive human resources experience.
- Managed numerous training programs and initiatives at Sunspear Co., the Commerce Diversity Initiative and the Dawn Foundation.
- Recruited, screened and interviewed candidates for wide range of positions.
- Applied communication and conflict management skills with individuals and groups to resolve issues.

Relevant Experience

Recruitment

- Identified and recruited candidates for a variety of job fields in growing technology company, resulting in more than 50 successful hires over one year.
- Recruited and screened applicants for positions in large and growing companies. Coordinated and participated in hiring panels and interviews.
- Developed orientation system for new employees and delivered orientations to groups of up to 30.

Training and Development

- Managed six Sunspear training programs and campaigns on work-life balance, mental health awareness and communication, resulting in 60% increase in office satisfaction rates.
- Managed a bi-weekly self-care program, reducing stress in the office, cutting the absentee rate and increasing productivity.
- Arranged foundation job training events with a total attendance of over 300 people.

Conflict management

- Mediated and resolved a range of conflicts in Ombudsperson role.
- Counselling employees on matters such as hiring, promotions and performance reviews.
- Addressed and resolved staff grievances and payroll issues in large company setting.

Communications Skills

- Demonstrated excellent client service skills, contributing to a 25% increase in successful technology company recruits.
- Interviewed 37 Indigenous students and made recommendations to the Chilcotin Faculty of Business and Commerce through the Student Diversity Initiative.
- Developed excellent customer service skills, achieving barista of the month award for three consecutive months.

Employment History

2015 – Present	Human Resources Assistant	Sunspear Co., Anytown
2013 – 2014	Human Resources Co-op Terms	Dawn Foundation, Majorcity
2012	Recruiter Co-op Term	Greentek Inc., Techvalleytown
2012 – 2015	Ombudsperson	Student Commerce Association, Anytown
2010 – 2012	Senior Server	Lula Grill, Anytown
2008 – 2010	Barista	White Pine Coffeehouse, Anytown

Education and Training

B.A., Business Administration, Human Resources Management – Chilcotin University, 2014

Additional Training:

Indigenous Business Leadership
Intermediate American Sign Language

Chronological resume example

Name

Street address
North Anytown, BC Postal code

Phone number
Email address

Summary

- Public library experience and motivation to help others enjoy reading.
- Proven organization, communication and problem-solving skills.
- Friendly and courteous approach to working with the public.

Volunteer Experience

North Anytown Secondary

Parent-Teacher Night Volunteer

September 2016 – Present

- Directed parents arriving for their parent-teacher interview.
- Organized and handed out snacks for parents, teachers and volunteers.

Anytown Public Library

Book Buddies Volunteer

June 2016 – August 2017

- Read to preschool children and helped older children learning to read.

Projects

School Science Program

Personal Project

September 2016 – April 2017

- Researched, designed and created a working solar-powered wind turbine.
- Entered wind turbine in district-wide science competition, and won second prize.

Education

North Anytown Secondary

September 2014 – Present

- Developed great organization skills, leading to an 86% average in grade 10
- Honour Roll *June 2017*
- Won the Social Studies 8 Subject Award *June 2015*

Extracurricular Activities

- North Anytown Robotics Club *September 2017 – Present*
- North Anytown Soccer Club *2010 – Present*
- Reading – My favourite authors are Lee Maracle, Richard Van Camp, Jeannette Armstrong and Ursula K. Le Guin.

Cover letters

Your cover letter supports your resume and tells the employer why they should consider you for an interview. It should be short, concise and related to the job you're applying for. The cover letter format also allows you to show your writing ability and attention to detail. Always spell check and have a friend review as well.

Here are some guidelines for writing a cover letter that will connect with the employer.

□ Top of the letter

Header – Use the same header you used in your resume, including your name, current address, telephone number and email address.

Date – Put the date at the top of the letter.

Employer's information – Include the employer's name, job title and mailing address.

□ Greeting

Address the person as "Mr." or "Ms." followed by their last name (for example, "Dear Ms. Michaels"). If you're not sure of their gender, use their full name (for example, "Dear Alex Cairns").

If you don't have a specific person you can contact, you can use a general salutation such as:

- Dear Hiring Manager
- Dear Sir or Madam
- To Whom it May Concern
- Dear [Company Name] Recruiter
- Dear Human Resources Manager

□ Paragraphs and closing

Opening Paragraph – Tell the employer that you're applying for a particular position or type of work. You can do this in your initial sentence or include a subject line below your greeting, for example "Re: Hudson's Bay Sales Associate Position". You can include how you heard of the opening. If someone referred you, say so and name the person.

Middle paragraphs – Here's your chance to tell the employer exactly why you're interested in the job and their organization. Highlight the experience, skills and qualities that make you a good fit for this particular job. You can include relevant volunteer or school experience. Avoid just repeating facts from your resume, and instead use an example of something you did and what the outcome was.

Your letter is more likely to stand out if you can show that you have some knowledge of the organization and their needs. Link the skills and experience you bring to the needs of the job. Employers also appreciate candidates who show a genuine interest in the organization.

Conclusion – Mention your attached or enclosed resume or application. Offer to provide more information, if needed. Let the employer know the best way to contact you and that you would like to meet with them. Thank them for their time and attention.

