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EDMONTON REGION IMMIGRANT
EMPLOYMENT COUNCIL

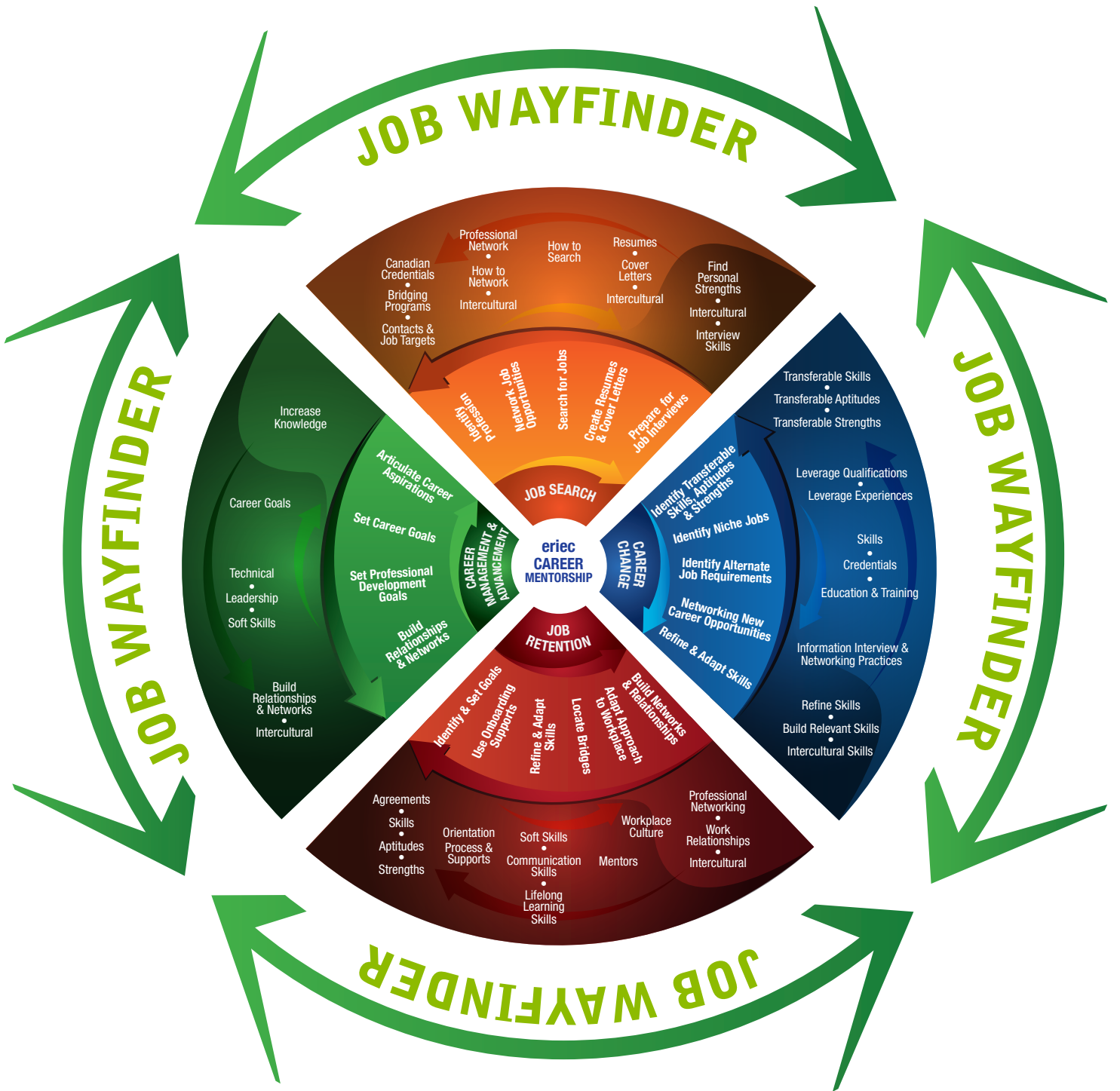
**SECTOR JOB
WAYFINDER**



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March 2018



SECTOR JOB WAYFINDER

ENGINEERING

FINANCE

SCIENCE

CAREER & MENTORSHIP SECTOR JOB WAYFINDER

**SECTOR JOB
WAYFINDER
ENGINEERING**

The background of the page is a solid dark purple color. In the lower half, there are several overlapping, wavy, light purple bands that create a sense of movement and depth. The text is positioned in the upper right corner.

IS THIS JOB FOR ME?

HAS THIS HAPPENED TO YOU?

I have applied to over 70 job ads. Sometimes it is easy to tell which ad to apply for. But I just usually send my resume to a lot of them, hoping they will call back for an interview. I think I am qualified for a lot of jobs but I don't get called. What do I need to do to get a job? (Newcomer Professional)

You want a job. You bring your qualifications, your expertise and experience and a range of skills. How do you decide which job postings match what you bring?

This guide will support you to critically read a Job Posting, the clues that help you understand the qualifications and skills you must have, and the expertise and skills that will make you a preferred candidate. We will also look at the clues about workplace culture, the context for and conditions of work and the opportunities for professional growth and career advancement. You need to assess how closely a position is a fit for you, a match for the strengths and abilities you bring and for what you need from a job so you can decide whether to apply (or not).

When you are looking for work, it can feel that it is important to get a job, any job. In reviewing job postings, it is helpful to critically read the job described for what the position and the organization offers, what they are looking for in a job candidate and to assess how closely the position is a fit for you, for the strengths you bring and for what you need from a job. In building this stage of your career in Canada, you may want to look both at the immediate job opportunity and how this job could strategically support you to build your career in Canada.

