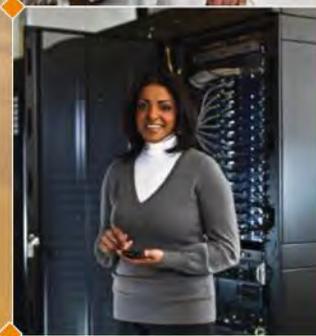




Citizenship and
Immigration Canada

Citoyenneté et
Immigration Canada

Planning to work in Manitoba, Canada? An essential workbook for newcomers



Manitoba 

Canada 

Planning to work in Manitoba, Canada? An essential workbook for newcomers

1. Section A - Living in Manitoba
2. Section B - Improving your English
3. Section C - Finding a Job in Manitoba
4. Section D - Work-related Documents
5. Section E - Education and Academic Credentials
6. Glossary
7. Notes

Before You Begin

Note: Please be aware that this document is updated regularly. For the most recent version please visit the [Foreign Credentials Referral Office](#) or the Manitoba government website immigratemanitoba.com.

This workbook was created for internationally trained individuals who are considering moving to the Canadian province of Manitoba or who have recently arrived. Please note that being accepted to come to Canada does not guarantee you employment in Canada in your preferred job or any other job. This workbook is not tied to any immigration or visa application process for coming to Canada. However, using this workbook will allow you to obtain the greatest benefit from your experience and education.

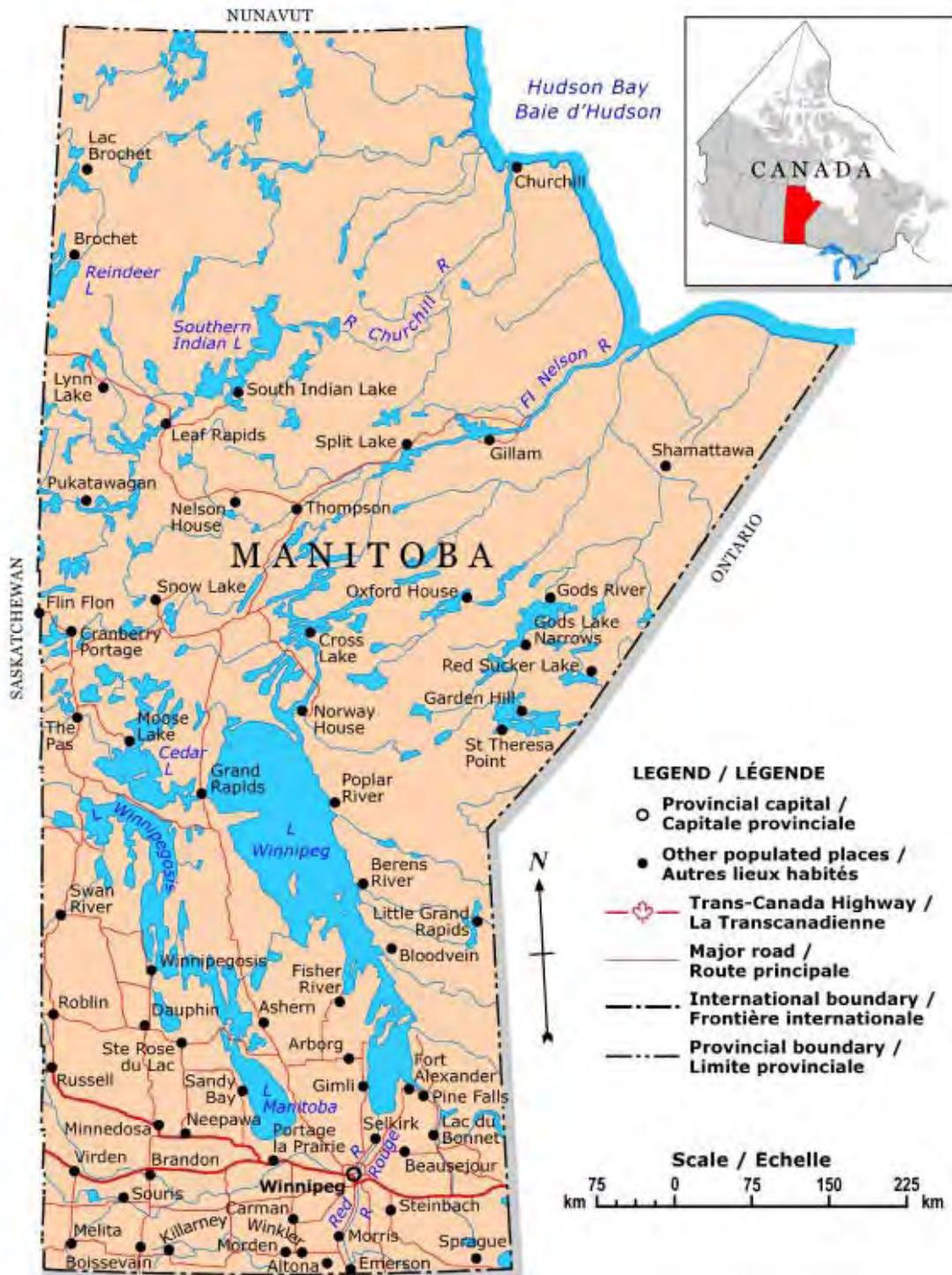
To use this workbook, you must create a Working in Canada Report based on the job you want in Manitoba.