Closing – At the end of your letter, use a closing like "Sincerely" or "Yours Truly," followed by your signature and name. For online applications, you may just type your name instead of signing the letter.



Sample cover letter template

Your name
Your address
Your telephone #
Your email

Date

Employer's Name
Company Name and Department Name
Company Address

Dear Employer's Name,

In the first paragraph introduce yourself and state your reason for writing.

Use the next paragraphs to highlight your skills and qualifications. Use words and phrases from the job advertisement or job description, ensuring you include skills, duties, responsibilities and relevant personal qualities.

Include real examples of accomplishments to tell the employer why your experience makes you a good fit for the position and how the company would benefit from hiring you. Include any relevant qualifications you have such as certificates, diplomas and training courses.

Use the closing paragraph to finish up the cover letter. Mention the following:

- your appreciation for their time and attention
- your interest in meeting the employer
- the best way to contact you

Close the letter with your name and signature.

Preparing for interviews

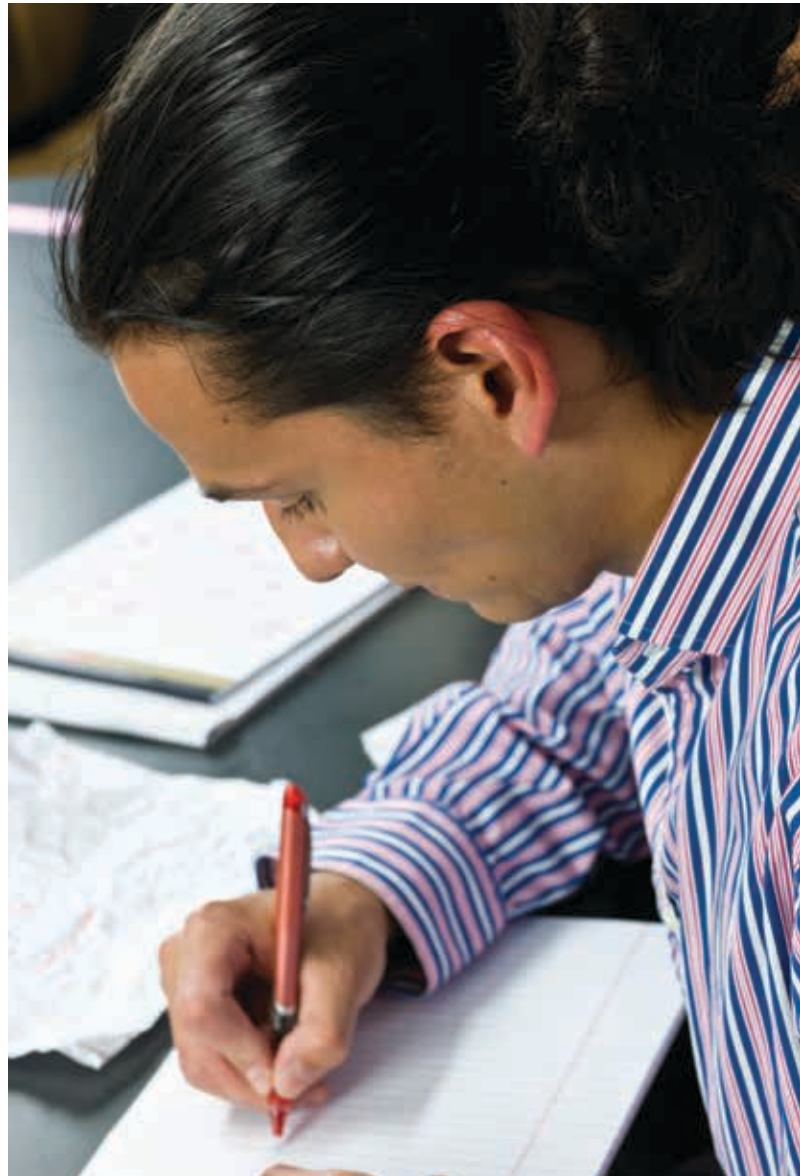
Once your resume has caught the attention of an employer, you may be asked to meet for an interview. Congratulations! An interview is your chance to present yourself, highlight your experience and let the employer know that you are the right person for the job.

What to expect

- There may be one or more interviewers.
- Interviewers will often sit at one side of a table to face you.
- Pen and paper are often provided for notes.
- Sometimes the questions will be given to you just before the interview.
- Interviewers will understand that you may be nervous. They want to learn more about you and why you are interested in the job.

Getting ready

- ☐ **Research the organization** – Know what the organization does, its values, history and any recent news about it. This will help you show your interest in working there.
- ☐ **Review the job requirements** – Go through the job description and the skills required to see how you can relate them to your own skills and experience.
- ☐ **Plan your stories** – When you've reviewed the job description, choose your skills that are most important for the employer to know about. For each, think of one or two example situations that demonstrate the skill.
- ☐ **Practice** – Check out the lists of sample interview questions in Appendix 5. Get a friend to help you practice, or recite your answers in front of a mirror. Practice will increase your confidence.
- ☐ **Prepare some of your own questions** – Asking a couple of good questions at the interview can help show your research, initiative and interest in the job. It can also help you decide if the job and the organization is the right fit for you.
- ☐ **Prepare references** – Ask three people to be references and bring the list to the interview. Find out more on the next page.



