

Getting Hired in Canada E-Learning Series

Slide 1. Module 2. Fundamentals: Skills Assessment

Slide 2. Getting Hired in Canada E-Learning Series

Welcome to the Getting Hired in Canada e-learning series. There are 10 modules designed to help you prepare to enter into the Canadian workforce successfully.

Fundamentals

1. Job Search in Canada
2. Skills Assessment

Career Toolkit

1. Goals and Planning
2. Résumés
3. Cover Letters

Professional Networking

1. Part 1 Online Networking: LinkedIn
2. Part 2 In-Person Events
3. Part 3 Information Interviews

Interview

1. Part 1 Pre-Screening
2. Part 2 Interview Day

Slide 3. Introduction

Welcome back!

A skills assessment is the foundation of any successful job search.

Before applying for a job, you need to assess your skills.

In this module, we will talk about how to assess your skills, distinguish the difference between your technical and transferable skills and identify what skills and credentials are required in your profession in Canada in order to prepare for your job search in Canada.

Slide 4. What are skills?

A skill is the ability to do a certain task well. You can gain new skills or expand the ones you already have with practice and training.

There are two groups of skills: technical and transferable skills.

Technical skills are specific to occupations and include knowledge and abilities required to do the job. These are sometimes called “hard skills”.

Transferable skills are ones you use in almost every industry. They include things like managing relationships with others, and planning, and organizing, for example.

Slide 5. Categorize technical and transferable skills

Technical Skills	Transferrable Skills
Strong knowledge of Excel	Self-motivated
Coding and programming	Ability to prioritize
Quantitative research	Problem solving

Slide 6. Technical skills required in specific professions

Programmer: Knowledge of programming languages like C++

Psychologists: Ability to examine and assess behaviour, and diagnose behavioural, emotional and cognitive disorders

Civil Engineers: Ability to develop construction specifications and procedures

Dentists: Ability to examine patients' teeth, gums and surrounding tissue to diagnose disease

Accountants: Ability to provide financial, business and tax advice

Transferable skills are important regardless of your profession, sector or industry, and at every level of seniority in an organization.

Transferable skills:

- Problem solving
- Planning
- Leadership skills
- Teamwork
- Researching
- Flexibility
- Creativity
- Time management
- Communication
- Empathy
- Active listening skills
- Cross cultural communication
- Conflict resolution
- Decision making

Slide 7. Tell me about your skills

During the hiring process, employers examine your skills.

Think about your previous jobs and identify what skills you used to be successful. If you have no work experience, imagine what skills you might need in order to do the job.

On a piece of paper, write down 2-3 of your top skills.

Slide 8. Your skills

It is important to be clear about the skills you can offer to potential employers. You can take a free assessment test at the end of this module. We will provide you with the link to the website.

Slide 9. What are employers looking for?

A popular online job board surveyed hundreds of Canadian employers to learn what they are looking for in candidates.

The results show that job seekers fall short in the following three categories: on-the-job experience, soft skills, and technical abilities.

Slide 10. Three-step strategy

Step 1. Know your profession

Step 2. Know who your regulatory body is in Canada

Step 3. Familiarize yourself with the job description

Slide 11. Step 1. Your profession in Canada

Job titles and descriptions are not universal. The job title you had in your home country may be different in Canada. It is important to read the job description thoroughly before applying for a position.

Take a look at the snapshot of a job description found in the Government of Canada's Job Bank.

Project Manager cEMR Project

KEEWAYTINOOK OKIMAKANAK (NORTHERN CHIEFS COUNCIL)

Balmertown, ON, CANADA

Healthcare Services and Wellness

Posted 23 Days Ago.

One Year Full-time Project Manager cEMR Project

KO Health Services is a progressive health team serving the First Nation communities of Deer Lake, Fort Severn, Keewaywin, McDowell Lake, North Spirit Lake and Poplar Hill. KO Health Services is looking for an individual to lead the KO cEMR (community electronic medical records) project including privacy and security policy training coordination, community engagement, coordination of implementation with the vendor and KO cEMR Champion role. This position requires extensive travel to the KO communities

You will find a link to this website at the end of this module. Visit the website and search for jobs that interest you.

Slide 12. Regulated? Or Not?

Do you know if your field requires a license for you to work in Canada?

If the answer is yes, that's great! For additional information visit Job Bank. They provide information about regulated professions and contact information for regulatory bodies.

If the answer is no, that's okay. But it is important to find out whether your job is regulated in Canada. If it is, and you want to become regulated in Canada, you may need to do some paperwork while you are still in your home country.

Slide 13. Step 2. Regulated vs. non-regulated

Jobs that require a license are called regulated professions. Regulations vary depending on the province in which you decide to live and work.

If you wish to work in one of these professions when you arrive in Canada, start the process of becoming licensed while you are still in your home country to save time and money.

About 80% of jobs in Canada don't require a license.

Nurses, doctors, engineers, teachers, accountants and electricians are examples of regulated professions in Canada.

Slide 14. Step 3. Read the job postings

Reading advertised job postings is another great way to understand what skills are required in your profession. Pay close attention to technical and transferable skills that employers require.

Slide 15. Exploring other careers in Canada

Knowing which skills you offer will enable you to explore a variety of opportunities.

As a job seeker, you may want to change your occupation or industry as long as you have relevant experience and skills. The skills assessment tests will provide you with a list of other occupations you may consider in the future.

Note: Watch the CanPrep webinar originally broadcast on June 22, 2016. You will find the link to the webinar: *Presenting International Experience and Education in Canada* at the end of this module.

Slide 16. What if you are missing skills?

Do you think you are lacking skills that are required in your occupation? If so, talk to your employment counsellor, or ask advice from someone who works in your field.

They will be happy to advise you on how you can grow and enrich your skills.

Slide 17. Now it's time to take action.

Now it's time to take action.

TAKE at least one free skills assessment test.

IDENTIFY your top technical and transferrable skills.

FIND the name of your profession or field in Canada in the Government of Canada's Job Bank website and identify which skills it requires

EXPLORE other occupations that match your skill sets

WATCH a webinar recording: Recognizing foreign education and international credentials originally broadcast on March 1, 2016.

Slide 19. Congratulations!

You have completed Module 2: Skills Assessment.

Below are additional resources for your reference:

- Text version of the module
- Skills assessment tests
 - Skills Profiler
 - Explore Careers by Skills & Knowledge
- The Job Bank website
- Webinar: Presenting International Experience and Education in Canada