Create your report using the Working in Manitoba, Canada Tool job search box on the top of the [Work in Manitoba](#) page of immigratemanitoba.com.

After you create your report save it by e-mailing it to yourself, or by printing it. You need to refer to your report when filling in this workbook.



Section A Living in Manitoba



UNITED STATES OF AMERICA
ÉTATS-UNIS D'AMÉRIQUE

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Sa Majesté la Reine du chef du Canada, Ressources naturelles Canada.

Section A Living in Manitoba

INTRODUCTION

The more you learn about Canada and the province of Manitoba, the faster you will be able to adapt to the Canadian work environment. Taking the time to ask questions, to read and research, to watch videos on the web or elsewhere will all greatly help your transition from new immigrant to an established and comfortable member of Canadian society. This section is designed to help you learn more about life in Manitoba, and to guide you in taking a few essential steps as an immigrant.

- ◆ Learn more about Canadian and Manitoban government, culture, rights and responsibilities, weather, education, lifestyle and much more in the [Choose Manitoba](#) section of [immigratemanitoba.com](#).

STEP 1 – LEARN ABOUT MANITOBA AND YOUR CITY OR REGION

Learn more about the city or region that you wish to live in by:

- ◆ visiting the [Introducing Manitoba](#) section of [immigratemanitoba.com](#). There you will find information about Winnipeg and other cities and towns in Manitoba.

The [@j |b| 'b Manitoba](#) section of [immigratemanitoba.com](#) has information about all aspects of living and working in Manitoba. Review this information.

Once you've done this, make notes about factors that are important to you. For example:

- ◆ weather
- ◆ communities
- ◆ public transportation
- ◆ population
- ◆ community services and organizations
- ◆ recreation
- ◆ types of schools for children
- ◆ housing
- ◆ economy
- ◆ health care

Notes:

STEP 2 – CONTINUED

Name

Contact Information

Name

Contact Information

Name

Contact Information

Name

Contact Information

Name

Contact Information

Name

Contact Information

Section A Living in Manitoba

STEP 2 – CONTINUED

List the questions you will ask an immigrant-serving organization about how to adapt to working and living in Manitoba. For example:

- ◆ What government benefits am I entitled to?
- ◆ How do I get help with my career plan and finding a job?
- ◆ How do I heat my home? How much does it cost?
- ◆ What are the seasons like? What type of clothing will I need?
- ◆ What type of taxes do I have to pay in Manitoba?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Section A Living in Manitoba

STEP 4 – FINDING A PLACE TO LIVE

Once you come to Manitoba, you can identify the neighbourhood you think you would like to live in and can afford to live in by:

- ◆ searching the Internet for housing using the links at immigratemanitoba.com [Housing](#)
- ◆ visiting in person the houses and apartments you have seen advertised
- ◆ comparing your family's needs to the amenities available in a neighbourhood - the location of schools, shopping, buses, recreational and community services, safety
- ◆ asking an immigrant-serving organization for information about housing in your community

Housing Opportunity

Neighbourhood Details

Price

Contact Information

Housing Opportunity

Neighbourhood Details

Price

Contact Information

Housing Opportunity

Neighbourhood Details

Price

Contact Information

Housing Opportunity

Neighbourhood Details

Price

Contact Information

STEP 4 – CONTINUED

Housing Opportunity

Neighbourhood Details

Price

Contact Information

Housing Opportunity

Neighbourhood Details

Price

Contact Information

Housing Opportunity

Neighbourhood Details

Price

Contact Information

Housing Opportunity

Neighbourhood Details

Price

Contact Information

Notes :

Section A Living in Manitoba

STEP 5 – SOCIAL INSURANCE NUMBER

All working Canadians must have a [social insurance number](#) (also called a SIN card). As soon as you arrive in Manitoba apply for a SIN card for you and for each of your family members. [Find a Service Canada Centre](#) in your city or region where you can apply for a SIN card.

Help

Everyone who works in Canada needs a social insurance number. Banks often ask for a social insurance number when you open a bank account. You need a social insurance number to file an income tax return and to receive government benefits or allowances. Your SIN is a confidential number that is restricted to income reporting purposes. There are a select and limited number of federal government departments and programs specifically authorized to collect the SIN. Find out about how to protect your privacy and about who can ask for your social insurance number at the [Office of the Privacy Commissioner of Canada](#).

STEP 6 – MANITOBA HEALTH CARD

In Manitoba the cost of doctors, hospitals and other health services are paid for by the government. You are eligible for health coverage on your date of arrival in Manitoba or the date permanent residence is granted.

However, you must have a health card to receive services. To find out how to apply for a health card, and to learn more about the health system, visit [Manitoba Health](#).

Note the eligibility requirements and medical services that are covered.