References

When you come to the interview, bring a list of three references on a sheet of paper. A reference is someone who can comment on your personality and how you work. They should also be able to confirm some of the skills and accomplishments you've included in your application.

Provide each reference's name, title, phone number and email address. Ask before you use someone as a reference. This lets the reference know the kinds of jobs you're applying for, so they're prepared to give you the best reference possible. You can ask the reference if it would help to send them the job description and your resume.

Who makes a good reference?

- Past or current supervisor
- Supervisor from a past or current volunteer, project or other extracurricular activity
- Someone you've done odd jobs or babysat for
- Teacher
- Coach
- School counsellor

Interview tips

- Arrive 10 minutes early.
- Wear something comfortable but that fits the position and shows you take the interview seriously.
- Use confident body language during the interview. For example, sit up tall and avoid fidgeting. It's important to make eye contact and smile when appropriate to show your enthusiasm. It can also help you relax and give you a boost of confidence.
- If you blank on a question, take a deep breath! It's OK to ask the interviewer for a minute to think about your response. That shows you think before you speak. You may also ask them to clarify a question if you're not sure you understand it correctly.
- After the interview, send a thank-you note or email to the employer. This allows you to express your appreciation, mention anything important that you didn't cover, and remind the employer you're a good fit for the job.
- You can ask the interviewer for a feedback call if you don't get the job. This can help you perform at your best in future interviews. It also lets them know that you take the process seriously and want to learn and improve.
- Be yourself!

Visit [WorkBC.ca/jobs](https://www.workbc.ca/jobs) for more information on resumes, interviews, and using networking and social media in your job search.





6 Success at Work

Have you been offered a job? Congratulations! Here are some important first steps you can take.

1. Make sure to get the job offer in writing.
2. Carefully look over the terms of employment, wages, benefits, responsibilities and schedule.
3. You can negotiate with your employer for an increased salary if you think you're qualified.
4. Respond in writing to the job offer.

Prepare for the transition

Once you've accepted the job, you will need to prepare yourself for success in the workplace. Here are some things to consider in preparing for your new job:

- **Transportation:** Line up reliable transportation to get to work. For example, make sure you have a valid driver's licence, gas money and insurance, a pass for public transportation or a ride share.
- **Childcare:** If you require childcare, take some time to find a safe, affordable and dependable caregiver who will provide care during your work hours and your commuting time.
- **Housing:** If you've had to relocate for work, make sure you find a safe, comfortable, convenient and affordable place to live. Your living conditions affect your mental and physical well-being and your ability to succeed in your job.
- **Healthy lifestyle:** To be successful at work, make sure you get enough rest, exercise and nutritious food. Make time for healthy activities that you enjoy outside of work hours.
- **Stress:** Starting a new job can be stressful. Plan some down time after each shift for the first few weeks. It may take some time to feel comfortable and confident in your new job. Be patient with yourself and don't be afraid to ask your colleagues for advice. Everyone was new once!
- **Work ethic:** Maintain a good work ethic by demonstrating responsibility, integrity, a good attitude, and teamwork. Also remember that it is OK to say no if you are asked to do something that makes you feel uncomfortable or is not in your job description.
- **Enjoy your new job!** Try to get to know the people you work with. This will make your work more enjoyable and will strengthen your network of contacts for your next career move.

Tips for Starting Your New Job

A few things you can do to get ready to start your new job include:

- Ask your new supervisor for the paperwork you will need to fill out to start your job.
- Make sure you know where to show up on your first day.
- Make sure you know how long it takes you to get to work from your house so you arrive on time. You might consider doing a test run before your first day.
- Find out if there is an orientation session for you to complete before you start work.
- Make sure you have the work gear or supplies you might need, such as work clothes or a uniform, notebook, tools, safety gear (for example, a hard hat and work boots) or a cell phone.

Cultural safety on the job

Cultural safety means feeling safe in the environment in which you work. You should feel respected, honoured and appreciated.

Be prepared for the possibility that some of your new colleagues may not understand your Indigenous culture. This is a chance for them to learn more about your culture and community.

Find a friend or ally you trust and feel comfortable with at work and who can support you. Once you've had an opportunity to build a relationship with co-workers, you may want to open up a conversation about:

- activities such as smudging, prayers, and honouring special occasions such as National Indigenous Peoples Day on June 21st,
- company policies on a respectful workplace,
- sharing or displaying only non-offensive images and appropriate cultural symbols, and
- working with your employer to hold education sessions on Indigenous issues.

If you experience something on the job that does not feel respectful or culturally safe, talk to the person you report to or someone you trust and feel comfortable with. That could be your supervisor, a human resources specialist, a health and safety officer, or your union representative.

“While at school, I started to reach out to the First Nations community and get involved. It was the first time that I felt ready to embrace my culture as I realized how amazingly educated, and successful our people are. Somehow, I hadn't known about all the rich talents that were in the community and, as I had broadened my horizons, I saw the strength in Indigenous identity.”

Lisa Charleyboy, Tsi Del Del Nation (Aboriginal Human Resource Council Success Story)





7

Take the Next Step

Your career planning journey is a big process that takes time, commitment and courage. Luckily, there are plenty of resources you can use to explore, make decisions and plan your future.

Remember that along your career path you may revise your plan any time for even further advancement. Many people change careers several times throughout their lives until they find their ideal fit. You can reflect on your progress and adjust your goals until you are satisfied.