Visit the following tools:

1. **Job Candidate Requirements**
Your Qualifications, Experience, Certifications
2. **The Job Requirements**
What you will be responsible and accountable for in the job
3. **Workplace Culture**
Clues about the kind of workplace you will join
4. **Workplace Context**
Conditions of work for your job
5. **Opportunities for Growth and Advancement**
Supports for your professional learning and growth and ways to advance your career within the organization
6. **Resources**
Sector specific resources including employers, educational options, professional associations, networks
7. **Final Words**

In reviewing job postings, it is helpful to critically read the job described for what the position and the organization offers, what they are looking for in a job candidate and to assess how closely the position is a fit for you, for the strengths you bring and for what you need from a job.

This resource is made possible with support by the Government of Alberta.



1. JOB CANDIDATE REQUIREMENTS

YOUR QUALIFICATIONS,
EXPERIENCE, CERTIFICATIONS

Job ads can vary in how they describe requirements. You might see required, preferred or desired skills listed in job ads. Generally, required skills are ones that employers want to see candidates have. Candidates with most or all of the required skills listed are more likely to be selected for interviews than candidates who only have some of the required skills listed.

Preferred skills are skills employers are looking for in addition to required skills. Employers may be willing to interview candidates with some of the preferred skills listed or candidates who are interested in further learning to acquire preferred skills listed.

Desired skills are skills employers want from their ideal job candidate. Desired skills could reflect specialist skills, or skills that they do not believe are likely to be found with candidate who have required and preferred skills. Employers may be willing to interview candidates with 1 or more desired skills or candidates who are interested in further learning to acquire desired skills listed.

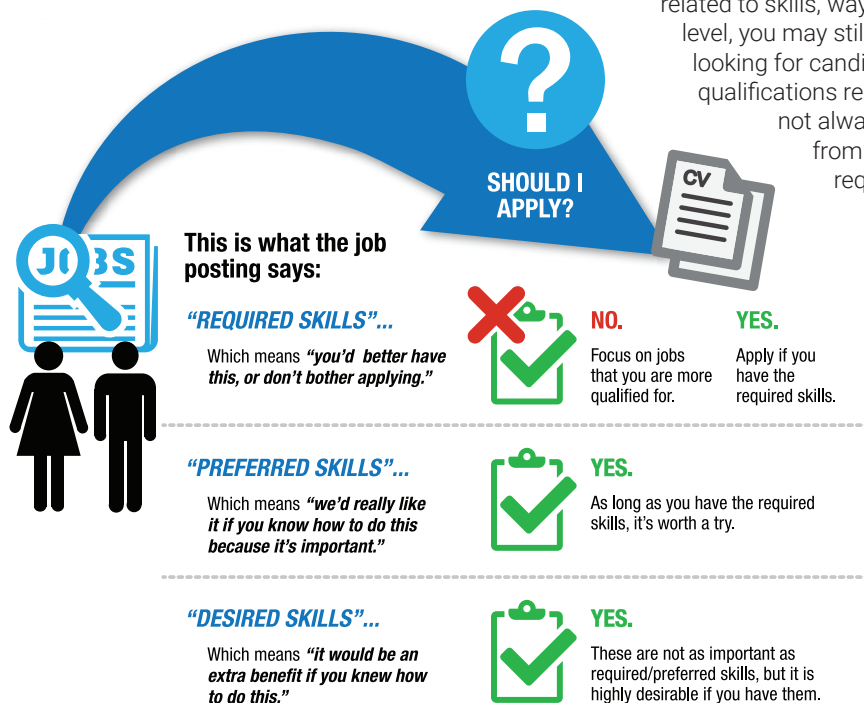
REQUIREMENTS	IN JOB ADS THESE CAN BE CALLED:
Qualifications, Certifications, Experience, Ways of working	<ul style="list-style-type: none"> • Requirements • Educational requirements • Minimum Qualifications • Individuals will possess most or all of the following: Minimum Requirements and Preferred Qualifications (for ideal job candidate)

For professional and/or technical positions, specific designations are likely required. You may apply if your designation is a known equivalent for the Canadian one or if you are in the process of obtaining your designation here in Canada. You may ask your mentor or a network contact to clarify how different specializations, designations or certifications are viewed in Canada.

Look for matches for specific software, business processes. You may be considered if you are a proficient user of a similar software program or business process and can demonstrate your ability to learn new programs.

Look for matches in the years of experience required. If you are close (1 or 2 years), it may be worth applying – you will have to demonstrate how you can perform the skills needed to get the job done.

Without the required professional designation, certification, and years of experience - you will not be considered for the job. It is helpful to match each requirement listed with your resume. Computer screening of resumes will eliminate any resumes that do not include job requirements. If you find you are missing 1 or 2 qualifications, especially related to skills, ways of working, experience level, you may still apply. Employers are looking for candidates who match all qualifications requested; however, they do not always receive applications from candidates with all the requirements they post.



If a job posting is asking for 5 to 10 years of experience, you will not be considered for the job if you have only 1 or 2 years. Employers are looking for a person who has applied their knowledge and skills in different contexts or clients. In Canada, employees are valued both for their formal education and qualifications and for the earned knowledge and ability to apply what they know to new situations.

When an employer names a specific software, they will first consider people who are skilled users of the software. Some employers may be willing to train you on required software, especially if you can demonstrate skill with a similar software.

