JOB READINESS CHECKLIST FOR
INTERNATIONALLY EDUCATED PROFESSIONALS
How ready are you for work in your field in Canada?

Use this checklist with your counsellor and job developer to inform your conversation and job search plan.
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<th>Medium-range Goals</th>
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<td>Full-time attendance in English classes</td>
<td>Part-time study plus attendance at “conversation class”</td>
<td>Sector specific terminology training – learning the specific terminology of your profession</td>
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<td>Achieving Canadian Benchmark Level 8 English</td>
<td>Study to complete TOEFL or IELTS</td>
<td>Taking the TOEFL/IELTS exam to qualify to return to school for profession specific training or licensure</td>
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<td>Related work</td>
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<tr>
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<td>Preparing your job search tools – resume, cover letter, portfolio, online presence</td>
<td>Work in your profession</td>
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1. COMMUNICATION

☐ I have thoroughly read The Working Centre’s English Language Resources booklet and am committed to reaching a professional level of English

☐ I have taken the Canadian Language Benchmark (CLB) assessment. My level is:
_______________________________________________________________________________________

☐ I have achieved CLB Level 8.

☐ I know the language requirements of my profession and have a language training plan to reach this level. Steps that I am taking:
_______________________________________________________________________________________

☐ I am doing the following to improve my language skills in a variety of situations:
  ☐ Attending conversation classes or conversation circles
  ☐ Volunteering in an English environment
  ☐ Joining a club/group related to my interest/profession
  ☐ Joined Toastmasters
  ☐ Other: ____________________________________________________________

☐ I have researched, participated in and completed sector specific terminology training. To improve on my sector specific language knowledge, I have also:
  ☐ Volunteered in my field
  ☐ Completed information interviews
  ☐ Developed a network within my sector and maintain contact
  ☐ Regularly read professional publications
  ☐ Other: ____________________________________________________________

☐ I have studied for, taken and completed the TOEFL/IELTS/other language test required for entry into my profession.
2. Licensing and Certification

☐ I know if my profession is regulated.
   ☐ If so, I am aware of my profession’s governing body, have read their website and understand the role they play
   ☐ If not, I have researched organizations that have an impact on my profession. They include: __________________________________________________________

☐ I have researched requirements for entry into my professional body. I need:
   ☐ To complete __________________________ language test and achieve a score of ________

   ☐ To complete these exams: _______________________________________________________

   ☐ To complete these courses/programs: ____________________________________________

   ☐ To order documents from home and have them professionally translated
   ☐ To complete an assessment of my credentials

☐ I have explored other career options including:
   ☐ Finding related work, such as: ___________________________________________________
   ☐ Bridging programs
   ☐ Other training options

☐ If required by my professional governing body, I have applied for a WES/ICAS assessment. If it is not required, I have considered the benefits of having my qualifications assessed.

☐ I have applied to my professional governing body for licensure.

☐ I am licenced, qualified and feel confident that I am prepared to work within my profession.
3. FINDING WORK

3.1 FINDING SURVIVAL WORK

☐ My family is settled in Canada and this community
  ☐ We have a home
  ☐ My children are in school/daycare
  ☐ I have prepared childcare options for my employment
  ☐ My family is financially secure

☐ I have met with my counsellor to plan for finding survival work. I have an appropriate resume and job search strategy for a survival job

☐ I have secured a survival job/have financial security and can focus on Communication, Licensing and Certification and Finding Work In My Field

3.2 FINDING WORK IN MY FIELD

☐ I have a clearly defined job goal:

________________________________________________________

________________________________________________________

☐ I have explored, reviewed and completed any licences, certifications or courses I will need.

I need:

________________________________________________________________________

________________________________________________________________________

I have:

________________________________________________________________________

________________________________________________________________________

☐ I can talk the talk – I have explored and am sure that I demonstrate the necessary verbal and written communication skills to meet my job objective.

What I do well:

________________________________________________________________________

________________________________________________________________________

What I need to improve:

________________________________________________________________________

________________________________________________________________________
How I know what is expected/required:

____________________________________________________

☐ I know what skills, qualifications and characteristics employers expect in this field.

What do they expect?

____________________________________________________

How do I meet/exceed these expectations?

____________________________________________________

____________________________________________________

☐ I have explored targeted job search techniques (with my counsellor) specific to my field, such as:

☐ I have prepared a targeted list of potential employers:
  1. ________________________________

Possible role(s) in this company: ________________________________

____________________________________________________

What I've done to connect with this company: ________________________________

____________________________________________________

2. ________________________________

Possible role(s) in this company: ________________________________

____________________________________________________

What I've done to connect with this company: ________________________________

____________________________________________________

3. ________________________________

Possible role(s) in this company: ________________________________

____________________________________________________

What I've done to connect with this company: ________________________________
4. Possible role(s) in this company: ____________________________________________

What I’ve done to connect with this company: ______________________________________

5. Possible role(s) in this company: ____________________________________________

What I’ve done to connect with this company: ______________________________________

☐ I have explored/performed information interviews.
  I interviewed: ________________________________________________________________

  What I learned: ______________________________________________________________

  I interviewed: ________________________________________________________________

  What I learned: ______________________________________________________________

☐ I have practiced interviews (using Perfect Interview, interview workshops, with my counsellor and in my job search support group) and feel confident that I can communicate my skills and experiences with potential employers.

Questions that still give me trouble:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________
- I have explored online resources to network professionally, develop and share my sector knowledge and establish a strong online reputation/presence (if appropriate).
  - I have created a LinkedIn profile. I use this profile proactively to participate in groups and to connect with potential employers.
  - I have created a blog where I share ideas and resources about my sector and read and comment on others’ blogs.
  - I have Twitter account where I share ideas and resources about my sector and follow and interact with others in my field.
  - I have used meetup.org (and similar sites) to join groups which match my interests.
- I have reviewed networking strategies. I have explored personal contacts (ex-coworkers, ex-classmates, teachers, counsellors, etc.) and have communicated my job goal with them.

What else can I do to expand my network?

____________________________________________________________________________
____________________________________________________________________________

- I volunteer on a consistent basis in a role which will compliment/build the skills necessary for success in my field.
- I have explored and obtained survival work related to my field.
- I have a comprehensive and strong list of references and have explored strategies for expanding/strengthening this list.
- I have created a profile of skills and experience. I have shared it and edited it with my counsellor and it is on The Working Centre’s website.
- I have an up-to-date self-marketing package including sample cover letters, resume, references, a profile and a portfolio.
- I have created a 30-second bio and have refined it and practiced it for a variety of situations.
☐ I have seriously and objectively considered my appearance vis-a-vis others in my field. I have a wardrobe ready for interviews, networking, volunteering/working and am certain that my appearance is more professional than necessary.

☐ I have explored known personal issues related to employment such as health concerns, child care and transportation plans.

   What may be a challenge for me?

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

   What can I do to overcome this challenge?

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

☐ I have obtained work within my field.