Think big. Make it happen. Live your dreams.

What are the next steps on your career journey?

“I am not exactly sure what the future holds. I have so many different possibilities in my head for a future career... But uncertainty is okay, because if I stay on my path I know I will end up being successful at a career that I enjoy that enriches my life and the lives of others.”

Nathan Sletten Recipient, 2015 Irving K. Barber Aboriginal Student Award



Appendix 1: Self-Employment Tools and Resources

If you want to be self-employed and have an entrepreneurial spirit, creating your own business may be a good choice. You will need to translate your idea into a business plan and will likely need to find grants and loans to get it off the ground.

Thinking about self-employment

- Starting a business is time-consuming and will require market research, business planning and the ability to sell your goods and services.
- Your income can go up and down greatly, and managing your finances could be complicated. Examine your options, from keeping your own accounts to hiring a bookkeeper. You may feel more secure starting your business on a part-time basis while you have a full-time job.
- Connecting with others and exploring through research is usually an important part of building a business.

Grow your business with the following resources:

<i>WorkBC.ca's Business Resources</i>	Get the resources, tools and information you need to support the success of your business, from developing a business plan and getting financing to marketing your product.
<i>Indigenous Small Business Resources guide</i>	Find information on small business start-up and growth support services for Indigenous entrepreneurs.
<i>Business Development Canada</i>	Access loans and grants for small Indigenous businesses. 1 877 232-2269
<i>Indigenous Business Advisory Centres</i>	If you are in the Northeast, the Kootenay region or Prince George, get support for business start-up or expansion, partnerships and planning. 1 800 880-1022
<i>Aboriginal Business and Entrepreneurship Skills Training (BEST)</i>	Nurture your entrepreneurial skills and spirit with free training in business skills and take the steps to start or grow a business. 1 250 352-3878
<i>Aboriginal Business Mentorship Program</i>	Meet experienced mentors who can assist you in developing your business. 1 416 961-8663 Ext. 238
<i>Community Futures British Columbia</i>	Access small business loans, business counselling and specialized programs to help you start or grow a business. 1 888 303-2232
<i>Aboriginal Financial Institutions</i>	Get support through business loans, business grants and business planning assistance for Indigenous-owned businesses. 1 844 827-0327

Business Development Resources

- *Small Business BC*
- *Canadian Council for Aboriginal Business*
- *Canadian Centre for Aboriginal Entrepreneurship*
- *Indigenous Tourism BC*
- *BC Indigenous Economic Development*
- *Indigenous Business and Investment Council*

Appendix 2: Sample Student Budget Template

How much do you need to budget for school? You will need to do some research on estimated costs depending on what part of the province you will be living or going to school in.

Living Expenses	Amount	Education Expenses	Amount
Housing			
Rent		Rent	
Electricity/Gas		Electricity/Gas	
Cable/Internet		Cable/Internet Insurance	
Insurance		Total Education Expenses	
		Add Living Expenses	
		Total Yearly Expenses	
Transportation		Income	
Bus		Employment	
Car Payments		Scholarships/bursaries	
Gas		Band funding	
Insurance		Savings	
Parking		Family contributions	
Travel to & from home community		Student loans	
		Other	
Food		Total Income	
Personal Care		Budget Calculations Total Income _____ <i>minus</i> Total Expenses _____ = Balance _____	
Toiletries			
Hair & skin products			
Clothing			
Laundry			
Entertainment			
Miscellaneous			
Travel home			
Gifts			
Other			
Total Living Expenses			

Source: *Guiding Your Educational Journey: A Handbook for First Nations Parents and Students*, First Nations Education Steering Committee and First Nations Schools Association. November 2015 Draft.
www.fnesc.ca/



Appendix 3: Post-Secondary Institutions

Public Post-Secondary Colleges, Institutes and Universities in B.C.