Help

Some services (such as eye care, dental care and prescriptions) may not be covered by the Government of Manitoba. In Manitoba many employers offer health-care and dental plans that can pay many of those extra fees. Read more on the [Health](#) page of [immigratemanitoba.com](#).

Eligibility:

Medical Services:

Contact Information:

Section A Living in Manitoba

STEP 9 – GOVERNMENT BENEFITS

Find out about the government benefits or allowances to which you may be entitled by visiting the [Financial Assistance](#) page of [immigratemanitoba.com](#). This webpage has links to websites that explain all Manitoba and Canadian government benefits that apply to your personal situation.

You may be entitled to:

- ◆ child and family benefits
- ◆ help paying for child care
- ◆ housing assistance
- ◆ income assistance
- ◆ tax credits for fitness, public transit
- ◆ Employment Insurance
- ◆ Canada Pension Plan
- ◆ Old Age Security
- ◆ help paying for post-secondary education
- ◆ Goods and Services Tax Credit

Note below the benefits to which you or your family members may be entitled.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

STEP 4 – WHAT LANGUAGE SKILLS ARE REQUIRED IN YOUR JOB?

In the **Education & Job requirements** section of your Working in Canada Report review these Essential Skills - reading text, document use, writing and oral communication. Also, in the Education & Job requirements section find out if there are specific language requirements for your job - and check if official proof of your English language skills is required.

Official proof of my English language skills is:

required not required

STEP 5 – GET PROOF OF YOUR LANGUAGE SKILLS

Arrange to get official proof of your English language skills if this is required. Many organizations, such as educational institutions, professional regulatory bodies and employers, will ask you for proof of your language skills. Getting proof, such as language test results, will cost you money. Some organizations only accept certain types of tests. Check with the organization before you take a language assessment to ask:

Are there special language requirements?

What language test results are needed?

Where can I get tested?

Section C Finding a Job in Manitoba

INTRODUCTION

This section will help you understand all you need to do to find work in Manitoba. It provides you with essential steps to help you learn how to find and get the job you want in Manitoba. This process will take time, but completing each task below as thoroughly as possible will give you and your family members the best chance to achieve your career plans. **To complete this section first create your Working in Canada Report using the job search box atop the [Work in Manitoba](#) page.**

NOTE: Please note that the fact that you have been accepted to come to Canada does not guarantee you employment in Canada in your preferred profession or any other profession. This workbook is not tied to any immigration or visa application process for coming to Canada. However, using this workbook will help you obtain the greatest benefit from your experience and education.

Learn more about employment standards, minimum wage, holidays, health and safety in the workplace, workplace equality, racism-free workplaces and Canada's laws against discrimination at [Manitoba Employment Standards](#) and at Working in Canada: [Workplace Standards](#).

STEP 1 – OCCUPATION

Knowing the proper Canadian name for the job (occupation) you want can help you avoid confusion with employers. To help you, the Working in Manitoba, Canada Tool provides job descriptions, other names for jobs, and other titles within your occupational group.

This occupational group contains the following job names that apply to me:

1. _____
2. _____
3. _____
4. _____
5. _____

STEP 2 – IS THIS A REGULATED OCCUPATION?

Review the **Working in Canada Report** and choose one of the following:

- A) My job is **REGULATED** in Manitoba. I need a licence or a certificate before I can start working in Canada.
- B) My job is **NON-REGULATED** in Manitoba.

NOTE: If you answered B, then please skip **STEPS 3-5** and proceed directly to **STEP 6**.

STEP 3 – WHO REGULATES?

Review the **Education & Job requirements** section of your **Working in Canada Report** and take note of the name and contact information for the regulatory body for your intended occupation in Manitoba. This organization has information about the licensing, certification or registration that you need in order to work in that job in Manitoba.

Type the name of the organization (or organizations) that regulates your occupation, and the contact information, including the website address:

Name: _____

Address: _____

Website: _____

Name: _____

Address: _____

Website: _____

Help

In Canada, about 20 per cent of jobs are regulated to protect public health and safety. For example, nurses, engineers, teachers and electricians all work in regulated occupations. If you want to work in a regulated occupation and use a regulated title, you must have a licence or a certificate or be registered with the regulatory body for your occupation. Professions that set their own standards of practice are called regulated professions. Trades are regulated by a provincial government department.

A non-regulated occupation is a job for which you don't need a licence, certificate or registration. Most occupations in Canada are non-regulated. If you are applying for a non-regulated occupation, you must show your potential employer that you have the education and experience to do the job. Even if an occupation is not regulated there may be some government regulations that apply, or the employer may have certain requirements. For example, to sell insurance in Manitoba you must get a licence.

Help

In some regulated occupations you can work in that field but **cannot** use the regulated title. For example, you can work in accounting or finance but to use a regulated title you must be a member of one of the organizations that regulates accountants in Manitoba.

Help

Regulatory bodies are not labour unions or technical societies for members of a particular profession. They are also not employment agencies. They exist primarily to protect the public from unsafe practice of a profession.

