



KAMLOOPS
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JOBREADY 101

A PRACTICAL EMPLOYMENT
GUIDE FOR NEWCOMERS

STAGE 5: STARTING A NEW JOB

Tips for your first 90 days



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.

STARTING A NEW JOB

TIPS FOR YOUR FIRST 90 DAYS.

STAGE 5



STUDENT CON

New job checklist

Understand your job description and role

Workplace culture and team communication

Identify, connect, and communicate with key contacts

Acquire job-specific skills and keep learning

- LinkedIn Learning
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What to do if you lose your job, or are bullied, harassed, or injured at work

- Legal support
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NEW JOB CHECKLIST

Starting a new job can be busy and overwhelming. There are many new things to learn and memorize, so it can be a challenge to keep track of all there is to know.

Here is a training checklist to help get you started. We will explain more about each of these points to help you navigate your first 90 days.

1. Understand your job description

Study your job description and have a clear understanding of your responsibilities, tasks, and expectations. Ask questions to your supervisor or HR department if anything is confusing.



2. Learn about workplace culture

Every workplace has its own culture and habits. Watch and learn how your colleagues interact, dress, and talk to each other.

3. Identify key contacts

Find out who your supervisor, manager, and colleagues are. Build relationships with important people who can give you advice and support as you settle into your new job.

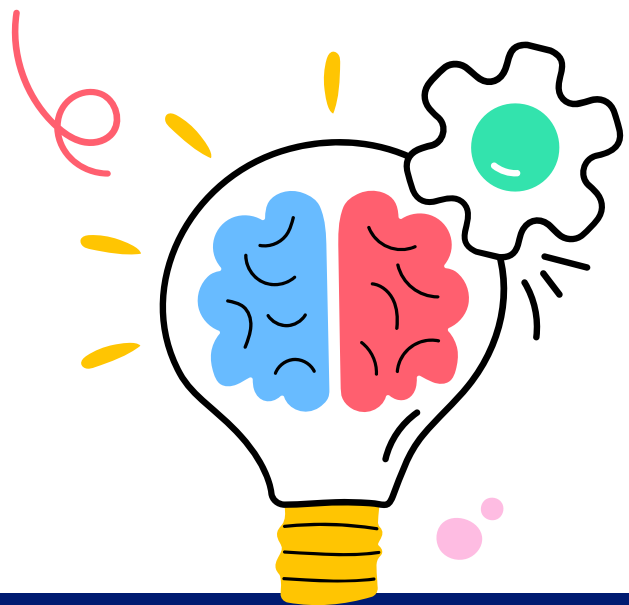


4. Acquire job-specific skills

Search for skills or knowledge gaps you may have in your new role. Talk with your supervisor or HR department about any training or resources available to help you gain those new skills.

5. Keep learning

Participate in ongoing learning opportunities, such as workshops, seminars, or online courses, to keep building your skills and to stay updated with industry trends.



UNDERSTAND YOUR JOB DESCRIPTION AND ROLE

When starting a new job, you will need to learn as much as you can about the role and the place you work for, in the first 3 months, also called the “probationary period”.

The first 90 days of a job are the most important as your employer is checking to see if you are the right fit for the position and if you can do your job successfully.

In the 1st month of work, it's good to watch, listen, and learn about the culture and expectations of your job so that by 3 months later you can do your best work.





SEEK CLARITY

Take the time to clarify any doubts or confusion you have about your role, responsibilities, and expectations. Schedule a meeting with your supervisor or team leader to talk about your job description and understand how your role fits into the goals and mission of the company.

SET CLEAR GOALS

Discuss with your supervisor to set clear and achievable goals for your role. This will help you prioritize your tasks, stay focused, and measure your progress.



LEARN FROM OTHERS AND EMBRACE A LEARNING MINDSET

Take advantage of the knowledge and experience of your colleagues. Watch how they complete their tasks and ask for advice. Building good relationships with your coworkers can create a supportive and team work environment. Be open to feedback, ask for help when needed, and keep looking for chances to develop your skills and knowledge.