Institution	Indigenous Services	Location	Phone
British Columbia Institute of Technology	<i>Indigenous Services</i>	Lower Mainland	1 866 434-1610
Camosun College	<i>Eyē? Sqā'lewen – Centre for Indigenous Education & Community Connections</i>	Victoria	1 877 554-7555
Capilano University	<i>First Nations Student Services</i>	North Vancouver	604 984-1762
Coast Mountain College	<i>Indigenous Resources – Student Support</i>	Northwest B.C.	250 638-5491
College of New Caledonia	<i>Aboriginal Resource Centre</i>	North / Central B.C.	1 800 371-8111
College of the Rockies	<i>Indigenous Education Services</i>	East Kootenay	250 489-2751
Douglas College	<i>Aboriginal Student Services</i>	Lower Mainland	604 527-5400
Emily Carr University of Art + Design	<i>Aboriginal Program Office</i>	Vancouver	604 844-3088
Justice Institute of British Columbia	<i>Aboriginal Student Services</i>	Lower Mainland / Victoria / Kelowna	604 528-5621
Kwantlen Polytechnic University	<i>Indigenous Services for Students</i>	Lower Mainland	604 599-2269
Langara College	<i>Indigenous Education & Services</i>	Vancouver	604 323-5645
Nicola Valley Institute of Technology	<i>Support Services</i>	Merritt / Burnaby	1 877 682-3300
North Island College	<i>Aboriginal Education Services</i>	North Vancouver Island	1 800 715-0914
Northern Lights College	<i>Aboriginal Services</i>	Peace Region	1 866 463-6652
Okanagan College	<i>Aboriginal Services</i>	Okanagan	250 762-5445 ext 4322
Royal Roads University	<i>Indigenous Education and Student Services</i>	Victoria / Vancouver Island	1 800 788-8028
Selkirk College	<i>Indigenous Services</i>	West Kootenay	1 888 953-1133
Simon Fraser University	<i>Indigenous Student Centre</i>	Lower Mainland	778 782-6929
Thompson Rivers University	<i>Indigenous TRU</i>	Southern Interior	1 250 828-5000
University of British Columbia	<i>Aboriginal Portal (UBC-Vancouver)</i> <i>First Nations House of Learning (UBC-Vancouver)</i> <i>Aboriginal Programs & Services (UBC-Okanagan)</i>	Vancouver / Okanagan	604 822-8940 604 822-8940 250 807-8639
University of the Fraser Valley	<i>Indigenous@UFV</i>	Fraser Valley	604 702-2619
University of Northern British Columbia	<i>First Nations Centre</i>	Northern B.C.	250 960-5772
University of Victoria	<i>Indigenous Academic & Community Engagement</i>	Victoria	250 472-4913
Vancouver Community College	<i>Indigenous Education and Community Engagement</i>	Lower Mainland / Vancouver	604 871-7000
Vancouver Island University	<i>Services for Aboriginal Students</i>	Mid-Vancouver Island / Powell River	1 888-920-2221

Continued...

Aboriginal-Controlled Adult and Post-Secondary Educational Institutes in B.C. (Indigenous Adult and Higher Learning Association Members)

Institution	Region	Phone
<i>Blueberry River First Nation Adult Centre</i>	Kaska / Dene / Tahltan / Tagish / Inland Tlingit / Tsek'ene	250 630-2800
<i>Fort Nelson First Nation Community Education</i>		250 774-7651 Ext. 249
<i>Jean Marie Joseph Adult School</i>		250 612-4351 Ext. 8351
<i>Kwadacha Dune Tiyy – Aatse Davie School</i>		250 471 2002
<i>Muskoti Learning Centre – Saulneau First Nations</i>		250 788-7275
<i>Prince George Nechako Aboriginal Employment & Training Association</i>		250 561 1199
<i>Tsay Keh Dene</i>		250 993-2111
<i>Coastal Training Centre</i>	Haida / Tsimshian / Haisla / Nisga'a	250 627-8822
<i>Kitamaat Village Council / Kitimat Valley Institute</i>		1 855 431 0012
<i>Wilp Wilxo'oskwhl Nisga'a</i>		1 800 980-8838
<i>Gitwangak Education Society</i>	Gitksan / Wet'suwet'en	250 849-5330
<i>Gitksan Wet'suwet'en Education Society</i>		250 842-0216
<i>Kyah Wiget Education Society</i>		250 847-3813
<i>Ted Williams Memorial Learning Centre</i>	Tsilhqot'in / Carrier Tsekene	250 692-2355
<i>Tl'azt'en Adult Learning Centre</i>		250 648-3227
<i>Heiltsuk College</i>	Kwakwaka'wakw / Heiltsuk / Nuxalk / Oweekeno	250 957-2141
<i>K'ak'otlats'i School</i>		250 949-9666
<i>Lip'alhayc Learning Centre (Nuxalk College)</i>		250 799-0008
<i>Ahousaht Education Authority</i>	Nuu-chah-nulth / Coast Salish	250 670-9543
<i>Chemainus Native College</i>		250 245-3522
<i>Cowichan Tribes – Quw'utsun Syuw'entst Lelum</i>		250 715-1022
<i>Ittatsoo Learning Centre</i>		250 726-7342
<i>Native Education College</i>		604 873-3761
<i>Penelakut Island Learning Centre</i>		250 246-2324
<i>Saanich Adult Education Centre</i>		250 652-2314
<i>Seabird College</i>		604 796-2177
<i>Sechelt Indian Band Education Centre</i>		604 885-6016
<i>Snuneymuxw First Nation / House of Learning</i>		250 740-2300
<i>Community Futures Development Corporation of Central Interior First Nations</i>	Secwepemc / St'atl'imc / Nlaka'pamux	250 828-9833
<i>Nicola Valley Institute of Technology</i>		250 378-3300
<i>Northern Shuswap Tribal Council – Weekend University Program</i>		250 392-7361
<i>Secwepemc Cultural Education Society</i>		250 828-9779
<i>Skeetchestn Department of Education</i>		250 373-2493
<i>Ts'zil Learning Centre (Mount Currie Band Council)</i>		604 894-2300
<i>En'owkin Centre</i>	Kootenay / Okanagan	250 493-7181
<i>Neskonlith Education Centre</i>		250 679-2963

Appendix 4: Aboriginal Skills and Employment Training Strategy (ASETS) – Agreement Holders in B.C.*