Section C Finding a Job in Manitoba

STEP 4 – WILL I NEED TO BE CERTIFIED OR LICENSED OR REGISTERED?

Consult the **Education & Job requirements** section of your Working in Canada Report and review the licensing, certification or registration requirements for that occupation. (If the licensing process steps are not listed in your report, try the regulatory body's website or visit [Work in Manitoba](#).)

List the requirements for registration, licensing or certification to work in that job in Manitoba and note whether you are qualified or not qualified, or whether you will need more information:

	I am qualified	I am not qualified	I need more information
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: If you cannot find the steps in the licensing or certification process for your regulated occupation in your Working in Canada Report, on [immigratemanitoba.com](#) or on your regulatory body's website, contact the organization directly.

STEP 5 – GETTING CERTIFIED OR LICENSED OR REGISTERED

Compare your qualifications to the requirements for licensing, certification or registration to work in that job in Manitoba.

List information about examinations that you will have to pass:

STEP 5 – CONTINUED

Plan what you need to do to meet the requirements for licensing, certification or registration to work in that job in Manitoba. For each examination you must pass, make a list of:

What you have to have (or do) to be eligible to write the examination:

Help

You may need to go back to school to take more courses in order to be licensed to work in your occupation.

How to prepare for the examination:

The dates and locations for the examination:

Location	Dates
<hr/>	<hr/>

For each requirement that you currently do not meet:

List the steps you need to take to meet the requirement:

Details of when and how you will meet the requirement:

Section C Finding a Job in Manitoba

STEP 5 – CONTINUED

Estimate the cost and how long it will take you to meet each requirement:

	Cost	How long
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Make a schedule that shows the sequence of actions you will take:

	Action	Time Frame
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____

STEP 6 – MAIN DUTIES

Review the main duties in your Working in Canada Report and list the main duties for that job in Manitoba.

Main Duties:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

STEP 7 – JOB AND SKILLS REQUIREMENTS

Review the **Education & Job** requirements section of your Working in Canada Report and list the requirements for that job. List the key requirements below and note whether you are qualified or not qualified, or whether you will need more information.

	I am qualified	I am not qualified	I need more information
Employment Requirements			
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local Employment Requirements			
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skills Requirements			
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Information			
1. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTE: Information on employment requirements for a specific occupation may change or not always be available. Please check the [Working in Manitoba, Canada Tool](#) regularly for updates.

Section C Finding a Job in Manitoba

STEP 8 – WAGES

Review the **Wages** section of your Working in Canada Report and note the typical hourly wage for that job in the city or region of Manitoba you have chosen.

Learn more about wages and payment, working hours, overtime, holidays and other workplace rules at [Manitoba Employment Standards](#).

City or Region	Hourly Wage
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

NOTE: Information on wages in a specific area may change or not always be available. Check the [Working in Manitoba, Canada Tool](#) regularly for updates.

STEP 9 – OUTLOOK AND PROSPECTS

Review the **Outlook** section of your Working in Canada Report to see what your chances of getting different jobs are in a specific location or throughout Manitoba.

STEP 10 – JOB OPPORTUNITIES

Make a list of potential employers by:

- ◆ reviewing the **Jobs** section of your Working in Canada Report where you will see current job opportunities related to the occupation you have chosen and listed in Canada's National Job Bank for the city you chose to live in
- ◆ visiting the [Work in Manitoba](#) section of [immigratemanitoba.com](#) and following the steps suggested for looking for a job in Manitoba; these include checking job opportunities advertised in newspapers, including the *Winnipeg Free Press* and its online listings at [workopolis.com](#), researching companies yourself, and taking advantage of Manitoba's immigrant employment services
- ◆ visiting Service Canada's [Finding a Job](#) page to help you find a job in Canada, create a resumé, choose a career, assess your skills and more
- ◆ social "networking;" networking is the way to search for jobs in Canada's "hidden job market." It is an effective way to tell a lot of people that you are looking for work. Learn how at the Service Canada webpage [Access the Hidden Job Market](#).

Help

Help is available to newcomers to Manitoba both online and in person. Manitoba's immigrant employment services regularly hold workshops on how to look for jobs. They also hold "job fairs" where newcomers are invited to meet with employers who are looking for workers. However, it is up to you to find a job and show the employer that you are qualified to do it.

Section C Finding a Job in Canada

STEP 10 – CONTINUED

- ◆ visiting other online job search resources listed on the Service Canada webpage [Job Sites](#).

NOTE: You will find more job opportunities when you consider broader occupations. Your skills are transferable to other occupations and sectors that you may not have considered. See Step 13 for more information.