Think critically about your profession. Identify what areas of practice might have skills that can be transferable to more than one position and what areas of practice require specialization and work experience. For example: A Financial Reporting Manager working in public practice is not a fit for someone who only has experience working inside of a private company. While Project Management has many generic duties and tasks, you may not be able to transfer your expertise to some technical knowledge areas.

Recruiter's Advice:

1. Do not apply to every job an employer posts. Recruiters are flooded with resumes that are not relevant to the job. You may get "blacklisted", flagged by an employer as someone who is not a serious job seeker. Choose the job postings you apply to and change your resume for each job posting to highlight the qualifications and experience you bring that are most important for the job posting.
2. Do apply for a job if you have most of the requirements listed, even if you are missing 1 or 2. Job descriptions often include everything we are looking for and we know that usually there is no person who can do all of it. Then we can see that the candidate will have some challenge and some room to grow in the job. Some employers may be willing to provide training. Larger employers may have another position, or may keep your application for a future position that is a better fit for your qualifications or years of experience. Employers often keep and review the resumes they have to fill positions before advertising. If you don't apply, you won't be considered now or in the future. Recruiters will also follow up on referrals for possible job candidates from other recruiters or people in their network – this is why networking is important – to meet people and let them know what you can do so more people know about you and your expertise.
3. Accept that you may need to apply to several job postings in order to get even one interview. This is also true for Canadian born professionals. While applying to several jobs, it is still important to cater their resume to each job. When a recruiter receives a resume with the

wrong title for the job, it tells them you are not a serious job seeker. When your resume or cover letter looks like you copy and pasted from the job ad, this may help you get through the computer screening of the resume, but it says to a recruiter that you are not a serious job seeker.

4. Include on your resume that you are legally eligible to work in Canada (e.g. permanent resident, Canadian citizen, etc.). Initial screening of resumes happens very quickly – including this on your resume helps recruiters know they can hire you and may prevent them from putting your resume in the "no" pile without checking on your eligibility to work.
5. Keep a copy of each job posting you apply to. Recruiters are impressed by candidates who show up to the interview with a copy of the job posting, copies of their resume, a list of questions about the company and/or the job. This tells them that you have done your research and are motivated to work for their company. When a candidate is not prepared or is surprised by the job title and description in the interview, this tells the recruiter the candidate is not very motivated to work for their company.

Here are some samples taken from real job postings in Edmonton that show how requirements and preferred or desired qualifications are described in job ads.

1. Must be or must have completed... or must be familiar with...
2. Must be registered (or eligible for registration) as a Professional Engineer in the province of Alberta
3. Number of years (e.g. minimum 5-7 years' experience)
4. Pre-hire background check (may include criminal history check, reference checks or credit check)
5. Previous management experience is required
6. It will be necessary for candidates to be highly organized with strong attention to detail

Preferred/Desired Qualifications:

1. Design experience is an asset
2. Less or greater relevant experience may also be considered
3. Working knowledge of AutoCAD
4. You are proficient in Microsoft Office and may have had exposure to Oracle. Building Inspector, LEED AP strongly preferred
5. Some aspect of business development experience is preferred

2. THE JOB REQUIREMENTS

WHAT YOU WILL BE RESPONSIBLE AND ACCOUNTABLE FOR IN THE JOB

Another part of the job ad that you can look at critically are the tasks, results and organizational processes you will be responsible for in the job. This could include what you are responsible for, what you will be accountable for, who you report to, who will report to you and the regulations or guidelines you will need to follow to be accountable in your role. There are Canadian or province specific regulations that you will need to be familiar with as an engineering professional.

Learning professional language related to this part of your profession is important for you. In interviews, recruiters and hiring managers will judge your professional knowledge based on your ability to use the right terms.

It is helpful for interviews to be able to connect your experience to how you are ready to take on the responsibilities and accountabilities for the job. To decide if this job is for me, it is helpful to go through each responsibility and accountability listed in the ad and connect it to your past professional experience.

JOB RESPONSIBILITIES	IN JOB ADS THESE CAN BE CALLED:
<p>What you will be responsible for in this job.</p> <ul style="list-style-type: none"> • business, regulatory processes, products, deliverables; <p>Who you will be responsible to (both who you report to; who will depend on your work).</p> <ul style="list-style-type: none"> • clients, other departments, etc. 	<ul style="list-style-type: none"> • Responsibilities • Accountabilities • Direct reports – reporting to....Manager • Guidelines, regulations

Once you have matched your qualifications with job requirements, it is important to review the job responsibilities to identify the kinds of tasks you will be completing in the job. It is important to ensure that if you claim knowledge, skill and experience with the task on your resume, that you can speak to and, if asked, demonstrate your knowledge in the job interview. (eg. In accounting, knowledge of GAP – General Accounting Principles is assumed).

In assessing a match of your own skills and experience, it is helpful to identify both the tasks you have done in prior work. If you decide to apply, it is helpful to prepare brief descriptions of the kind of tasks you have completed, how your experience will help the employer and the strengths (e.g. skills, earned knowledge, attitudes) you bring to the posted job responsibilities.

It is a good idea to identify the kinds of accountabilities you will be take on in the posted job, who you will be accountable with (e.g. team mates, a Manager or Director, Vice-President) and what guidelines or regulations you may be required to follow to fulfill what you are accountable for in the job. You can then identify and prepare from your prior work experience the kinds of things you were accountable for, the kinds of people you upheld accountabilities with (e.g. team, Director) and 1 or 2 examples of how you met accountabilities in your prior work. This kind of preparation can help you to decide if you want to apply; if will also help you prepare for the job interview.

