



WWW.JOBANK.GC.CA/NEWCOMERS

RESOURCE SHEET FOR IMMIGRANT SERVING ORGANIZATIONS



WHAT IS JOB BANK

- www.JobBank.gc.ca is a Government of Canada web site where you can search available jobs in Canada. Thousands of new jobs are added every day.
- Job Bank is available in French and English. These are Canada's official languages.

HOW TO FIND A JOB

Use the *search feature*:

Filters on the left side of the job search results page can help focus your job search.

UNDERSTANDING A JOB POSTING

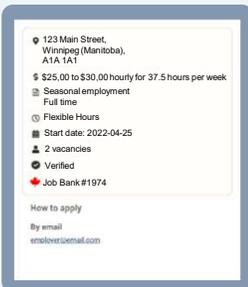
Scroll through job search results to see:

- Title of the job;
- Employer name;
- Location of the job;
- Salary.



Click on a job posting to view the details.

Job posting contains many useful details. Some of the most important are:



- Where the job is versus where you live;
- How much the job pays;
- When during the day or week you are expected to work;
- Start date of the job;
- How the employer wants people to apply for the job.

You can use this information to decide if you will apply for a job.

APPLYING FOR A JOB

If you choose to contact an employer, they may ask:

- Your name;
- Where you are located and if you have transportation to the job;
- Your work experience;
- If you have a valid work permit.

An employer may invite you as a job candidate to submit a resume or to participate in an interview. If the employer wants to hire you, you will receive a job offer to sign.

FOREIGN CREDENTIAL RECOGNITION

In Canada, some occupations require a license before you can begin to work. Some examples include *Teacher*, *Professional Engineer*, or *Nurse*.



University degrees earned outside of Canada may need to undergo a credential assessment.

USEFUL RESOURCES TO EXPLORE

- Use the *Foreign Credential Recognition Tool* to see if the job that interests you requires a license.
- Learn about *credential assessments* to find out whether your credentials and degrees are recognized in Canada.
- *Resume Builder Tool* to help you quickly build a professional resume.

To access these resources, visit:

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