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# JOBREADY 101

A PRACTICAL EMPLOYMENT  
GUIDE FOR NEWCOMERS

STAGE I: PREPARING FOR JOB SEARCH



# LAND ACKNOWLEDGMENT

Kamloops Immigrant Services would like to acknowledge that this guide was created within the ancestral, traditional, and unceded territory of the Secwepemc Nation.

# INTRODUCTION

Welcome to the Practical Employment Guide for Newcomers. This guide has been created to provide resources, tips, and information to it's readers.

It aims to support understanding and development of skills related to job readiness and how to navigate a new workplace once employment is gained.

Our Employment Team hopes that newcomers will find this guide to be helpful and increase confidence throughout their employment journey.

# PREPARING FOR JOB SEARCH

STAGE I



# CONTENTS

## **Start your job research**

### **How to assess your skill set**

1. Identify your strengths
2. Recognize your weaknesses
3. Focus on skills to utilize

### **Learn about the labor market**

- Keyword and skill searching on job sites

### **How to find out more**

- Informational interviews
- What is an informational interview?
- Why do an informational interview?
- Who to approach and questions to ask

### **Networking**

- What is networking?
- Why networking is important
- Maintaining your professional network

### **How to present yourself**

- Build a professional brand
- Seek upskilling opportunities

# START YOUR JOB RESEARCH

**How to assess your skill set:**

## **1. Identify your strengths**

Determine what you excel at and find a job that allows you to use those strengths. Your strengths should energize you, and leveraging them will give you a sense of purpose and motivation to do your work well.



## 2. Recognize your weaknesses

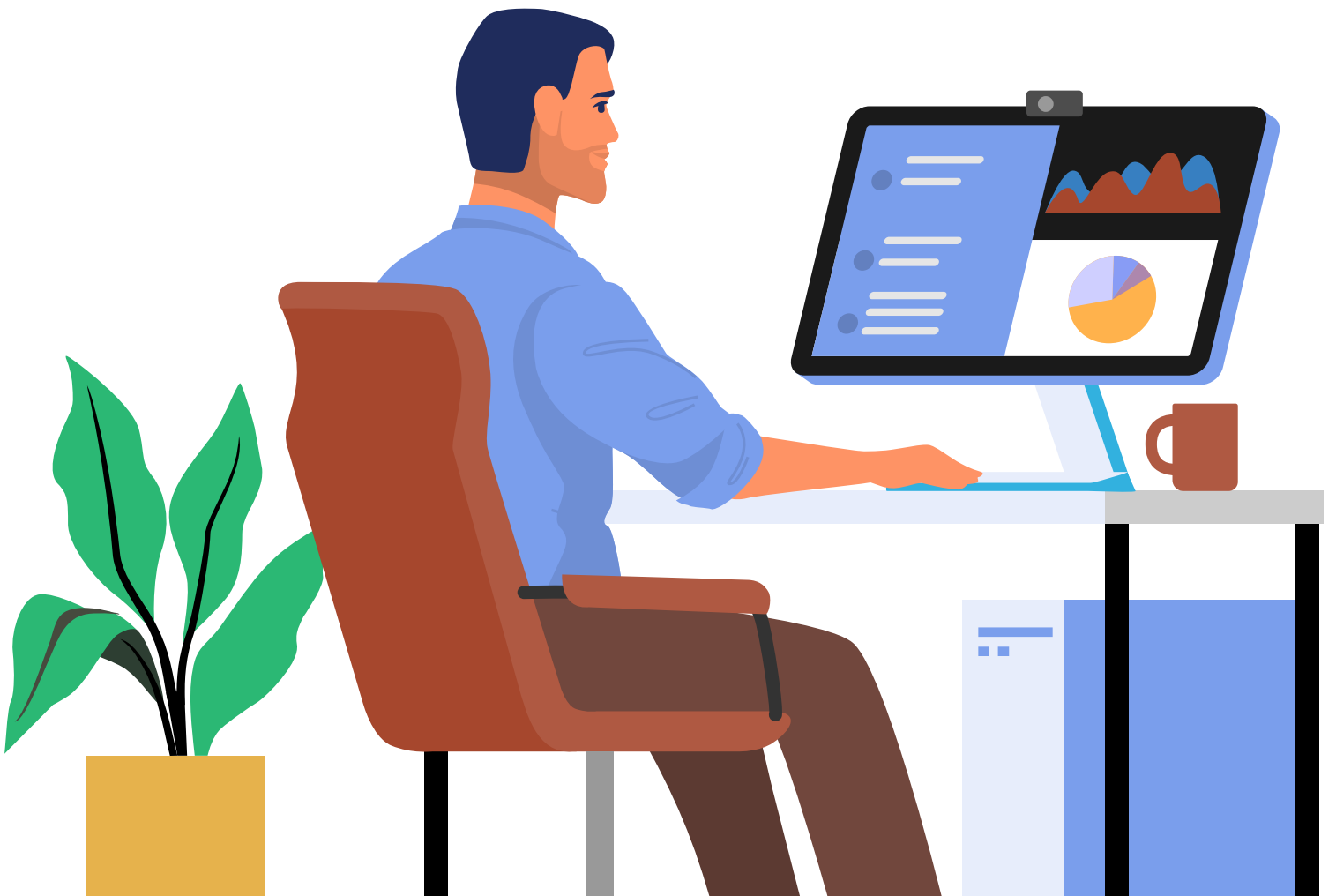
Try to avoid choosing careers that heavily depend on your weaknesses. Focusing on activities that showcase your weaknesses can be tiring and might not bring lasting fulfillment or satisfaction.



