

## Understanding Canadian Jobs

**Career Cruising** provides an easy first look at job titles, work requirements and duties. Go to Windsor Public Library's webpage ([www.windsorpubliclibrary.com](http://www.windsorpubliclibrary.com)) and look under the RESEARCH tab - "Researching with Databases" link. Choose the A-Z title list on the next screen and then pick **Career Cruising** from the titles in the centre of the page. Click on EXPLORE CAREERS and begin by typing in the search box the name of the occupation you want to investigate.

The standard way of naming and organizing jobs in Canada is using the National Occupational Classification system (NOC).

Each occupation profile in **Career Cruising** contains an NOC code number and a link to government employment information pages.

Library staff can provide more hints in using this product.

## First Steps

Important first steps to finding a job in Canada include:

- Understanding occupations in Canada,
- Checking that qualifications meet those required by Canadian standards,
- Enhancing formal and informal communication abilities.

This guide introduces you to some research and skills building tools available through the Windsor Public Library.

More resources are also found in the **HELP FOR JOB HUNTERS** pages on the Windsor Public Library website.

[www.windsorpubliclibrary.com](http://www.windsorpubliclibrary.com)

### Windsor Public Library

Central Branch

Ouellette Ave., Windsor, ON, N9A 4M9

P: 519.255.6770 ext. 4434

E: [AskALibrarian@windsorpubliclibrary.com](mailto:AskALibrarian@windsorpubliclibrary.com)

[www.windsorpubliclibrary.com](http://www.windsorpubliclibrary.com)



# HELP FOR JOB HUNTERS

## TIPS FOR NEW CANADIANS

The support of the Government of Ontario, through the Ministry of Culture, is acknowledged.



WINDSOR  
PUBLIC LIBRARY

**A Library card number and PIN are required to connect to Windsor Public Library database services.**

## Checking Qualifications

### For Internationally Trained Professionals

The Ontario government's website, **Getting Licensed**, explains what is required to work in many professions in Ontario. [www.citizenship.gov.on.ca/english/working/licensed/](http://www.citizenship.gov.on.ca/english/working/licensed/)

### Skilled trades

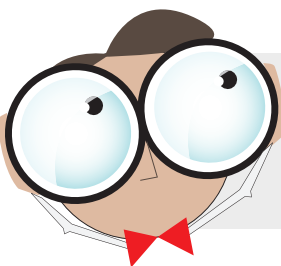
**Employment Ontario** answers many of questions about apprenticeship and work in the skilled trades:

[www.edu.gov.on.ca/eng/tcu/apprentices/](http://www.edu.gov.on.ca/eng/tcu/apprentices/)

Also see "Apprenticeship and Training" in the EDUCATION AND TRAINING section in **Career Cruising**.

### To Obtain Academic Upgrading or Advanced Training

Use **Career Cruising** to find college and university courses across Canada. Choose the "Search for Programs" link within the EDUCATION AND TRAINING section.



#### **Remember:**

*Our electronic services are available, even when the library buildings are closed.*

## Improving Communication in English

1) Create an account with **Learning Express** to use ebooks and self-paced lessons and tests.

Learning Express is found in the A-Z product listing under "Researching with Databases" located in the RESEARCH section of the Windsor Public Library webpage, [www.windsorpubliclibrary.com](http://www.windsorpubliclibrary.com)

Look for lessons to help prepare for the Test of English as a Foreign Language within the "College Preparation" section, or search the entire service using TOEFL as a keyword.

General exercises in reading and written English can be found in the "Skill Building for Adults" section.

2) Search the library catalogue for books and sound recordings using the subject phrases "English language textbooks for foreign speakers". Also use TOEFL as a keyword.

## Resumes, Cover Letters & Employment Interviews

For examples of the North American style of resumes, C.V.'s and cover letters, search the library catalogue for books and ebooks/e-audio books using subject terms:

- Resumes
- Cover Letters

To help prepare for interviews, search using the subject heading

- Employment interviewing

Many of these materials can be found in the library near the shelf number **331.702** or **331.7028**.

AND use the **Learning Express** database to find self-paced practice lessons on these topics.

## Fitting in and Getting Ahead at Work

Expectations about work habits and relations with co-workers and supervisors may be very different from workplaces in countries outside of Canada. To read books for advice on how to succeed in North American business culture, search the catalogue using both "Success in business" AND "Career development" as subject headings. Some sample titles include:

331.702 Kle

Jobwise: 150 tips to help you survive & thrive in your career.

650.1 BRE

Job survival skills.

650.1 LUP

Rules for the road: surviving your first job out of school.

650.1 MIL

Sink or swim: new job, new boss, 12 weeks to get it right.

## More Help for Newcomers

### Local Agencies

Local organizations providing employment services to newcomers to Canada include:

- College Boreal
- Multicultural Council of Windsor-Essex County
- New Canadians' Centre of Excellence, Inc.
- South Asian Centre of Windsor
- Unemployed Help Centre of Windsor
- YMCA of Windsor and Essex County
- Windsor Women Working with Immigrant Women
- Women's Enterprise Skills Training of Windsor, Inc. (WEST)

For details about locations, times and program eligibility, phone 211(Windsor Essex Community Directory) or visit online at [www.211WindsorEssex.ca](http://www.211WindsorEssex.ca)