

Career Development Program for International Students (CDPIS)

Welcome to Canada! Long live diversity!

- 1. Introduction to CDPIS**
 - 2. Immigration: Your status in Canada**
 - 3. Your rights and responsibilities in the Canadian workplace**
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1.Introduction to CDPIS

International students' career development is different than that of Canadian students. Whether it's residency status, the labour market or employer expectations, it is often the details and understanding them that make all the difference in international students' success.

Objectives:

- Getting to know career development resources and services to facilitate your transition to the Canadian job market
- Understanding the various job search techniques and services to create contacts and meet potential employers
- Better preparing CO-OP students for their placements



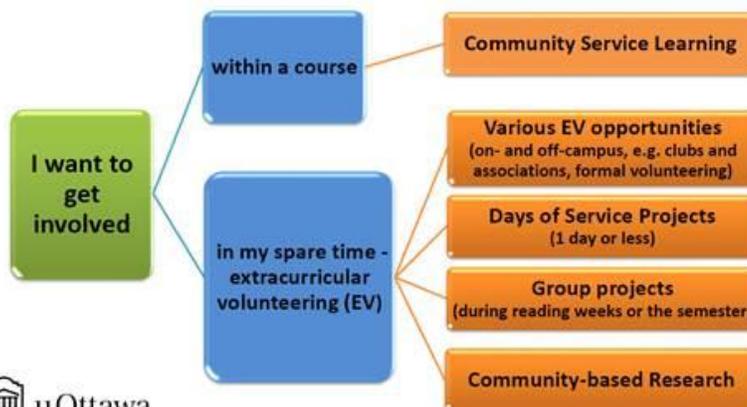
Obstacles faced by immigrants:

- Lack of Canadian job experience
- No job market connections
- Foreign experience not accepted
- Foreign credentials heavily discounted
- Lack of Canadian job references
- Language barriers
- Occasional discrimination

Tips to help you get hired in Canada:

- **Take advantage of campus services:** The International Office is a central service devoted to many aspects of international life on campus and the University's place in the world, while CO-OP and Careers can help you find a CO-OP placement or a job.
- **Have realistic expectations:** For example, to work for the government you normally need to be a Canadian citizen, so you have more chance of being hired in the private sector. As well, your training abroad may not be recognized in Canada.
- **Know how to communicate well in English and French:** The majority of job postings require English or English and French. The uOttawa Official Languages and Bilingualism Institute can help you improve your language skills.
- **Adapt to the work setting:** Practice good hygiene and grooming, demonstrate appropriate non-verbal communication (for example, good eye contact), respect men and women equally (understand that both sexes can hold positions at any level).
- **Have a relevant resumé:** A maximum of two pages, no spelling or grammar mistakes. List relevant skills and experience. NO personal info such as marital status or social insurance number and no picture.
- **Get involved in the community and practice networking:** Employers like to see that you have local experience (for example, volunteer or part-time work). This can also help you create excellent contacts.

uOttawa Students: 5 ways to get involved



Interesting facts:

- Career development is not linear. It takes time and requires continuous reflection on your interests, values and experiences.
- 70% of students change their program of studies between first and fourth years.
- Your parents, professors and guidance counsellor can help guide you but the final decision is yours.
- The hardest job to land is your first one, no matter your program, especially when you're an international student.
- Canadian work experience can enhance your CV in the eyes of employers.
- Volunteer work is one of the best tools you have to help you learn about yourself, get to know the workplace and develop a network. It counts as work experience.

2. Immigration: Your status in Canada

The provincial government is responsible for education. However, two levels of government (federal and provincial) regulate immigration in Canada. You need to understand the application procedures at both levels of government.

For example, it is important to know the difference between a study visa and a study permit, how to apply, the job possibilities for international students and the categories of Canadian experience. You should also know that rules concerning immigration and legal status are constantly changing.

The most relevant source of information is the [Immigration and Citizenship Canada website](#).

Employment opportunities for students

- Co-op programs
- On-campus employment
- Off-campus employment
- Employment after graduation

Co-op requirements

- You must have a valid study permit.
- You must apply for a separate co-op work permit.
- Your co-op employment must be an essential part of your program of study.
- Co-op employment cannot make up more than 50% of your program of study.
- You cannot work if you are taking ESL/FSL or preparatory courses.

On-campus employment

- You may work on campus if you hold a valid study permit and are enrolled and studying full time.
- No work permit is required
- You can hold more than one job on campus.
- The employer can be either the educational institution or any private business located on campus.

Off-campus employment

- Since June 1, 2014, full-time international students do not require a work permit to work off campus. However, your study permit MUST STATE on that you are eligible to work off campus.
- You must remain a full-time student in good standing. If you fail to remain enrolled in full time studies, you must CEASE WORKING immediately.
- You are not entitled to work more than 20 hours per week during academic terms.
- You can work full time during breaks.
- If you have completed your course of study and wish to continue working in Canada, you must apply for a post-graduation work permit.

Post-graduation work permit (PGWP)

- Available to students within 90 days of receiving written confirmation that they have completed all diploma or degree requirements from a Canadian college, university, CEGEP, publically funded trade/technical school or private institution authorized by provincial statute to grant diplomas or degrees.

Eligibility

- You must have studied full time in all terms. The ONLY exception to this is if you have studied part time in your last term because you did not have enough courses left to take to maintain full time status.
- You must have a valid study permit at the time you apply.
- You must have completed a program of study which lasted at least eight months.
- You must apply within 90 days of receiving formal written notification that you have met your program requirements.

Duration

If the OFFICIAL length of your program is:

- Less than eight months: You are not eligible for this program
- More than eight months, but less than two years: You are eligible to apply for a PGWP equal to the length of your program of study.
- Two years or more: You are eligible to apply for a three-year PGWP.