List job opportunities below:

Potential Employer

Job Title

Salary

Location

Skill Requirements

Languages Required
French <input type="checkbox"/> English <input type="checkbox"/> Bilingual <input type="checkbox"/>
Contact Information

Potential Employer

Job Title

Salary

Location

Skill Requirements

Languages Required
French <input type="checkbox"/> English <input type="checkbox"/> Bilingual <input type="checkbox"/>
Contact Information

Section C Finding a Job in Manitoba

STEP 10 – CONTINUED

Potential Employer

Job Title

Salary

Location

Skill Requirements

Languages Required

French English Bilingual

Contact Information

Potential Employer

Job Title

Salary

Location

Skill Requirements

Languages Required

French English Bilingual

Contact Information

STEP 10 – CONTINUED

Potential Employer

Job Title

Salary

Location

Skill Requirements

Languages Required
French English Bilingual
Contact Information

Potential Employer

Job Title

Salary

Location

Skill Requirements

Languages Required
French English Bilingual
Contact Information

Section C Finding a Job in Manitoba

STEP 11 – CONTINUING EDUCATION AND TRAINING INFORMATION

There are several ways that you can research the continuing education and training opportunities available to you to qualify to work in the job you want in Manitoba.

- ◆ Review the **Education & Job requirements** section of your Working in Canada Report.
- ◆ For regulated occupations, the **Education & Job requirements** section of your report has information on required education as well as links to the websites of professional regulatory bodies and Apprenticeship Manitoba, where you may find more information.
- ◆ Manitoba has bridging and communications programs for some professions and trades. See **Education & Job requirements** section of your report or visit [Work in Manitoba](#).
- ◆ Visit the Adult Education and Training page of [Work in Manitoba](#).

Note the programs that interest you below:

Program Name	Program Name
_____	_____
Organization	Organization
_____	_____
Contact Information	Contact Information
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Cost	Cost
_____	_____

STEP 11 – CONTINUED

Program Name _____ _____	Program Name _____ _____
Organization _____ _____	Organization _____ _____
Contact Information _____ _____ _____ _____ _____ _____ _____ _____	Contact Information _____ _____ _____ _____ _____ _____ _____ _____
Cost _____ _____	Cost _____ _____

NOTE: Information on continuing education, training or study programs in a specific area may change or not always be available. Please check the [Working in Manitoba, Canada Tool](#) regularly for updates.

Section C Finding a Job in Manitoba

STEP 12 – OTHER JOBS

If you plan to work in a regulated occupation, it may take some time to complete all the actions in the plan you outlined in **STEPS 4-5**. In the meantime, you should learn about other jobs that are related to your field or your skills, education and abilities so that you can work while you wait to be licensed for your intended (regulated) occupation in Canada.

Regardless of whether you plan to work in a regulated or non-regulated occupation, you may wish to learn about other types of jobs so that you have more options for working in Manitoba. These jobs may be related to your field or your skills, education and abilities or they may be unrelated because you are seeking a career change - or you need to find any kind of job immediately.

How?

- ◆ Review the information in the **Jobs** section of your Working in Canada Report.
- ◆ List other jobs for which you may be qualified, or which you would like to perform. Then complete additional online Working in Canada reports to find out if these other jobs are regulated or non-regulated.
- ◆ If you are in Manitoba, contact an immigrant employment service. For information on career planning services provided, visit [Work in Manitoba](#).
- ◆ You can also get help at a Service Canada Centre. Find a centre near you in your Working in Canada Report or by visiting [Service Canada](#).

Help

There are 46 Service Canada centres in Manitoba. Each offers a range of services from federal, provincial and local government departments and agencies. You can get help with employment-related issues, get identification, and find forms for income tax and to apply for family and other government benefits.

Other job possibilities:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

STEP 13 – OTHER JOBS NOT IN MY FIELD

Learn about other jobs that are NOT related to your field so that you can work while you wait to be licensed for your intended (regulated) occupation in Canada or if job opportunities in your current non-regulated occupation are not available.

How?

- ◆ List other jobs NOT in your field for which you may be qualified. Then complete additional Working in Canada reports to find out if these other jobs are regulated or non-regulated.
- ◆ If you are in Manitoba, contact an immigrant employment service. For information on career planning services provided, visit [Work in Manitoba](#).
- ◆ You can find other contact information in your Working in Canada Report.

Help

If yours is a regulated occupation, it can take a long time to get licensed, registered or certified if you were trained and educated outside of Canada. You might want to work in a non-regulated occupation in your field first. This can be a good way to use your skills and get Canadian work experience.

List other jobs:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Section C Finding a Job in Manitoba

STEP 14 – ACTION

Plan what you need to do to meet the requirements to work in that job in Manitoba.

How?

- ◆ Use the information in **STEP 7** for each requirement that you do not meet or that you need to improve.

Estimate the cost and how long it will take you to meet each requirement.

	Requirement	Cost	How long
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

Make a schedule that shows the sequence of actions you will take.

	Action	Time Frame
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____

STEP 15 – PREPARE A RESUMÉ AND COVER LETTER

In Canada, a resum  and a cover letter are important tools in the job search process. They tell an employer who you are, what you have done in the past, what your qualifications are, and why you want the job. Understanding Canadian-style resum s can help you prepare a great resum . You can learn more about writing a resum  by visiting these websites:

- ◆ [How do I apply for a job](#) on the Working in Canada website
- ◆ Government of Canada [Job Bank](#)
- ◆ [Work in Manitoba](#) has samples of resum s and cover letters that other immigrants have successfully used to find jobs.