REFLECT AND ADAPT

In meetings, training sessions, or when listening to instructions, write notes for yourself to record important information when you can. Review these notes often to support your understanding and to make sure you don't miss any critical details.



SEEK TRAINING AND RESOURCES

If there are specific skills or knowledge areas that are crucial for your job, ask your employer about available training programs or resources that can help you develop those skills.

REMEMBER

It's natural to feel a bit overwhelmed as a newcomer, but with time, effort, and a positive mindset, you will become more comfortable and confident in your new job role.

WORKPLACE CULTURE AND TEAM COMMUNICATION

Understanding workplace culture is not just about knowing who your supervisor is and who your coworkers are. It is also about how to navigate different situations, challenges, and how to build relationships and good communication with your team.

Closely watching how people interact with each other and how they use different areas at work can help give you an idea of what you should be doing too. For example, sharing responsibility for keeping work spaces like the staff lunchroom, clean.



HOW TO CREATE BETTER COMMUNICATION IN THE WORKPLACE:

1.) Be open – notice how people react to the way you communicate and be open to the feedback they give you.

2.) Check your work environment – you will use different styles of communication depending on professional and casual places. Knowing this will help you know how to change the way you communicate, in writing or when speaking.

Example: the way you speak to a group of business colleagues will be formal, but the way you speak to co-workers in a retail or restaurant setting will be polite but casual.

3.) Be aware – not everyone likes being called “sir” or “madam.” If you are not sure what to call your coworker you can politely ask them.

4.) Be clear – practice the information you want to share and ask questions to check understanding when you speak to others. Check grammar and spelling in written communication before you send it.



5.) Remember – communication is a two-way conversation, it takes both a speaker and a listener, so make sure to practice being a better listener too.

6.) Communication is verbal and non-verbal. Pay close attention also to the body language that others use and watch how they communicate with others.

7.) Respect time – if you need to speak to a coworker about something that will take a while to explain, check with them to see if they have time to chat and if needed, schedule an appointment with them.

Some more tips on communication from Indeed [here](#)



IDENTIFY, CONNECT, AND COMMUNICATE WITH KEY CONTACTS

Once you have discovered who the important contact people are at your job, it is essential for you to know how to communicate and connect with them.

As you may have noticed by now, the way you communicate with your supervisor and manager will be different from the way you connect and communicate with your colleagues.

You will need to pay close attention to details like what their communication style is, how much information you share when you speak to them and when to share it.



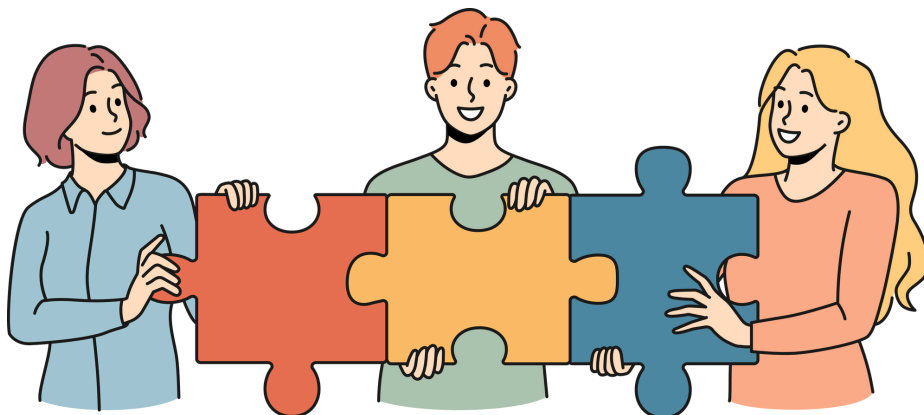
MORE RESOURCES ON WORKPLACE COMMUNICATION:

A video from Career Addict on how to talk to your boss (Manager) [here](#)

How to talk to your boss and prepare for the conversation (from Indeed) [here](#)

Even if you become friends with your manager, supervisor, or HR person, it is a good idea to keep boundaries on what personal information you share with them.