Recruiters Advice:

1. Learn appropriate jargon, acronyms and professional language. For example, if working in Finance – important to know basic terms such as GST, GAP. In telephone screening calls or job interviews, you are likely to get asked questions to test your professional knowledge. If you are unable to respond accurately and well, you will not be considered for the job. A recruiter wants to recommend good quality job candidates to hiring managers. When you make spelling errors or use language incorrectly, it makes it difficult to put his or her reputation on the line to recommend you, even if you have the qualifications and technical knowledge required in the job.
2. It is also helpful to provide context to explain your professional experience on your resume. (e.g. I worked for ABC company, a large Nigerian engineering company with 10,000 employees and over \$2B in revenue – rather than I worked for ABC company, Nigeria. I supervised a team of 100 over 2 years for a highway construction project – rather than I worked as a supervisor).
3. Recruiters want to know why you are motivated to apply to the company and why you want to work at the job. It is good to identify in your resume or cover letter the kind of work and the kind of challenges/responsibilities you are seeking in a job. If you are applying for an entry level job (e.g. a job requiring 2+ years of experience), include

reasons why seeking the job (e.g. I have relocated to Canada, looking to get established, interested in your company because of kind of work opportunities).

4. Ask recruiters during telephone screening calls or calls to who you will be reporting to in the job and whether they will be present at the job interview. Research this person on LinkedIn or on the company website. Find out if they hold roles in professional associations, whether they have spoken or written professionally. Know your audience.

Samples from job postings:

1. Plan, coordinate and execute a wide variety of civil transportation projects. You will deliver rural and urban projects including performing assessments/inspections; prepare preliminary and detailed designs; developing quantity and cost estimates; writing specifications, preparing reports and supporting development of proposals.
2. Reporting to the Infrastructure Manager, the successful applicant will provide branch office leadership, execute excellent projects, guide Project Managers and develop new business in the Edmonton region and beyond. Your responsibilities include Problem solving of client's transportation issues/concerns, Lead and coordinate all efforts to execute assigned projects.
3. Accountability for project financial results, including preparing on-time, accurate invoicing, collections and updates to backlog reports.
4. Direct, coach, mentor and assign work to Junior/ Intermediate staff and coordinate resource planning.
5. Ensures health and safety guidelines are followed. Assists in hazardous waste disposals, ensuring all company guidelines are properly followed. Ensured that all incidents are reported immediately and that complete written reports are prepared as required.
6. Plan, organize, direct, control and evaluate the operations of commercial, transportation and recreational facilities and the included real estate. Oversee the leasing of space in the facility and the included real estate and the development of marketing strategies. Plan, organize and direct administrative services such as signage, cleaning, maintenance, parking, safety inspections, security and snow removal. Plan, organize, direct, control and evaluate construction projects to modify commercial, transportation and recreational facilities and real estate.

3. WORKPLACE CULTURE

CLUES ABOUT THE KIND OF WORKPLACE YOU WILL JOIN

One part of the job ad you can look at is the kind of workplace culture you will join. Workplace culture can include the shared ideas about how employees are expected to approach work, what kind of person will fit into the organization's culture and the kinds of values that the workplace culture is based upon.

It is helpful to look for clues about the culture and how it aligns with your own ideas and values about work and how it might differ from what is important to you. Look for clues about how the company values its people, the kinds of norms or attitudes held about work. You can visit the company's website to look for clue about workplace culture and company values – this often is in the "About" section of the website.

For job interviews, it is helpful to be prepared to speak to the way your values and ideas about work align with company culture. It can be a good idea to ask about workplace culture in an interview and ways the company demonstrates how it values its employees.

WORKPLACE CULTURE AND FIT	IN JOB ADS THESE CAN BE CALLED:
<ul style="list-style-type: none"> • What the company values • How the company works • Teams you will join • Expectations of the job candidate to "fit" into the workplace 	<ul style="list-style-type: none"> • Company stance on the value of its people • Opportunities for professional development • Working with team(s). • Company perspective on work

Workplace Culture can include the formal ways that employers approach work (e.g. use an agile or lean management strategies). It can also mean the kind of informal ways that employees relate to and work with each other (e.g. creative, high performing teams or highly collaborative teams). Employers include the things they think are important in job postings. This can provide clues to the culture of a company and the micro-culture of the department where the job posting is located.

In reviewing job ads, look for what the employer says about company values and what the company values about the people who it employs. You are looking for company values and ways of working that fit with your own values and how you approach work. For example: if you like to work in a predictable way, using reliable processes with a lot of attention to quality and accuracy, you may not be a good fit for a company that emphasizes seeking entrepreneurial opportunities, business development and innovation. If you prefer to work with others closely on a team, you may not fit in a company that requires you to work mostly alone in your role.

You may need to research the employer website, annual or other reports to identify how the company expresses its values through its work. Social responsibility or charitable initiatives can also provide you with information on what is important to the company. You can use this information to identify why you are motivated to work for the company. For example, if the company has an annual fund-raising project to support children to participate in local sports teams, you could link your interest (or your children's interest) in a sport and what you like about working for a company that supports this cause. That could look like: *"I have played soccer all my life, I really enjoy it and have learned a lot about how to play well on a team to perform well. I really like that your company supports kids to learn soccer and would like to get involved in that if I am hired for the job."*