### 3. Focus on skills to utilize

Determine which specific skills you would like to use in your next job. Consider the abilities you have gained through education, past work and non work experiences, or personal interests.

Keep in mind that consistently working in areas where you're not strong can be mentally and physically tiring.





# LEARN ABOUT THE LABOR MARKET

## Keyword and skill searching on job sites

Once you have a set of skills in mind for your next job, try entering related keywords into job search websites to see what job titles match your skills.

- Job searching sites: Indeed, LinkedIn, Job Bank.
- Review job listings that match your criteria.
- Search job descriptions for the same or similar skills and interests.
- Focus your search and apply to relevant jobs.
- If needed, expand your search to include related job titles or industries.
- Stay active and engaged on job posting sites.



# HOW TO FIND OUT MORE

## Informational interviews:

### What is an informational interview?

- It is a conversation between a job seeker or someone interested in a particular industry or career path, and a professional already working in that field.
- Unlike a job interview, the primary goal of an informational interview is not to secure employment. Instead, it focuses on networking, expanding knowledge, and building relationships with professionals who can provide guidance and may offer referrals or connections to other contacts in the industry.



## Why do an informational interview?

- To gather information, insights, and advice from someone with firsthand experience.
- It's an opportunity to learn about the realities of a specific career, insights into the industry's trends and challenges, and ideas on how to enter or progress in that field.



## Who to approach and questions to ask

- Attend industry conferences, seminars, workshops, or networking events where you can meet professionals from your field of interest.
- Join online communities and forums related to your industry or career goals.
- Use professional networks such as LinkedIn to find individuals who work in your desired role or industry.
- Ask questions about their professional background, current job position, challenges, industry, and other relevant topics.

Sample questions for an informational interview created by the Career Development Office [here](#)



# NETWORKING

## What is networking?

It's about building relationships with people who have similar professional interests or can offer support, guidance, and opportunities to advance your career.

It involves connecting with people in your industry, profession, or related fields to exchange information, ideas, and resources.

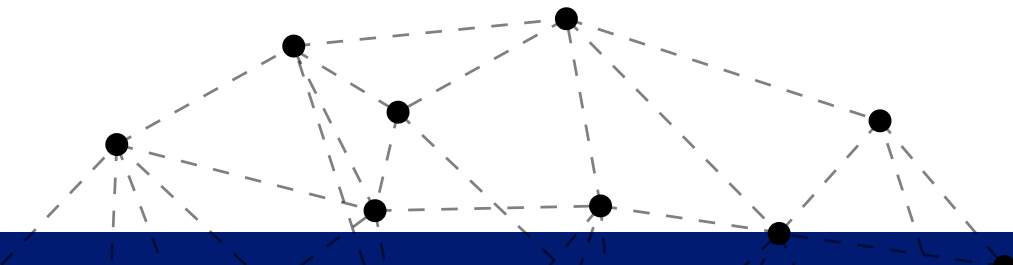


## Why networking is important

- It allows you to learn about industry trends, jobs, and insights from experienced professionals. You can gain valuable knowledge and stay updated on the latest changes in your field.
- By building a strong network, you increase your chances of hearing about job openings that may not be publicly advertised. Networking can result in referrals, recommendations, or even create job opportunities.
- It enables you to connect with mentors or experienced professionals who can share their expertise, and provide useful advice on career development, skills enhancement, and overcoming challenges.