Help

Manitoba immigrant employment services hold job search workshops that include how to look for a job effectively, writing cover letters and resum s. For a schedule of workshops see the Event listings in [Work in Manitoba](#).

NOTE: You will need to create a free account with a user name and password to access the Resum  Builder section of the Job Bank website.

STEP 16 – PREPARE FOR A JOB INTERVIEW IN MANITOBA

An interview is a meeting between you and your potential employer, often with set questions and answers. An employer will often interview several qualified applicants for a job.

You can learn more about how to prepare for a job interview by visiting:

- ◆ [Interviews](#) on the Working in Canada website
- ◆ the Government of Canada [Job Bank](#)
- ◆ the Government of Canada (Public Service Commission of Canada) [Jobs](#) website
- ◆ [Work in Manitoba](#) at immigratemanitoba.com

Help

Some interviews may include a multiple choice test. To learn how to prepare for this test, do an Internet search for “multiple choice test tips.”

Section C Finding a Job in Manitoba

STEP 17 – VOLUNTEERING

The term “volunteering” means performing a service willingly and without pay. Working as a volunteer can help you:

- ◆ get Canadian work experience
- ◆ practise English or French
- ◆ build your network
- ◆ make friends and meet Canadians
- ◆ find someone who will be a reference for you
- ◆ show potential employers that you are hard-working

Learn more about how volunteering in Canada can help you to find a job by:

- ◆ searching the Internet for “volunteer” and the name of the city
- ◆ asking for more information from an immigrant-serving organization
- ◆ visiting [Volunteer Manitoba](#) to find opportunities near you

List the volunteer opportunities in Manitoba that are of interest to you:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

THIS IS THE END OF SECTION C OF THE WORKBOOK

Before you continue:

- ◆ Do you want to learn more about other jobs?
- ◆ Do you want to learn about jobs in other locations in Manitoba?

If so, complete another Working in Canada Report by changing the occupation, the location, or both, and then fill in another copy of this workbook. You can then use different reports and workbooks to compare options. For example:

- ◆ Is there an occupation for which you are currently qualified and which is not regulated, thus you do not need a licence before starting to work?
- ◆ Is there a city or a region with a greater demand for the types of jobs that match your qualifications?

If not, continue and complete the other sections of the workbook:

Section D - Work-related Documents

Section E - Education and Academic Credentials

Section D Work-related Documents

INTRODUCTION

This section of the workbook is designed to help you identify and locate - before you come to Manitoba - documents that you may need after you arrive.

Any documents you can produce that demonstrate your educational record, professional training and work experience will help you in your search for a job in Manitoba. (When applying for licensing, certification or registration in a regulated occupation, such documents are **required**.)

While international experience and education is not always directly transferable to the Canadian work environment, documents will help you - and potential employers - understand your qualifications.

STEP 1 – MY CREDENTIALS

Using the form below, list all the documents related to your education and work experience that might help Canadian organizations (regulatory bodies, assessment agencies, employers or educational institutions) understand your international qualifications. (For regulated occupations, check the document requirements listed in the **Licence and Certification** section of your Working in Canada Report.) Documents you may require in Manitoba include:

- ◆ degrees, diplomas or certificates from universities, colleges, secondary schools or trade schools
- ◆ program descriptions or syllabi related to your studies; transcripts of grades
- ◆ letters from professional and other regulatory bodies
- ◆ apprenticeship or professional certificates
- ◆ letters from employers, performance reviews
- ◆ work descriptions for jobs you have done
- ◆ letters of reference from former employers

List which original documents you will bring with you. Check if you have the original of each document in your possession or whether you need to obtain it.

	I have it	I need to get it
1. _____	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	<input type="checkbox"/>	<input type="checkbox"/>
6. _____	<input type="checkbox"/>	<input type="checkbox"/>
7. _____	<input type="checkbox"/>	<input type="checkbox"/>
8. _____	<input type="checkbox"/>	<input type="checkbox"/>

Section D Work-related Documents

	I have it	I need to get it
9. _____	<input type="checkbox"/>	<input type="checkbox"/>
10. _____	<input type="checkbox"/>	<input type="checkbox"/>
11. _____	<input type="checkbox"/>	<input type="checkbox"/>
12. _____	<input type="checkbox"/>	<input type="checkbox"/>
13. _____	<input type="checkbox"/>	<input type="checkbox"/>
14. _____	<input type="checkbox"/>	<input type="checkbox"/>

List the documents that need to be sent directly from an educational institution you attended to an organization in Manitoba.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

Help

Make sure your documents are in the format requested by the organization. It may require originals, or notarized copies. It may require **certified** translations.

Section D Work-related Documents

STEP 2 – GATHERING YOUR DOCUMENTS

If you do not possess the originals of the documents you need, contact your schools, employers and other organizations and ask them to send your documents to you. Keep track of this process below.
Note: Do this while still in your home country.