Recruiter's Advice

1. We do look at technical skills and we also are looking for signs that the candidate can take direction, fit in with the team and their motivation, why they want the job. So it can be a shock to internationally educated professionals that the most qualified person doesn't always get the job here in Edmonton. For certain roles, especially the higher level roles, we are looking for the ability to take initiative, political and strategic thinking, leadership, how you can motivate others to work, your attitude toward people and the work. We are hiring people to solve problems and to work well with others so it doesn't matter that much how prestigious your university education was in your country. We need to know you can use your experience and knowledge to solve problems here.
2. Work on your conversational and written English. If you can't articulate on your resume, in a telephone screening call or a job interview what you know, we will hire someone less technically competent who can communicate. People want to work with someone they can relate to. Learn about locally relevant content you can use to relate to during small talk (e.g. hockey, community events, recreational activities, radio or tv).
3. Generally in Canada, we are less formal at work than in many countries. So this means that we don't tend

to use words that convey relative status as much. So, for example, calling someone who reported to you a subordinate tends to leave a poor impression. Many recruiters are younger and recruitment is generally considered an entry level position. So they might not understand what you have done in your work experience and may not spend the time to figure out who you worked for or what your experience means. But they will notice how you treat them (like an equal or like a subordinate) and the hiring manager involved may also notice this. For telephone screening calls and for interviews, it is important to relate well to everyone involved. While the hiring manager is more likely to hold the final decision, paying additional or only paying attention to them may create a negative impression on the other people involved in hiring. Everyone will have an opportunity to comment on your performance in the interview. This is one way the less formal culture can work in the Canadian workplace.

Samples from job postings:

1. Company stance on value of its people. For example Company, Limited is an equal opportunity employer that embraces diversity in the workplace and encourages applications from qualified women, men, visible minorities, aboriginal peoples and persons with disabilities.
2. Ability to maintain sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds required.
3. Everyone belongs at *[our company]*. It doesn't matter who you are, what you do or how you do it, at *[our company]* your unique contribution and talents will be valued and respected. Because the more diverse perspectives we have the more likely we are to crack the code on what our customers want and our communities need.
4. We're proud of our team and committed to providing opportunities for employees to develop both personally and professionally in addition to offering a competitive salary and benefits package.
5. We offer a challenging career with opportunities for advancement.

Working with team(s)

1. Using your organizational, communication and people skills, you will collaborate with multi-discipline teams to ensure projects are completed within allotted schedules and budgets, and to high quality standards.
2. You have experience working within a unionized environment and have the ability to maintain a positive union and associate relations environment.
3. Coaching and mentoring bargaining unit staff for performance and career development.
4. Works closely with internal stakeholders including sales, engineering and customer service to troubleshoot problem areas and ensure production needs are met.
5. Demonstrated ability to perform individually and lead project teams to success
6. You are a driven and proactive leader who takes the initiative when it comes to continuous improvement and rely on your sound business judgment. You are an effective communicator and have experience working within a multicultural environment.
7. Manage, support and schedule a team of operations personnel and subcontractors.

Company perspective on work

1. Our promise is to offer you a challenging career in a positive and dynamic work environment.
2. We believe that work should be challenging, and the challenge should be fun.
3. Commitment to continuous improvement and building a world-class engineering philosophy.
4. Our employees take pride in making a difference in people's lives through the work that we do.
5. Experience in a dev/ops environment or familiarity with agile program development.
6. [Our organization] constantly seeks to foster and enhance a sustainable and integrated culture of inquiry and innovation throughout the company.

4. WORKPLACE CONTEXT

CONDITIONS OF WORK FOR YOUR JOB

It is important to look at the conditions of work offered in the job, the location(s), the hours of work, the conditions or environment where you will be working. Some positions require travel or flexible work hours. In deciding if this Job is for me, look at the conditions of work and decide if they meet your needs or, if applicable, your family's needs. In a job interview, you can ask for more details about the conditions of work and what will be expected of you in the job. For example, are there times of year that it is more likely you will work more than regular work hours and how the company handles compensation for extra time, such as overtime pay, time off. You can review the company's website; if they operate in more than one location, you may want to ask whether you will be expected to travel or whether you may be asked to relocate in the future.

Job ads also can include information about compensation, benefits, and holidays as part of the job. You can ask for more details on compensation during the job interview. You will need to assess if the compensation offered fits what you want. If the compensation is low, you may want to ask how the company provide pay increases, performance bonuses and what you can expect in the future in the job.

WORKPLACE CONTEXT AND WORKING CONDITIONS	IN JOB ADS THESE CAN BE CALLED:
<ul style="list-style-type: none"> • Hours of work • Location(s) • Conditions/ environments • Compensation/ benefits 	<ul style="list-style-type: none"> • Hours of work • Compensation • Benefits • Travel • Physical requirements • Flexible work options

It is important to match the working conditions and the context for working with what you works for you. Assess how the working conditions (e.g. hours of work, location, benefits, etc.) match what you need for yourself and for your family. If details about working conditions are not included, you may want to ask about hours of work, location, whether travel is expected during a telephone screening or the interview.

Working conditions may be requirements (considered part of the job and not negotiable) or they may be occasional events. It is important to think about how you will address expected working conditions (e.g. if a specific Driver's License is required – how could you obtain it). You may also think about any particular needs you have (e.g. benefits package that includes family dental coverage for your child who needs braces). For example if the job includes working at a remote camp, you could ask about the services and facilities available at the camp.