Sharing too many details about our personal lives and opinions or complaining about other colleagues can affect the way they view you as an employee and may create problems for you later.



ACQUIRE JOB-SPECIFIC SKILLS AND KEEP LEARNING



Once you have passed your interview successfully and are starting your new job, it does not mean that you stop learning or gaining new skills. If you keep learning, it will help you focus and strengthen the specific skills you need to succeed in your job now, and also give you more skills that you can take into other jobs in the future.

LINKEDIN LEARNING

One great resource for professional and personal development is LinkedIn Learning. There are many different types of videos that teach on many different topics including how to network, communicate at work, and more!

If you visit the library in Kamloops and become a member, you can get access to LinkedIn Learning for free. It is also free to sign up for a Kamloops Library card.

For more information about registering at the Kamloops Library, visit their website [here](#)

See the LinkedIn Learning website [here](#)



KIS MENTORSHIP PROGRAM

The Kamloops Immigrant Services (KIS) Mentorship Program has volunteers who can support and share information on Canadian workplace culture and other job related topics like how to job search, practice interview skills, industry specific information, and more. If you decide that you want to become a mentor too, you can register as a volunteer. You can mentor on topics not related to jobs also.

Visit the [KIS website](#) to learn more

WHAT TO DO IF YOU LOSE YOUR JOB, OR ARE BULLIED, HARASSED, OR INJURED AT WORK

Being fired or let go from your job can be hard and challenging. It can feel scary to know what to do next. But, even if you are fired from your job you have rights, and there are laws to protect you when an employer fires or lets you go without good reason.

For more information about getting fired and if should get extra pay when you are fired, visit the Employment Standards website [here](#). The Employment Standards Act has laws that protect you as an employee. If you have questions about your rights, you can look on the website or ask your Employment Counselor to help you find out more.



Legal support:

If you want to talk to a lawyer for help and information, you can call the Thompson Rivers University (TRU) Community Legal Clinic. To talk to a lawyer you have to make an appointment. The free services are based on income level. Legal complaints have to be made within 6 months.

Legal Clinic website [here](#) or you can call 778-471-8490

If you also tell your Employment Counsellor they can help you find a new job and support you if you want to fill out an anonymous complaint form online.



Employment Insurance:

If you lose your job (not because you decided to quit or leave), you can apply for Employment Insurance (if you are eligible) which you may want to do right away.

Find out more about EI eligibility on the Canada website [here](#)

And on how to apply [here](#)

There are different kinds of Employment Insurance and depending on your situation and why you lost your job it might take longer to process the application. Keep as much documentation as you can as it could help you with your application.

If you have other questions about EI or applying for EI you will need to contact Service Canada. Your Employment Counsellor cannot give you advice or answer your EI questions, they can only give you information on where you can do your own research.



Workplace injuries:

If you get injured while at work or because of your work, it is important to tell your employer right away and contact WorkSafeBC. WorkSafeBC investigates workplace accidents and injuries, and helps people. For more information about WorkSafeBC you can visit the BC Government website [here](#).

If you are not sure about how to start the process of reporting an injury, you can ask your Employment Counselor for help, and they will assist you to find more information.

Please note:

If you need to visit the Emergency Room at the hospital because of a work injury, keep any documents they give you and your hospital wristband. You might need it later.



GETTING PAID AND READING YOUR PAY STUB

It is a good idea to check the pay stub every time you get paid. A pay stub, also called a pay slip, is a record that shows information about your pay. If you do not get a pay stub from your job, make sure you ask for one.

The pay stub will show you different information like the money you made, hours you worked, the money that is deducted from your pay every month, and possibly more.

