

Canadian Job Search Guidelines

Some information taken from: Laroche, L., & Rutherford, D. (2007). *Recruiting, retaining, and promoting culturally different employees*. Elsevier Butterworth-Heinemann.

The following are some general tips when applying for jobs within a Canadian cultural context. Individual employers or organizations may have specific requirements that are not stated below, so it's important to do some research on the job search process for your industry and/or organization. For more information on each of these topics, please look to the tabs on the right.

Qualifications for a Job

- Employers look for experience that is relevant for the position. Showing how your experience is relevant to the position you are applying for is imperative (even if not in the same field).
- Education that is relevant for the position.
- [Knowledge, skills, and attitudes](#) that not only meet the requirements of the position, but also the culture of the organization.

Resumes/Curriculum Vitae (CV)/Cover Letter

- Generally, 1 – 2 pages in length for a resume (can be longer for a CV).
- Highlight your top 5 – 7 skills as they relate to the position.
- Target your experience to meet the requirements requested.
- Emphasize quantifiable career accomplishments, responsibilities, and end results. Don't downplay your skills or abilities.
- Don't provide personal information – e.g., marital or family status, age, social insurance number, citizenship status, etc.
- Combine your unique skills and experience in your cover letter to briefly showcase your most important skills and experience.

Interviews

- Show up about 10 minutes early to the scheduled interview. This gives you an opportunity to review any notes that you have prepared and indicates to the employer that you are eager about the opportunity.
- Non-verbal communication is important in interviews. Your facial expression, eye contact, handshake, body language, dress and tone of voice can lead to positive (or negative) perceptions from employers.
- Your employer may make "small talk" before the interview. It may include things like "Did you have any trouble finding the office?" "How are you doing today?" "It looks like we might get a storm." This is a way to help you feel more comfortable before the interview starts.
- Questions that are against the Ontario Human Rights Code should not be asked in an interview unless there is a bona fide reason. These are questions that are personal in nature and may include things like age, sex, sexual orientation, religious beliefs, citizenship etc.
- You will not only be asked questions about your technical ability to do the job, but you will also be asked questions to determine your "fit" within the organization. These may include questions like "Tell me about yourself", "Why do you want to work here?" or "What are your greatest strengths/weaknesses?"
- Thank the employer(s) for the opportunity to meet with them at the end of the interview and ask what the next steps in the process are.