Recruiter's Advice:

1. Research the company to understand the location(s) where they operate and the kind of travel or flexible working conditions that might be expected. Even if travel or other specific working conditions are not included, you can ask about expectations for the role. For example: *I see that ABC Company works in Regina, Winnipeg, Edmonton and Calgary – for this role would I expected to travel to different locations? If so, how often?*

Samples from job postings:

1. Hours of work: 8 hours a day, 40 hours a week, Monday to Friday
2. Commencing with your first day of employment as a permanent employee you will enjoy a variety of benefits, such as, Competitive salary, Annual incentive (bonus) pay program, Paid vacation, Flexible benefits plan, Five paid personal days off each year, One Friday off per month, Access to internal and external career development programs, Financial support for personal development, Savings Plan with company matched contributions, Pension Plan, Financial support for employee wellness, Career opportunities in a wide variety of disciplines and operational areas, Financial support for charitable organizations that employees contribute to.
3. Ability and willingness for Alberta-wide travel as may be required for various project requirements.
4. Ability to work Monday-Friday, First Shift: 8:00am - 5:00pm.
5. Competent and capable of working away from home and office in northern locations.
6. Being able to perform key physical tasks of the job as described in the job posting and interview. This may include the ability to work in a variety of environmental conditions, such as remote or isolated areas, working alone, and in inclement weather (within safe and reasonable limits).

5. OPPORTUNITIES FOR GROWTH AND ADVANCEMENT

SUPPORTS FOR YOUR PROFESSIONAL LEARNING AND GROWTH AND WAYS TO ADVANCE YOUR CAREER WITHIN THE ORGANIZATION

You can look in a job ad for the opportunities a company may provide to advance your career and how this job may lead to a higher level position, to more challenging work and/or to work in areas that support you to learn more about an area of specialization or working in Canada.

Ongoing learning is an expectation for all professionals working in Canada. Look for what opportunities the company provides to continue your professional learning and growth. This could be funding to support courses, opportunities to learn on the job or even support for volunteer opportunities that can build your personal and professional networks and knowledge about the community.

OPPORTUNITIES FOR ADVANCEMENT AND GROWTH	FOUND IN JOB AD:
<ul style="list-style-type: none"> • Opportunities (and expectations) for professional development • Continuous learning • Advancement opportunities • Opportunities for challenging work. 	<ul style="list-style-type: none"> • Support for professional development (often as part of benefits package) • Exposure to diversity of clients to gain experience • Opportunities for challenging or more complex work assignments to gain experience

For most professionals in Canada, there is an expectation either by the employer, their professional association or both to complete ongoing professional learning. That can be on the job or through additional training or education. If you are faced with completing a credentialing process in Canada, look for employers that are open to hiring you and supporting you in that process.

For advancement and promotion, look for companies that understand that opportunities to work on challenging projects that support you to expand your knowledge and expertise. In some sectors and for some employers, job postings may identify how the position is part of career advancement. For example for Research positions, academic roles are often identified as tenure track. Look for opportunities for increased challenge, complexity and responsibility in the role. This could relate to increased complexity of technical or project work, to taking on more mentorship and supervising of people or to holding more accountability for specific tasks or business functions in the company.

Recruiter's Advice:

1. Recruiters are interested in knowing why you want to work for the company and why you want the job you are applying for. It is a good idea to identify the tasks or responsibilities that you see an opportunity to learn and challenge yourself as well as the opportunities to additional training or professional development. You can highlight in your resume and cover letter, the kinds of professional learning you have already completed either in terms of formal training (e.g. AutoCAD software training) or learning from on-the-job experience (e.g. learning how to apply a business process to a new context or situation).
2. Assess if the company provides support for training and professional learning and any parts of the described duties where you might need and/or would be interested in additional training. A recruiter will be more interested to hear your assessment of your skills and your interest in building on them rather than to just identify that you have skills. For example, *"I have project management experience with shorter projects (under 12 months/under \$1million) so I am looking to expand my experience with a longer-term, more challenging project. I am willing to take specialized project management courses on budgeting to set me up to run more expensive projects."*

Samples from job postings:

1. Must be registered (or eligible for registration) as a Professional Engineer in the province of Alberta
2. Opportunities for professional development/ advancement
3. Ability to embrace continuous learning and proactively seek improvement opportunities.

6. RESOURCES

SECTOR SPECIFIC RESOURCES
INCLUDING EMPLOYERS,
EDUCATIONAL OPTIONS,
PROFESSIONAL ASSOCIATIONS,
NETWORKS

In this section you will learn more about the Engineering Sector in Canada. You can use this section to learn more about employers and organizations that play a role in the sciences sector in Canada. These resources can help you to target your job search and support your knowledge of the sector for networking and job interviews.

1. **Sector Overview**
2. **Education**
3. **Employers**
 - a. **Academic**
 - b. **Energy**
4. **Facility/Operations Management**
5. **Job Finding Resources**
6. **Project Management**
7. **Transportation & Logistics**

1. SECTOR OVERVIEW

Alberta Major Projects Map

A site hosted by the Government of Alberta identifying an inventory of private and public sector projects (e.g. commercial, infrastructure, oil and gas, industrial, etc.) in Alberta valued at \$5 million or greater.

 [WEB URL](#)

Canadian Council of Technicians and Technologist

CCTT maintains the National Technology Benchmarks that guide provincial associations who issue professional credentials for designations including PTech (Professional Technologist), CET (Certified Engineering Technologist); AScT (Applied Science Technologist); CTech (Certified Technician); and TP (technologue professionnel). The site also includes a list of career profiles.

 [WEB URL](#)

Canadian Technology Immigration Network


CTIN provides information and support for internationally trained engineers and engineering technologists to enter your profession in Canada.

 [WEB URL](#)

Directions for Immigrants in Trades and Professional Careers

Website with information on entering your trade or profession (Calgary).