Government of Canada:

[My immigration or citizenship application](#)

The basics of applying, such as your account, application status, finding forms, government offices, fees and medical exams or police checks.

[Study in Canada](#)

Apply to study in Canada, extend your study permit and get information about working while you study or after you graduate.

[Work in Canada](#)

Apply to work in Canada, extend a work permit or hire a foreign worker.

[For new immigrants](#)

Apply for a permanent resident card or Canadian citizenship and find out about how to start your life in Canada. Also find out what services are near you to help and what to expect for your first tax year.

[Canadian citizenship](#)

Apply to become a Canadian citizen, prepare for the citizenship test and find out how you can resume or give up your Canadian citizenship.

Government of Ontario

[Living in Ontario](#)

Information about different Ontario cities and towns, what they are like and what they have to offer. There is also information about daily living, such as getting around by car or public transit, finding schools and other services for your children and understanding your rights and responsibilities under Canadian law.

[Working in Ontario](#)

All of the steps you will need to take in order to receive your licence and begin working if you want to practise a specific profession or skilled trade.

[Studying in Ontario](#)

Find out about Ontario's publicly-funded school systems, its colleges and universities, adult learning, language training and applying as an international student.

[Before your arrival](#)

What you need to know about housing, health care, finding a job, entering a profession or trade, starting a business or going to school.

[After you arrive](#)

Learn about living, working, doing business and studying in Ontario. Settling in a new country is exciting and rewarding, but it can also be challenging. Ontario offers a world of opportunities to newcomers.

3. Your rights and responsibilities in the Canadian workplace

Canadian workplaces are regulated under various laws that protect employers and employees. In Ontario, the main law is the Employment Standards Act, 2000. However, certain workplaces, such as banks, airlines or trucking companies are not covered by this law. Instead, they are covered by federal law. You should also know that you don't have to be a Canadian citizen, permanent resident or work permit holder to be covered by the law.

The Ontario government has published a [guide to the Employment Standards Act](#).

This guide is comprehensive and full of resources. It includes the law and related regulations.

Here are some useful points to know about employment:

- The average number of [hours](#) most employees can be required to work in a day is eight hours.
- Your employer can ask you to work longer, but not more than 13 hours a day. A work week cannot be longer than 48 hours. In most jobs, [overtime](#) is paid after 44 hours of work, at 1.5 times the regular hourly pay.
- You must be paid at least the [minimum wage](#).
- Your employer must give you one [day off](#) per week of work, or two consecutive days for a two-week work period.
- In most jobs, you get a 30-minute [break](#) for each five-hour period of work. Your employer is not required to pay you for this time.
- Most employees receive at least two weeks of [vacation](#) per 12 months of work. If you don't use your vacation time, you receive an additional 4% pay.
- [Sick leave](#) varies from one contract to another.
- You are entitled to certain types of leave: [maternity and parental](#), [personal emergency](#), [family medical](#), etc.

Employment Standards Act guide links

[Payment of Wages](#)
[Minimum Wage](#)
[Hours of Work](#)
[Vacation](#)
[Termination of Employment](#)
[Equal Pay for Equal Work](#)

Other useful links

[Ministry of Labour](#)
[Human Rights Legal Support Centre](#)
[Human Rights Tribunal of Ontario](#)
[University of Ottawa Community Legal Clinic](#)

Job search

Job search characteristics

1. Focused yet flexible
2. Versatile and varied
3. Prepared and planned

1. Focused yet flexible



2. Versatile and varied

What jobs are available and where are they?

- 40% of jobs are on easy to find popular websites such as Workopolis, Monster, Indeed and the Federal Student Work Experience Program program.
- 20% are almost invisible. They are not advertised. You have to know someone, attend a networking event, a career fair etc.
- 40% are not hidden, but hard to find.

3. Prepared and planned

Be proactive and tool up!

- Tools to access the visible market:
 - resumé
 - cover letter
 - interview skills
- Tools to access the invisible market:
 - Identify who's part of your network. Use social media. Be visible and professional! (LinkedIn)
 - Look for events with student or professional associations, or hosted by employers.

Top tips

- Focus on finding employers you can work for.
- Apply your time and effort well: 80% job search and 20% job application.
- Start to build a list of potential employers now so you don't have to do all the research the month before you graduate.



- **CO-OP and professional resumé assistance:** We can edit the CO-OP resumé that you must complete in the COOP Navigator and show how to convert it into a professional resumé (adding contact information, etc.) if you want to apply for other positions (for example, via IndEx).
- **Cover letter writing assistance:** We can show you what type of information to include, as well as some examples.
- **Interview preparation:** We can conduct a simulated interview with you that includes questions you should expect to be asked, to help you prepare for real interviews.
- **Job search strategies:** To increase your chances of finding a job, we encourage you to apply for jobs outside the COOP Navigator and to network with professors, friends, family, neighbours, other students, etc.
- **Ranking coaching:** If you have difficulty ranking your choices after the first round, see us for help to better understand your options.
- **Second round strategies:** If you're not matched with an employer after the first two weeks of interviews, meet with us one on one for advice.
- **National and international mobility:** We can meet with you regularly to help you plan a placement outside Ottawa. We will offer you advice and direct you to resources, and put you in contact with students who have worked in the company or country that interests you.
- **COOP Navigator job postings:** Search jobs by field of study. Just click to apply and the employer will be able to see the CO-OP resumé that you have prepared.
- **IndEx job postings:** Links to websites of employers with CO-OP positions you can apply for with your professional resumé.
- **Others:** LinkedIn, portfolio, etc.