Aboriginal Community Career Employment Services Society

108 - 100 Park Royal
West Vancouver, BC V7T 1A2
604 913-7933

Cariboo Chilcotin Training Employment Centre Society

205 - 197 North 2nd Avenue
Williams Lake, BC V2G 1Z5
250 392-2510

Coast Salish Employment & Training Society

201-5462 Trans Canada Hwy
Duncan, BC V9L 6W4
250 746-0183

Ktunaxa Nation Council

7468 Mission Road
Cranbrook, BC V1C 7E5
250 489-2464

Métis Nation British Columbia

Unit 103-5668 192nd Street
Surrey, BC V3S 2V7
1 800 940-1150

Mid Coast First Nations Training Society

Box 941
Bella Bella, BC V0T 1Z0
250 957-2225

Nisga'a Employment Skills & Training

P.O. Box 231 2000 Lisims Drive
New Aiyansh, BC V0J 1A0
250 633-3000

North East Native Advancing Society

10328 101st Avenue
Fort St. John, BC V1J 2B5
250 785-0887

North Vancouver Island Aboriginal Training Society

Southern Office
1211 Cypress Street
Campbell River, BC V9W 2Z3
250 286-3455

Northern Office

Box 28
Alert Bay, BC V0N 1A0
250 974-2908

Nuu-chah-nulth Employment & Training Program

4090 8th Avenue
Port Alberni, BC V9Y 4S4
250 723-1331

Okanagan Training & Development Council

339, 101 - 1865 Dilworth Drive
Kelowna, BC V1Y 9T1
250 769-1977

Prince George Nechako Aboriginal Employment & Training Association

198 Kingston Street
Prince George, BC V2L 1C3
250 561-1199

Shuswap Nation Tribal Council

680 Athabasca Street W
Kamloops, BC V2H 1C4
778 471-8206

Stó:Lō Aboriginal Skills & Employment Training

Bldg. 8A - 7201 Vedder Road
Chilliwack, BC V2R 4G3
604 858-3691

Tribal Resources Investment Corporation

344 West 2nd Avenue
Prince Rupert, BC V8J 1G6
250 624-3535

* As of April 1, 2019, this program will be named
Indigenous Skills and Employment Training Program (ISET).

Appendix 5: Sample Interview Questions

Qualifications

- Please tell us about yourself. (This question is to help the employer learn about your past experience, personal interests and what motivates you.)
- What was your school experience like?
- What has been your most rewarding work experience?
- What strengths do you bring to this job?
- How would you describe any weaknesses you may have?
- Why do you feel you are qualified for this position?
- Why are you interested in this position?

Ability to be effective in the work environment

- What do you know about this company?
- Why are you applying for this job?
- What kind of work environment makes you the most comfortable?
- Are you a team player? If so, can you provide examples of how you work with others?
- Do you work well under pressure?
- How do you handle conflict on the job?
- How would a previous supervisor or co-worker describe you?
- What motivates you?

Behaviour examples

- Sometimes when you're solving a problem you have to "think outside of the box." Can you think of a time when you had to think of a creative solution to a problem?
- Describe a time where something went wrong and you had to take matters into your own hands. What was the result? What did you learn from it?
- Tell me about a time when you had a challenge working with others. How did you resolve it, and what was the outcome?
- Tell me about a time when you faced a problem in reaching your goals. What was the problem you ran into? What did you do to overcome it?
- Describe a time where you had to deal with a demanding or difficult client or customer. What happened and what was the outcome?

Career goals

- Where would you like to be in five years?
- What are you looking to achieve in your career?
- What have you learned from the jobs you have had?
- Are you willing to relocate?
- What are your salary expectations?
- What do you like to do in your spare time?

Find more information on behavioural and other interview questions on the [University of Victoria Career Services website](#).



Website Links

Foreword

WorkBC.ca/Indigenous
www.workbc.ca/indigenous

Aboriginal Learning Links
<http://aboriginallearning.ca/>

1. Explore Careers

Where do you begin? How do you find a career?

Job Bank's values quiz
www.jobbank.gc.ca/workvalue

Start exploring careers

WorkBC.ca's Career Compass
www.workbc.ca/careercompass

BDC Entrepreneurial Potential Self-assessment
www.bdc.ca/en/articles-tools/entrepreneur-toolkit/business-assessments/pages/self-assessment-test-your-entrepreneurial-potential.aspx

WorkBC.ca's Career Toolkit
www.workbc.ca/careertoolkit

WorkBC Employment Services Centre
www.workbc.ca/WorkBCCentres

Aboriginal Skills and Employment
Training Strategy (ASETS)
www.canada.ca/en/employment-social-development/services/indigenous/agreement-holders.html#bc

WorkBC.ca's Explore Careers
www.workbc.ca/careers

WorkBC.ca's Blueprint Builder
www.workbc.ca/blueprintbuilder

WorkBC.ca's Career Trek
www.workbc.ca/careertrek

WorkBC.ca's High Demand Occupations
www.workbc.ca/highdemandjobs

Career Journeys First Nations
Career Role Model Program
www.fnesc.ca/careerjourneys/

ITA Trade Programs
www.itabc.ca/discover-apprenticeship-programs/search-programs

Indigenous Peoples in Trades
www.itabc.ca/indigenous-peoples-trades/overview

ITA Youth Programs
<http://youth.itabc.ca/>

First Nations Health Authority
Health Careers Guidebook
www.fnha.ca/what-we-do/health-human-resources/health-careers-guidebook

What is the job outlook?