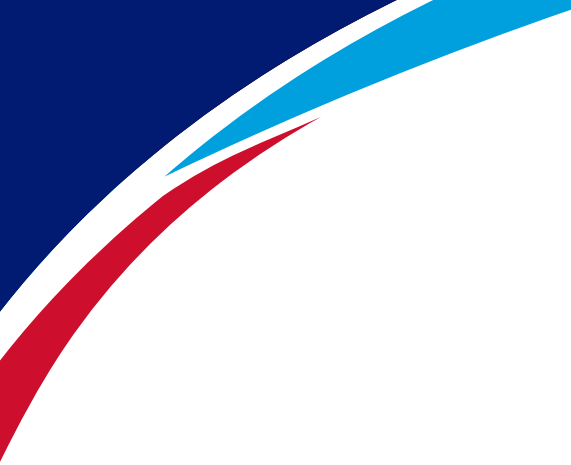
Monthly deductions usually include money for retirement (CPP), Employment Insurance (EI), Income Tax, and might also include vacation pay, overtime pay (OT), and more.

How to read your pay stub:

Canadian Government website [here](#)

Or on Wealth Awesome website [here](#)





Usually, you will be paid with a paper cheque, or directly to your bank account. An employer should not pay you in cash unless you both have agreed to it in writing, and the employer still has to give you a pay slip which shows your hours, pay, and deductions.

If you are having problems with getting paid, or an employer is trying to pay you in cash, you can talk to your employment counselor and call the number on the Employment Standards Branch [website](#).

The Employment Standards Branch phone helpline has people who can speak many different languages and can give information on what steps you should take to solve this kind of problem. Always keep your pay stubs/pay slips and any email or text communication you receive from your work about your pay or Employment Contract/Agreement.



Your rights as an employee:

For more information about pay and how to protect yourself, you can read this [document](#) from the Workers Action Centre.

The [Employment Standards Act](#) also lists all of your rights as an employee.

Extra resources for legal support:

For help with problems about pay, you can make an appointment with the TRU Community Legal Clinic. See their website [here](#) or call 778-471-8490.

You can also visit the Okanagan Thompson Legal Clinic [website](#) for their contact information and to get help.



MORE TIPS FOR STARTING A NEW JOB

1. Get a work permit and documents:

Check that you have all the required work permits, visas, and legal documents to work in the country. Connect with the appropriate government agencies or immigration services to verify the necessary paperwork.

2. Follow good time management:

Know when to arrive on time for your job and check how long it takes you to get there by bus, walking, or driving. Find out about how much time you have for lunch time and break time. Tell your supervisor and/or manager if you are going to be late or cannot come to work.

3. Dress for the job:

It is not only important to know how to dress for your interview but also how to dress day-to-day at your job as well. You can ask your new manager about dress code or check HR guidelines if available.

4. Get familiar with company policies and procedures:

Review the employee handbook or any other relevant documents your employer gives you. Understand the company's policies, procedures, and code of conduct to make sure you are following them.



5. Attend orientation and training sessions:

Participate in any formal orientation or onboarding programs offered by your employer. These sessions can give valuable information about the organization, its values, policies, and expectations.

6. Learn about safety protocols:

Get familiar with workplace safety rules and instructions. Understand emergency procedures, location of fire exits, first aid kits, and any specific safety measures related to your job role.

7. Understand technology and systems:

If your job requires the use of specific software, tools, or equipment, make an effort to become better at using them. Attend training sessions or seek help from colleagues to improve your technological skills.

8. Develop a support network:

Connect with fellow newcomers or colleagues who have had similar experiences. They can give useful advice and support as you adjust to your new job and surroundings.



CONCLUSION

There is a lot of great information online to help you as you start a new job. We have shared just some of those resources in here. If you are not sure about how to follow the tips we have suggested, you can ask your Employment Counselor for more support.

Please note that the information included in this guide is based on the resources researched by the Employment Team at KIS, it is not meant to be advice, but information and tools to help you become more successful at your new job.





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