Document _____

Requested from	Confirmed Sent	Received
_____	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

Document _____

Requested from	Confirmed Sent	Received
_____	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

Document _____

Requested from	Confirmed Sent	Received
_____	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

Document _____

Requested from	Confirmed Sent	Received
_____	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

Document _____

Requested from	Confirmed Sent	Received
_____	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

Section D Work-related Documents

STEP 3 – SENDING DOCUMENTS DIRECTLY TO MANITOBA

Each school, regulatory body and other organizations in Manitoba sets its own rules for document submission. Some require that the documents be sent directly to them. If so, contact your schools, regulatory bodies and other applicable organizations before you leave for Manitoba and ask them to send your documents directly to the Manitoba organization. Keep track of this process below.

Help

Some organizations only accept educational documents sent directly from the issuing institution. Find out whether you need to arrange this. It will be easier to do this while you are still in your home country.

Document _____

	Confirmed Sent	Received
Requested from _____	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Sent to _____ _____	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

Document _____

	Confirmed Sent	Received
Requested from _____	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Sent to _____ _____	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

Document _____

	Confirmed Sent	Received
Requested from _____	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Sent to _____ _____	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>

Section D Work-related Documents

STEP 4 – GETTING DOCUMENTS TRANSLATED

You may need to have your documents translated into English, French or both. Check the website or contact the regulatory body or apprenticeship authority to find out about the translation requirements, including the following:

- ◆ Whether you need to use an approved translation service (if so, you will have to pay for the translation)
- ◆ Whether original documents are required or whether you will need a lawyer to notarize copies.
- ◆ Whether certified translations are required

Help

To find a certified translation service, contact Association of Translators and Interpreters of Manitoba, e-mail: nfo@atim.mb.ca.

Notez le déroulement du processus au moyen du tableau ci-dessous.

Keep track of this process using the list below.

_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Sent for translation Received translation

Sent for translation		Received translation	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Translation service you will use

Help

Generally, the documents you bring will have to be submitted in English. You will have to pay for translation.

STEP 5 – MISSING DOCUMENTS

If you cannot get the documents that show your education, skills and experience, contact the regulatory bodies in **SECTION C - STEP 3** and ask them how you should proceed.

INTRODUCTION

Education is an asset when searching for work in Manitoba, but your international education may not automatically be recognized. Demonstrating your education and academic credentials is, therefore, important. Understanding educational equivalencies between your country of origin and Manitoba will also help you to understand the kinds of jobs you will be likely to obtain in Manitoba.

STEP 1 – MANITOBA EQUIVALENTS FOR INTERNATIONAL EDUCATION

You may need to have an academic credentials assessment done to determine how your education obtained outside of Canada compares to Manitoba standards. Be aware that this can be done before you leave your home country and will cost money. Find an assessment agency at the [Canadian Information Centre for International Credentials](#).

If you plan to become licensed to work in a regulated occupation, check the licensing process information in the Licence and Certification section of your Working in Canada Report. It will say what credentials assessment is required by your regulatory body. (The regulatory body may do the assessment, or have it done by a specified outside agency.)

If you are planning to enrol in college or university, contact the institution to find out what kind of academic assessment it requires. ([Find Manitoba post-secondary schools](#).)

Manitoba's [Academic Credentials Assessment Service](#) (ACAS) does not charge a fee, but is only available to Manitoba residents who have been referred to ACAS by an employer

Based on this research, note the approximate cost of the assessment:

Based on this research, note the length of time it takes to receive an assessment:

Contact Information:

Section E Education and Academic Credentials

STEP 2 – MY CREDENTIALS ASSESSMENT

If you are having your academic credentials assessed, keep track of the process below.

Document Required _____

Sent to _____

Confirmed Sent

Assessment Received

Yes No

Yes No

Assessment Cost _____

Payment Submitted?

Yes No

Document Required _____

Sent to _____

Confirmed Sent

Assessment Received

Yes No

Yes No

Assessment Cost _____

Payment Submitted?

Yes No

Document Required _____

Sent to _____

Confirmed Sent

Assessment Received

Yes No

Yes No

Assessment Cost _____

Payment Submitted?

Yes No

Document Required _____

Sent to _____

Confirmed Sent

Assessment Received

Yes No

Yes No

Assessment Cost _____

Payment Submitted?

Yes No

STEP 3 – CONTINUING EDUCATION OR TRAINING OPPORTUNITIES IN MY FIELD

Once you have received your assessment, you will be able to determine if you need to upgrade your skills or your education for your intended occupation. If so, you will need to find a course of study at an educational institution near where you plan to live where you can obtain the required training. Review the continuing education and training opportunities you listed in **SECTION C - STEP 11**.

STEP 4 – OTHER EDUCATIONAL OR TRAINING OPPORTUNITIES

You may also wish to know about opportunities to continue your education in a field other than the one you intend to work in when you arrive in Canada.

Look up other occupations using the [Working in Manitoba, Canada Tool](#). The Education & Job requirements section of your report explains the schools you can attend to get the education required for that occupation, and provides links to educational and career planning resources.

To find out more about educational and training opportunities, visit [Adult Education and Training](#) at immigratemanitoba.com.