WorkBC.ca's Labour Market Information
www.workbc.ca/economy

WorkBC.ca's Regional Profiles
www.workbc.ca/regional

2. Start Your Plan

WorkBC.ca's Blueprint Builder
www.workbc.ca/blueprintbuilder

Create a budget

StudentAidBC Budget Worksheet
<https://studentaidbc.ca/forms-library/budget-worksheet>

WorkBC.ca's Cost of Living Calculator
www.workbc.ca/calculator

Creating a Budget – Aboriginal Learning Links
<http://aboriginallearning.ca/creating-a-budget/>

Keep your documents handy

Employment and Social Development Canada
www.canada.ca/en/employment-social-development/services/sin/before-applying.html

Replace your card
www2.gov.bc.ca/gov/content/governments/government-id/why-you-need-id

Government of Canada
www.aadnc-aandc.gc.ca/eng/1100100032380/1100100032381

4. Education and Training

Advanced Education Aboriginal Student Resources
www2.gov.bc.ca/gov/content/education-training/post-secondary-education/aboriginal-education-training/information-for-aboriginal-students

Aboriginal Learning Links
<http://aboriginallearning.ca/>

Guiding Your Educational Journey: A Handbook for First Nations Parents and Students
www.fnesc.ca/careerjourneys/

High school courses and credits

EducationPlannerBC
www.educationplannerbc.ca/

Trades skills programs
<http://youth.itabc.ca/programs/>

Adult Dogwood Diploma
www2.gov.bc.ca/gov/content/education-training/adult-education/graduate-high-school/bc-adult-graduation-diploma-program

Prior Learning Assessment
www2.gov.bc.ca/gov/content/education-training/post-secondary-education/transcripts-and-credentials

WorkBC.ca
www.WorkBC.ca

Transcript online
www2.gov.bc.ca/gov/content/education-training/k-12/support/transcripts-and-certificates

Select your program of study

EducationPlannerBC
www.educationplannerbc.ca/

WorkBC.ca/Indigenous
www.workbc.ca/indigenous

Post-secondary Education Program Search
<http://tools.canlearn.ca/cslgs-scpsc/cln-cln/rep-fit/p/af.p.clea-eng.do>

Aboriginal Skills and Employment Training Strategy (ASETS)
www.canada.ca/en/employment-social-development/services/indigenous/agreement-holders.html#bc

Choose a school that's right for you

Advanced Education – Choosing the Right Institution
www2.gov.bc.ca/gov/content/education-training/post-secondary-education/find-a-program-or-institution

Prospective Students: Questions to Ask
www.workbc.ca/getmedia/c045bbea-b2fb-424b-be4b-e355fd6f1172/ProspectiveStudents02.pdf.aspx

BC Transfer Guide
www.bctransferguide.ca/

Advanced Education – Find an Institution
www2.gov.bc.ca/gov/content/education-training/post-secondary-education/find-a-program-or-institution/find-an-institution

Indigenous Adult and Higher Learning Association (IAHLA) Members
<http://iahla.ca/membership-information/current-member-institutes>

Aboriginal Student Transition Handbook
www2.gov.bc.ca/assets/gov/education/post-secondary-education/aboriginal-education-training/uvic-aboriginal-student-transition-handbook.pdf

Planning Your Education – Aboriginal Learning Links
<http://aboriginallearning.ca/planning-your-education/>

Apply for school

EducationPlannerBC
educationplannerbc.ca

Find financial supports

Paying for School – Aboriginal Learning Links
<http://aboriginallearning.ca/paying-for-school/>

Indigenous Bursaries Search Tool
www.aadnc-aandc.gc.ca/eng/1351185180120/1351685455328

StudentScholarships.org
<https://studentscholarships.org/#sthash.7h9eFU5w.dpbs>

Canada Benefits
www.canadabenefits.gc.ca/f.1.2c.6.3z.1rdq.5.2st.3.4ns@.jsp?lang=en

Indigenous Services Canada (ISC) Post-Secondary Student Support Program
www.canada.ca/en/indigenous-services-canada.html

BC Association of Aboriginal Friendship Centres (BCAAFC) Post-Secondary Student Support Program
www.bcaafc.com/index.php/youth-education-psssp

First Citizens Fund Student Bursary Program
www.bcaafc.com/index.php/youth-education-fcf

Métis Nation British Columbia (MNBC) Employment & Training Program
www.mnbc.ca/directory/view/342-ministry-of-employment-training

Provincial Tuition Waiver Program
www2.gov.bc.ca/gov/content/education-training/post-secondary-education/pay-for-school/provincial-tuition-waiver-program

AgedOut.com
<https://agedout.com/>

StudentAidBC
<https://studentaidbc.ca/>

Adult Upgrading Grant
<https://studentaidbc.ca/explore/grants-scholarships>

New Relationship Trust (NRT) Student Funding
www.newrelationshiptrust.ca/funding/for-students/

Irving K. Barber Student Awards
www.ikbbc.ca/aboriginal-awards/about-this-award/

Indspire
<https://indspire.ca/for-students/bursaries-scholarships/>

Education planning checklist and additional resources

applybc.ca
<https://apply.educationplannerbc.ca/>

Aboriginal Student Transition Handbook
www2.gov.bc.ca/assets/gov/education/post-secondary-education/aboriginal-education-training/uvic-aboriginal-student-transition-handbook.pdf

