

Employment

How to Find a Job in Canada For International Students

Where can I access support to find employment?

The **Employment Support Centre (ESC)** is an Algonquin College student support service that provides one-on-one support and online resources to help students and graduates prepare for job and career success.

How can I book an appointment with the ESC?

Contact the Welcome Centre by emailing welcomecentre@algonquincollege.com or by calling, 613.727.4723 ext. 7200 to book an appointment.

What services can I access through the ESC?

Algonquin College students and graduates can book an appointment with an Employment Officer to receive support for:

- Targeted resume and cover letter reviews
- Interview skills and mock interviews
- Job search coaching and strategies
- Labour market information and trends
- LinkedIn profile advising and use
- Access to upcoming events and workshops

What kind of virtual tools and resources can I access through the ESC?

There are several virtual tools that are accessible through **the ESC website** on a 24/7 basis:

- **HireAC:** A job posting board exclusive to Algonquin College students and graduates.
- **AC Career Platform:** A collection of interactive online modules with information including resumes, cover letters, job search and interview skills.
- **Interview Stream:** An interactive, video-based online tool that allows you to practice, record, review, and share mock interviews.

How can I find a job?

- On-campus jobs are often posted on **Hire AC, the Algonquin College Human Resources website**, and **the Algonquin Students' Association website**.
- You can also search by departments at Algonquin to find online application forms, for example Food Services, Student Recruitment and the AC Hub all recruit from their websites.
- Feel free to approach any of the services directly to ask if they're hiring!

How can I protect myself from fraudulent jobs?

To ensure your job opportunity is real you must be an informed and proactive job seeker. This involves researching and assessing every job posting, company and employment agency to which you apply. Here are some guidelines:

- Do not accept a job offer without being interviewed in person, virtually, or over the phone.
- Do not provide personal information such as your SIN number date of birth, driver's license or health card and banking information until an offer of employment has been made.
- Do not use your own money to pay suppliers or transfer funds.
- Never accept payment in advance of starting a job or for service that has not been completed.
- Sounds too good to be true? Seek advice from a trusted source, such as a parent, a professor or the Employment Support Centre at Algonquin College.

What should I do if I suspect an Employment Scam?

- End all communication with the employer and if personal information was disclosed, change all of your passwords and monitor your accounts to be on the safe side.
- If you have sent money to a fraudulent employer, contact your bank or credit card company immediately for further instructions.
- Gather all records of the fraud and contact the police to report it: **The Ottawa Police Organized Fraud Section and/or RCMP - Reporting Scams and Frauds**.

What events can I access through the Employment Support Centre?

- The Employment Support Centre offers a variety of recruitment events, career fairs, and networking activities for students and graduates. **Check out our website** or the Events Calendar on HireAC for the latest details on events.

What do I need to know about updating my resume to meet Canadian expectations?

There are some significant differences in the information that is presented on resumes in Canada. Here are some suggestions for you to consider when developing your resume:

- Do not list personal information such as your nationality, marital status, gender, date of birth, religion, social insurance number, visa status or a photo of yourself.
- Personalize your resume to reflect soft skills and accomplishments from paid and unpaid experiences, do not just provide a chronological account of your work experience.
- Include your international experience and education if it's related to the position you are seeking.
- Emphasize any other languages that you speak in addition to English.
- Do not include primary level education on your resume; secondary and post-secondary are appropriate depending on their relevance to the job.
- Do not display your education in a chart format - write out the titles of your diploma and degrees.
- Avoid copying a resume from the internet or a friend, or putting false information on a resume - employers will question you about your experience so you need to be truthful.
- Include a customized cover letter, even if it is not requested.
- Have your documents triple checked for syntax, grammar and spelling errors.

For additional resume tips and a sample resume template, [visit the ESC website](#).

How can I gain Canadian experience?

Obtaining Canadian experience shows an employer that you are able to acclimate into the local employment market. By including Canadian experience on your resume, you will be more competitive in the job market. Experience can be gained through part-time jobs, summer jobs, volunteering, or joining extra-curricular activities on-and-off campus. Subsequently, you will learn more about workplace culture, practice your language skills and build Canadian networks.

- To find part-time, full-time or summer jobs, check out our online job board [HireAC](#).
- Check out the [Volunteer Centre](#) to learn more about available volunteer opportunities in the community!

How do I find out about job prospects for my industry/job area?

You can find a lot of information on prospects for your desired occupation by visiting jobbank.gc.ca/trend-analysis/search-job-outlooks. Additionally, head over to the ESC website for the most recent Graduate Employment Report. The Graduate Employment Report is a statistical [report of Algonquin College graduates'](#) transitions into the labour market.

What do I need to know about the interview process in Canada?

During the interview process, Canadian employers tend to evaluate you based on several different factors, these include body language, attitude, behaviours, communication skills, visual presentation, and the content and articulation of your answers. This may be considerably different than the interview experiences you have had in your home country. Here are a few tips to help you prepare:

- Arrive 5-15 minutes early, respect the personal space and privacy of others.
- Practice good hygiene.
- Make eye contact and ask open-ended questions.
- Take a more confident approach to highlighting your strengths and accomplishments.

What do I do if I don't have any Canadian References?

- Feel free to use your references from your home country, as long as they are able to communicate in English and are available to be contacted. When references reside outside of the country, it may be helpful to provide email addresses as a more convenient way for them to be contacted.
- If you are looking to gain Canadian references quickly, consider volunteering.

Have questions? Contact us!

Co-op & Career Centre
Mon-Fri, 8:00am-4:00pm | employment@algonquincollege.com | 613.727.4723 ext. 7200
algonquincollege.com/coop-career-centre/