 [WEB URL](#)

 [WEB URL](#) **Engineering, Architectural, Trades, Industrial & Natural Sciences**

Engineering Career Pathways

A comprehensive overview of pathways to a successful engineering or engineering technology career in Canada. The site includes a map of qualifications and experience for engineering and engineering technologist credentials. It also includes a listing of engineering careers applied to various fields (e.g. agricultural engineering, geomatics, petroleum) and the requirements to work in each field.

 [WEB URL](#)

Engineers Canada

Engineers Canada is the national organization of the 12 provincial and territorial associations that regulate the profession of engineering in Canada and license the country's more than 260,000 members of the engineering profession. Site includes accreditation requirements, programs and resources.

 [WEB URL](#)

MaRS Innovation

An innovation portal listing companies engaged in science and technology research and innovation operating in Canada.

 [WEB URL](#)

Natural Resources Canada

An overview of Natural Resources research field in Canada (energy, mining/materials, forests, earth sciences, the North)

 [WEB URL](#) **Energy**

 [WEB URL Mining/Materials](#)

 [WEB URL Earth Sciences](#)

 [WEB URL North](#)

Natural Sciences and Engineering Research Council of Canada (NSERC)

NSERC supports research and new researchers in natural sciences and engineering research.

 [WEB URL](#)

TEC Edmonton

TEC Edmonton is focused on growing technology based companies. Partnering with science and innovation organizations, TEC Edmonton is a place for networking and business incubation. Site includes technology based companies in Edmonton and area.

 [WEB URL](#)

2. EDUCATION

Education

University of Alberta Faculty of Engineering

 [WEB URL](#)

Project Management Executive Education

 [WEB URL](#)

University of Calgary Schulich School of Engineering

 [WEB URL](#)

3. EMPLOYERS

AECON

 [WEB URL Careers](#)

Alberta Municipal Supervisors Association

 [WEB URL Careers](#)

Associated Engineering

 [WEB URL](#)

 [WEB URL Careers](#)

Baker Hughes

 [WEB URL Careers](#)

Bunt & Associates (Transport)

 [WEB URL Careers](#)

Consulting Engineers of Alberta

CEA is an organization representing Alberta's engineering firms. CEA provides a job listing, industry information for members, networking events. The site also includes a members director listing engineering firms across Alberta.

 [WEB URL](#)

 [WEB URL Careers](#)

 [WEB URL Members Directory](#)

DGE Civil Engineering Consultants

 [WEB URL Careers](#)

EcoCanada

Online portal for Environmental Professionals in Canada. Includes job postings and information about eco-related industries.

 [WEB URL](#)

Enbridge Inc

Enbridge operates crude oil and liquids transportation system (e.g. natural gas) and generates and distributes energy including expansion into renewable and green energy technologies.

 [WEB URL](#)

 [WEB URL Job Opportunities](#)

Engineer Talent

Engineer Job Search site.

 [WEB URL](#)

Environment and Climate Change Canada


Listing of job opportunities at Government of Canada, Department of Environment and Climate Change

 [WEB URL](#)

EPCOR

EPCOR Utilities Inc is a 125 year old company providing clean water, wastewater services and electricity to residential and commercial customers.

 [WEB URL](#)

 [WEB URL Job Opportunities](#)

FP Innovations

 [WEB URL Careers](#)

Honeywell

 [WEB URL Careers](#)

Hoskin Scientific Ltd

A Canadian environmental services firm (with Edmonton office) providing environmental monitoring, geotechnical & materials testing, test and measurement instrumentation services.

 [WEB URL](#)

Ian Martin

Job finding site for engineering, technical and IT professionals

 [WEB URL](#)

ISL Engineering and Land Services

 [WEB URL Careers](#)

Jacobs

Job finding site for technical professional and construction services.

 [WEB URL](#)

Maxxam

Maxxam is a provider of analytical services to energy, environmental, food, industrial hygiene and DNA industries.

 [WEB URL](#)

Michael Page

Job finding site for professional careers.

 [WEB URL](#)

PHM Search Group (Engineering Recruiters)

 [WEB URL](#)

Randstad

Randstad Canada job search website.

 [WEB URL](#) *Careers*

Stantec

 [WEB URL](#) *Careers*

Tetra Tech EBA

 [WEB URL](#) *Careers*

3 A. ACADEMIC

University of Alberta

 [WEB URL](#) *Careers*

University of Calgary

 [WEB URL](#) *Careers*

3 B. ENERGY

AVE Network (Calgary)

AVE Network is focused on fostering GeoScience, Engineering & Technologist community, supporting members to grow their careers.

 [WEB URL](#)

4. FACILITY/ OPERATIONS MANAGEMENT

International Facility Management Association (Calgary Chapter)

IFMA is an international association for professional facility managers.

 [WEB URL](#)

 [WEB URL](#) *Jobs*

International Facility Management Association (Northern Alberta Chapter)

 [WEB URL](#)

 [WEB URL](#) *Jobs*

Operations Manager Profile ALIS

Overview of Operations Manager position profile in Alberta including salary, working conditions and requirements.

 [WEB URL](#)

5. JOB FINDING RESOURCES

Adzuna

Job finding site searches Workopolis, Monster, Jobilico, Career Building and Canada Job Bank

 [WEB URL](#)

Alberta Learning Information Services Wage and Salary Information in Alberta

 [WEB URL](#)

CIMA

 [WEB URL](#) *Careers*

Civic Jobs

Online job finding site for municipalities.

 [WEB URL](#)

Directions for Immigrants in Trades and Professional Careers

Website with information on entering your trade or profession (Calgary)

 [WEB URL](#)

E.g. Search "Engineer" on website to find information about licensing bodies, registration requirements, English language proficiency tests and information resources.