B.C. Post-secondary Education – Overview
www.workbc.ca/Training-Education/Post-Secondary.aspx

Congress of Aboriginal Peoples Skills and Employment Training
<http://abo-peoples.org/all-project-list/skills-training/>

5. Your Job Search

WorkBC Employment Services Centres
www.workbc.ca/Employment-Services/WorkBC-Centres.aspx

Find your WorkBC Employment Services Centre
www.workbc.ca/WorkBCCentres

Aboriginal Skills and Employment Training Strategy (ASETS)
www.canada.ca/en/employment-social-development/services/indigenous/agreement-holders.html#bc

WorkBC.ca/Indigenous
www.workbc.ca/indigenous

Education, Training and Jobs for Indigenous Peoples
www.aadnc-aandc.gc.ca/eng/1461940615477/1461940651472

Job search on the Internet

WorkBC.ca

www.WorkBC.ca

BC's top employers

www.canadastop100.com/bc/

First Nations Jobs Online

www.firstnationsjobsonline.com/

LinkedIn

<https://www.linkedin.com/>

Aboriginal Skills and Employment

Training Strategy (ASETS)

www.canada.ca/en/employment-social-development/services/indigenous/agreement-holders.html#bc

B.C. Government Job Postings

<https://www2.gov.bc.ca/gov/content/careers-myhr/job-seekers>

craigslist

<https://vancouver.craigslist.ca/>

kijiji

www.kijiji.ca/

BCjobs

www.bcjobs.ca/

Careers.Indigenous.Link

<https://careers.indigenous.link/>

Indigenous Careers

www.indigenouscareers.org/

Workopolis – Aboriginal

www.workopolis.com/jobsearch/aboriginal-jobs

Monster.ca

www.monster.ca/

indeed – Aboriginal

<https://ca.indeed.com/Aboriginal-jobs>

NationTalk – Jobs

<http://nationtalk.ca/jobs>

CivicJobs

www.civicjobs.ca/index

Charity Village

<https://charityvillage.com/app/>

Applying for jobs

WorkBC.ca's Power up your job search

www.workbc.ca/jobsearch

WorkBC Centres

www.workbc.ca/WorkBCCentres

Aboriginal Skills and Employment

Training Strategy (ASETS)

www.canada.ca/en/employment-social-development/services/indigenous/agreement-holders.html#bc

On-the-job training opportunities

Apprentice Job Match

www.workbc.ca/apprenticejobmatch

Indigenous Youth Internship Program

www2.gov.bc.ca/gov/content/careers-myhr/job-seekers/internship-co-op-opportunities/iyip

Your rights as a job applicant and employee

Your Rights as a Job Applicant

www.workbc.ca/Jobs-Careers/Find-Jobs/Your-Rights-as-a-Job-Applicant.aspx

Guide to the Employment Standards Act

www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/guide-to-the-employment-standards-act

Minimum Wage Factsheet

<https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/factsheets/minimum-wage>

Hours of Work and Overtime Factsheet

<https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/factsheets/hours-of-work-and-overtime>

Leaves of Absence Factsheet

<https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/factsheets/leaves-and-jury-duty>

Termination of Employment Factsheet

<https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards/factsheets/termination-of-employment>

Bullying and Harassment
www.worksafebc.com/en/health-safety/hazards-exposures/bullying-harassment

Human Rights in the Workplace
www.bchrt.bc.ca/human-rights-duties/employment/index.htm

WorkBC.ca Call Centre
www.workbc.ca/Contact-Us.aspx

BC Human Rights Tribunal
www.bchrt.bc.ca/

Resumes

WorkBC.ca's Power up your job search
www.workbc.ca/jobsearch

Resumes, interviews, networking and social media

WorkBC.ca/jobs
www.workbc.ca/jobs

Appendices

Self-Employment Tools and Resources

WorkBC.ca's Business Resources
www.workbc.ca/businessresources

Indigenous Small Business Resources guide
www2.gov.bc.ca/assets/gov/employment-business-and-economic-development/business-management/small-business/indigenous_sb_resource_handout.pdf

Business Development Canada
www.bdc.ca/en/pages/home.aspx

Indigenous Business Advisory Centres
www2.gov.bc.ca/gov/content/governments/indigenous-people/economic-development/business-advisory-centres

Aboriginal Business and Entrepreneurship Skills Training (BEST)
www.ccae.ca/aboriginal-best

Aboriginal Business Mentorship Program
www.ccab.com/programs/aboriginal-business-mentorship-program-abmp/

Community Futures British Columbia
www.communityfutures.ca/

Aboriginal Financial Institutions
<https://nacca.ca/aboriginal-financial-institutions/>

Small Business BC
<https://smallbusinessbc.ca/>

Canadian Council for Aboriginal Business
www.ccab.com/tfab/

Canadian Centre for Aboriginal Entrepreneurship
<http://ccaec.ca/>

Aboriginal Tourism BC
www.indigenousbc.com/

BC Indigenous Economic Development
www2.gov.bc.ca/gov/content/governments/indigenous-people/economic-development

Indigenous Business and Investment Council
www.bcibic.ca/

Sample Interview Questions

University of Victoria Career Services website
www.uvic.ca/coopandcareer/career/applications/interviews/index.php

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To access this guide online visit
WorkBC.ca/Indigenous



WorkBC