You can keep track of the schools and programs you are interested in below:

School	School
Location	Location
Program	Program
Contact Information	Contact Information
Cost	Cost

STEP 4 – CONTINUED

School

Location

Program

Contact Information

Cost

School

Location

Program

Contact Information

Cost

School

Location

Program

Contact Information

Cost

School

Location

Program

Contact Information

Cost

Glossary

Apprenticeship authority: the organization that has information about trades training and the certification you need before you can work in Manitoba. Visit [Apprenticeship Manitoba](#).

Certification: A formal document that recognizes that a person has a certain set of skills, knowledge and abilities. Certification often requires a person to complete education or training.

Credential assessment agencies (“Provincial credential assessment agencies”): Provincial credential assessment agencies evaluate international educational credentials to see how they compare to local standards. **Note:** For regulated professions and trades, each regulatory body determines what organization, internal or external, assesses international education.

Educational institutions (“Post-secondary educational institutions”): For a newcomer arriving in Canada and looking for a job, post-secondary educational institutions are places where you can go to upgrade your skills. Post-secondary educational institutions such as universities, colleges or vocational training centres complete foreign credential assessment and recognition when a newcomer applies for admission.

Employer: A person, partnership or company that is directly or indirectly responsible for hiring an employee. In non-regulated occupations, employers assess and recognize foreign credentials. **Tip:** It is a good idea to have your foreign credentials assessed by a credential assessment agency. This will help potential employers understand your qualifications better.

Health card: The provinces and territories, rather than the federal government, are primarily responsible for the administration and delivery of health-care services. The health card is issued by the provincial or territorial government and allows access to insured health-care services.

Hidden job market: Many job openings are not advertised anywhere, creating what seems like a “hidden” job market. Information about available work is often circulated through managers,

employees and business associates, as well as through family, friends and acquaintances.

Human rights: These are fundamental rights, especially those believed to belong to an individual and in whose exercise a government may not interfere, as the right to speak, to associate, to work, etc.

Immigrant-serving organization: The governments of Manitoba and Canada fund organizations to serve immigrants. They hire staff who were once newcomers to Canada and who understand the challenges that immigrants may face; they may have people available who speak your language, and they are located in cities and towns throughout Manitoba.

Intended occupation: In Canada, similar jobs or occupations often have different titles. You will need to read the first page of your Working in Canada Report and confirm that the job title you have chosen correctly describes the work you plan to do in Manitoba.

Newcomers: This term refers to people who have recently landed as immigrants to Canada.

Non-regulated occupation: A non-regulated occupation is a profession or a trade for which you don’t need a licence, certificate or registration to work in. Most occupations in Canada are non-regulated. If you are applying for a non-regulated occupation, you must show your potential employer that you have the education and experience to do the job. Even if an occupation is not regulated, an employer can still ask that an applicant be registered, licensed or certified with a professional association.

Red Seal Trades (Skilled trades): The [Interprovincial Standards Red Seal Program](#) was established to provide greater mobility for skilled workers across Canada. The Red Seal program allows qualified trades people to practise their trade anywhere in Canada where the trade is designated without having to write further

Glossary

examinations. To date, 49 trades are included in the national Red Seal Program, accounting for over 88 per cent of all apprentices and more than 80 per cent of the total trades work force in Canada. To learn more about Red Seal trades available in your province or territory, contact your provincial or territorial apprenticeship authority.

References: A list of people who are in a position to recommend you or to vouch for your ability to do a job.

Regulated occupation: Many professions set their own standards of practice. These are called regulated occupations. In Canada, about 20 per cent of jobs are regulated by the government to protect public health and safety. For example, nurses, doctors, engineers, teachers and electricians all work in regulated occupations. If you want to work in a regulated occupation and use a regulated title, you must have a licence or a certificate or be registered with the regulatory body for your occupation. Some occupations are regulated in some provinces or territories but not regulated in others.

Regulatory body: A regulatory body is an organization that sets the standards and practices of a profession. For example, the College of Registered Nurses of Manitoba makes sure that its members are qualified to do the job of registered nurse. It also makes sure that members keep up their qualifications.

Resumé: Resumés, also known as CVs (for curriculum vitae), are a summary of an individual candidate's skills and experience. They should

also be viewed as marketing materials. The crucial consideration is to match the résumé with the target audience, ideally a hiring manager.

Service Canada Centre: Service Canada centres provide in-person services for individuals seeking information about where to go to get their credentials assessed in Canada. Service Canada agents help individuals identify more quickly their occupation's appropriate regulatory and assessment body as well as provide important job-related information about specific occupations. To find the nearest Service Canada centre offering in-person information, path-finding and referral services, call 1-888-854-1805 or TTY 1-800-926-9105 (in Canada only).

Social Insurance Number: The Social Insurance Number (SIN) is a nine-digit number that you need to work in Canada or to have access to government programs and benefits.

Volunteer: A person who performs a service willingly and without pay.

Working in Canada Report: This report is produced through the [Working in Manitoba, Canada Tool](#). It will help you identify the name of your occupation in Canada and provide you with a detailed labour market information report (containing job duties, skill requirements, wage rates, etc.) for a chosen location in Manitoba.