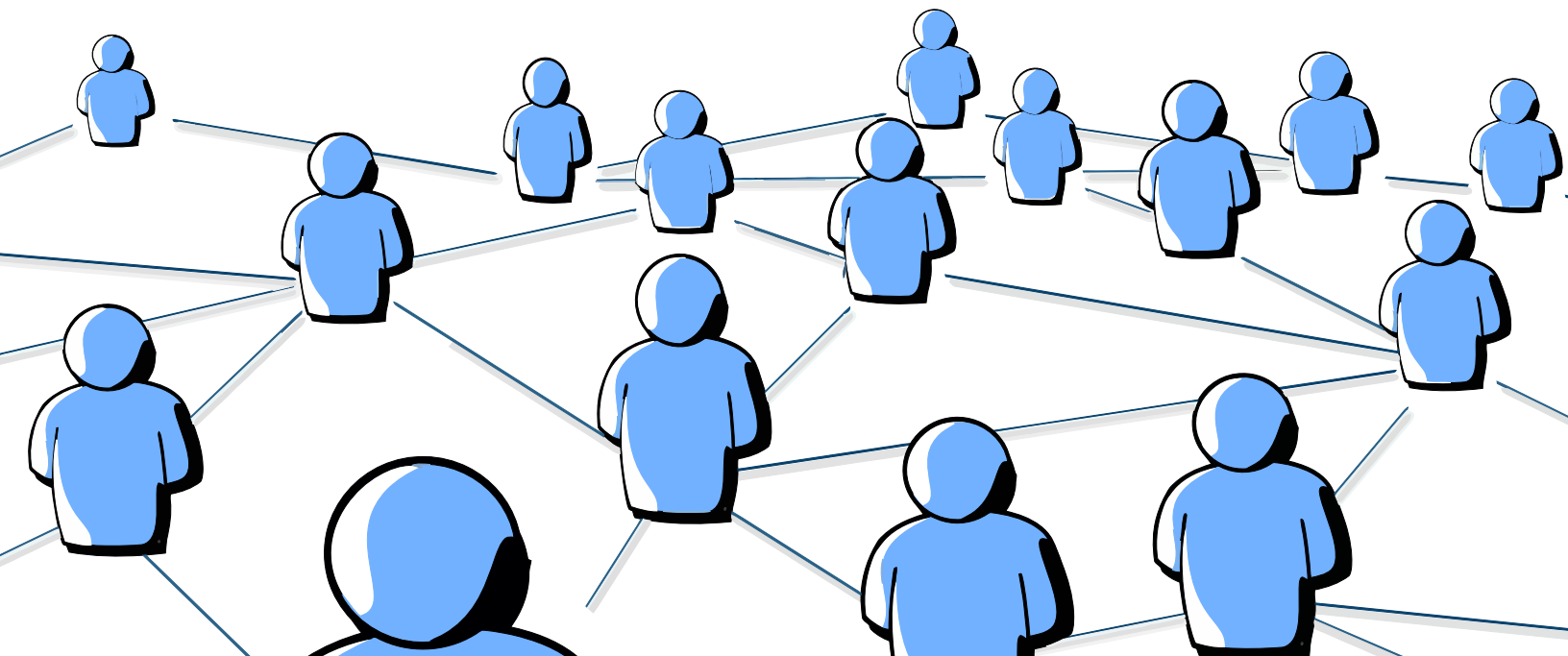
For more guidelines on networking from Indeed

[click here](#)



## Maintaining your professional network

- Be proactive: Actively seek out networking opportunities and make the effort to attend events or join relevant online communities.
- Maintain regular communication: Stay in touch with your network by following up after meetings, sending occasional updates or articles of interest, and connecting on professional platforms like LinkedIn.
- Give and receive: Networking relationships work both ways. Offer your assistance, share your knowledge, and be willing to help others in your network as they help you.



# HOW TO PRESENT YOURSELF

## **Build a professional brand**

- This involves creating a positive and unique reputation that highlights your expertise and special qualities to others in your industry or professional network.
- Think about what makes you stand out compared to others and how you want people to see you in your professional life. Create a short and powerful statement that tells others who you are and the value you bring. This way, you can leave a lasting impression on others and make them curious to know more about you and what you have to offer.
- In today's digital age, having a strong online presence is essential. Create a professional website or online portfolio for your work, achievements, and experience. Use professional social media websites like LinkedIn.
- Ask clients, colleagues, or supervisors to provide testimonials or references that confirm your skills and work ethic. These positive recommendations can boost your professional reputation and earn the trust of others.



## Seek upskilling opportunities

- Keep up-to-date with what's happening in your industry, like the latest trends and improvements. Invest in your career growth by participating in workshops, getting certifications, or taking courses related to your field.
- Remember that building a professional brand is an ongoing process that requires consistency, being genuine, and actively engaged.

Check out this free Personal Brand Workbook resource from PricewaterhouseCooper (PWC) [here](#)





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## HOURS OF OPERATION

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**Monday to Friday 8:30 AM - 4:30 PM**

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