

**JOB READINESS CHECKLIST FOR  
INTERNATIONALLY EDUCATED PROFESSIONALS**

How ready are you for work in your field in Canada?

*Use this checklist with your counsellor and job developer to inform your conversation and job search plan.*



— TOOLS FOR LIVING —

	<b>Short-term Goals</b>	<b>Medium-range Goals</b>	<b>Long-term Goals</b>
<b>1. Communication</b>	Full-time attendance in English classes	Part-time study plus attendance at “conversation class”	Sector specific terminology training – learning the specific terminology of your profession
	Achieving Canadian Benchmark Level 8 English	Study to complete TOEFL or IELTS	Taking the TOEFL/IELTS exam to qualify to return to school for profession specific training or licensure
		Develop English skills in a variety of environments	
<b>2. Licensing and Certification</b>	Engage in decision-making about career path in Canada	Working with a Mentor, Job Shadowing	Participation in long-term schooling or bridging program
	Researching your profession in Canada	Completing courses that complement your long-term goal	Licensure by professional governing body
	Having documents translated	Submitting documents to licensing body	
		Exploring schooling options, bridging programs	
<b>3. Finding Work</b>	Survival Job	Related work	Engaging in an active and targeted job search
	Defining a professional job goal	Preparing your job search tools – resume, cover letter, portfolio, online presence	Work in your profession

# 1. COMMUNICATION

I have thoroughly read The Working Centre's English Language Resources booklet and am committed to reaching a professional level of English

I have taken the Canadian Language Benchmark (CLB) assessment. My level is:

---

I have achieved CLB Level 8.

I know the language requirements of my profession and have a language training plan to reach this level. Steps that I am taking:

---

---

---

I am doing the following to improve my language skills in a variety of situations:

- Attending conversation classes or conversation circles
- Volunteering in an English environment
- Joining a club/group related to my interest/profession
- Joined Toastmasters
- Other: \_\_\_\_\_

I have researched, participated in and completed sector specific terminology training. To improve on my sector specific language knowledge, I have also:

- Volunteered in my field
- Completed information interviews
- Developed a network within my sector and maintain contact
- Regularly read professional publications
- Other: \_\_\_\_\_

I have studied for, taken and completed the TOEFL/IELTS/other language test required for entry into my profession.

## 2. LICENSING AND CERTIFICATION

**I know if my profession is regulated.**

- If so, I am aware of my profession's governing body, have read their website and understand the role they play
- If not, I have researched organizations that have an impact on my profession. They include: \_\_\_\_\_

**I have researched requirements for entry into my professional body. I need:**

- To complete \_\_\_\_\_ language test and achieve a score of \_\_\_\_\_
- To complete these exams: \_\_\_\_\_
- To complete these courses/programs: \_\_\_\_\_
- To order documents from home and have them professionally translated
- To complete an assessment of my credentials

**I have explored other career options including:**

- Finding related work, such as: \_\_\_\_\_
- Bridging programs
- Other training options

**If required by my professional governing body, I have applied for a WES/ICAS assessment. If it is not required, I have considered the benefits of having my qualifications assessed.**

**I have applied to my professional governing body for licensure.**

**I am licenced, qualified and feel confident that I am prepared to work within my profession.**

### 3. FINDING WORK

#### 3.1 FINDING SURVIVAL WORK

- My family is settled in Canada and this community**
  - We have a home
  - My children are in school/daycare
  - I have prepared childcare options for my employment
  - My family is financially secure
- I have met with my counsellor to plan for finding survival work. I have an appropriate resume and job search strategy for a survival job**
- I have secured a survival job/have financial security and can focus on Communication, Licensing and Certification and Finding Work In My Field**

#### 3.2 FINDING WORK IN MY FIELD

- I have a clearly defined job goal:**

---

---

- I have explored, reviewed and completed any licences, certifications or courses I will need.**

*I need:*

---

---

*I have:*

---

---

- I can talk the talk – I have explored and am sure that I demonstrate the necessary verbal and written communication skills to meet my job objective.**

*What I do well:*

---

---

*What I need to improve:*

---

---

*How I know what is expected/required:*

---

---

**I know what skills, qualifications and characteristics employers expect in this field.**

*What do they expect?*

---

---

*How do I meet/exceed these expectations?*

---

---

---

**I have explored targeted job search techniques (with my counsellor) specific to my field, such as:**

I have prepared a targeted list of potential employers:

1. \_\_\_\_\_

*Possible role(s) in this company:* \_\_\_\_\_

*What I've done to connect with this company:* \_\_\_\_\_

2. \_\_\_\_\_

*Possible role(s) in this company:* \_\_\_\_\_

*What I've done to connect with this company:* \_\_\_\_\_

3. \_\_\_\_\_

*Possible role(s) in this company:* \_\_\_\_\_

*What I've done to connect with this company:* \_\_\_\_\_

4. \_\_\_\_\_

Possible role(s) in this company: \_\_\_\_\_

What I've done to connect with this company: \_\_\_\_\_

5. \_\_\_\_\_

Possible role(s) in this company: \_\_\_\_\_

What I've done to connect with this company: \_\_\_\_\_

I have explored/performed information interviews.

I interviewed: \_\_\_\_\_

What I learned: \_\_\_\_\_

I interviewed: \_\_\_\_\_

What I learned: \_\_\_\_\_

I have practiced interviews (using Perfect Interview, interview workshops, with my counsellor and in my job search support group) and feel confident that I can communicate my skills and experiences with potential employers.

Questions that still give me trouble:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- I have explored online resources to network professionally, develop and share my sector knowledge and establish a strong online reputation/presence (if appropriate).
  - I have created a LinkedIn profile. I use this profile proactively to participate in groups and to connect with potential employers.
  - I have created a blog where I share ideas and resources about my sector and read and comment on others' blogs.
  - I have Twitter account where I share ideas and resources about my sector and follow and interact with others in my field.
  - I have used meetup.org (and similar sites) to join groups which match my interests.
- I have reviewed networking strategies. I have explored personal contacts (ex-coworkers, ex-classmates, teachers, counsellors, etc.) and have communicated my job goal with them.

*What else can I do to expand my network?*

---



---

- I volunteer on a consistent basis in a role which will compliment/build the skills necessary for success in my field.**
- I have explored and obtained survival work related to my field.**
- I have a comprehensive and strong list of references and have explored strategies for expanding/strengthening this list.**
- I have created a profile of skills and experience. I have shared it and edited it with my counsellor and it is on The Working Centre's website.**
- I have an up-to-date self-marketing package including sample cover letters, resume, references, a profile and a portfolio.**
- I have created a 30-second bio and have refined it and practiced it for a variety of situations.**



**I have seriously and objectively considered my appearance vis-a-vis others in my field. I have a wardrobe ready for interviews, networking, volunteering/working and am certain that my appearance is *more* professional than necessary.**

**I have explored known personal issues related to employment such as health concerns, child care and transportation plans.**

*What may be a challenge for me?*

---

---

---

*What can I do to overcome this challenge?*

---

---

---

**I have obtained work within my field.**