EcoCanada

Online portal for Environmental Professionals in Canada. Includes job postings and information about eco-related industries.

 [WEB URL](#)

ELUTA

Job Search site.

 [WEB URL](#)

Engineer Talent

Engineer Job Search site.

 [WEB URL](#)

EXP

 [WEB URL](#) *Careers*

Glassdoor

Job finding site

 [WEB URL](#)

Government of Canada Job Bank

An online portal for jobs in the federal government.

 [WEB URL](#)

Ian Martin

Job finding site for engineering, technical and IT professionals

 [WEB URL](#)

Immigrant Access Fund

Immigrant Access Fund Canada supports immigrants, including refugees, who arrive in our country equipped with excellent professional skills and knowledge but face barriers to employment. IAF provides micro loans of up to \$10,000 to internationally trained immigrants so they can obtain the Canadian licensing or training they need to work in their field.

 [WEB URL](#)

Indeed

Job finding website

 [WEB URL](#)

Jacobs

Job finding site for technical professional and construction services.

 [WEB URL](#)

Living in Canada

Website that compares salaries for jobs across Canada.

 [WEB URL](#)

McElhanney

 [WEB URL Careers](#)

Municipal World

Online job board for municipalities across Canada

 [WEB URL Careers](#)

Neuvoo

Online job searching site

 [WEB URL](#)

Parsons

 [WEB URL Careers](#)

PayScale

A site to look up salary information for careers in Canada.

 [WEB URL](#)

Pembina

 [WEB URL Careers](#)

REACHIRE (Alberta Non-Profit Career Centre)

An online job portal for the Alberta non-profit sector.

 [WEB URL](#)

Scheffer Andrew Ltd

 [WEB URL Careers](#)

SimplyHired

Online Job Search Site

 [WEB URL](#)

Tetra Tech EBA

 [WEB URL Careers](#)

Work Cabin

Entry level to senior level career-track eco jobs & eco internships

 [WEB URL](#)

WOWjobs

An online job board.

 [WEB URL](#)

6. PROJECT MANAGEMENT

Indeed (Search project management)

 [WEB URL](#)

PM Jobs

Project Management and Engineering Job Search site.

 [WEB URL](#)

Project Management Association of Canada

A membership based professional association for project managers. Provides programs related to professionally accredited standards for Canadian project managers.

 [WEB URL](#)

Project Management Institute

A membership based international professional association for project managers.

 [WEB URL](#)

Project Management Professionals of Canada

A membership based professional association that includes provincial/regional chapters across Canada.

 [WEB URL](#)

7. TRANSPORTATION & LOGISTICS

Canadian Institute of Transportation Engineers (Northern Alberta)

Supports knowledge sharing and networking with transportation professionals and academic staff. Association also meets jointly with the Alberta Association, Canadian Institute of Planners and the Canadian Society for Civil Engineers.

 [WEB URL](#)

 [WEB URL Careers](#)

City of Edmonton Transportation and Logistics

Overview of transportation and logistics industry in City of Edmonton. Site includes a list of Edmonton transportation infrastructure capacity and Edmonton-based companies in this sector.

 [WEB URL](#)

TransitTalent

Online job finding site for transportation industry

 [WEB URL](#)

Transport Canada

 [WEB URL Careers](#)

**SECTOR JOB
WAYFINDER
FINANCE**

IS THIS JOB FOR ME?

HAS THIS HAPPENED TO YOU?

I have applied to over 70 job ads. Sometimes it is easy to tell which ad to apply for. But I just usually send my resume to a lot of them, hoping they will call back for an interview. I think I am qualified for a lot of jobs but I don't get called. What do I need to do to get a job? (Newcomer Professional)

You want a job. You bring your qualifications, your expertise and experience and a range of skills. How do you decide which job postings match what you bring?

This guide will support you to critically read a Job Posting, the clues that help you understand the qualifications and skills you must have, and the expertise and skills that will make you a preferred candidate. We will also look at the clues about workplace culture, the context for and conditions of work and the opportunities for professional growth and career advancement. You need to assess how closely a position is a fit for you, a match for the strengths and abilities you bring and for what you need from a job so you can decide whether to apply (or not).

When you are looking for work, it can feel that it is important to get a job, any job. In reviewing job postings, it is helpful to critically read the job described for what the position and the organization offers, what they are looking for in a job candidate and to assess how closely the position is a fit for you, for the strengths you bring and for what you need from a job. In building this stage of your career in Canada, you may want to look both at the immediate job opportunity and how this job could strategically support you to build your career in Canada.

Visit the following tools:

1. **Job Candidate Requirements**
Your Qualifications, Experience, Certifications
2. **The Job Requirements**
What you will be responsible and accountable for in the job
3. **Workplace Culture**
Clues about the kind of workplace you would be joining
4. **Workplace Context**
Conditions for work, who you will work with, who you will report to, hours
5. **Opportunities for Growth and Advancement**
Supports for your professional learning and growth and ways to advance your career within the organization
6. **Resources**
Sector specific resources including employers, educational options, professional associations, networks
7. **Final Words**

In reviewing job postings, it is helpful to critically read the job described for what the position and the organization offers, what they are looking for in a job candidate and to assess how closely the position is a fit for you, for the strengths you bring and for what you need from a job.

This resource is made possible with support by the Government of Alberta.



1. JOB CANDIDATE REQUIREMENTS

YOUR QUALIFICATIONS,
EXPERIENCE, CERTIFICATIONS

Job ads can vary in how they describe requirements. You might see required, preferred or desired skills listed in job ads. Generally, required skills are ones that employers want to see candidates have. Candidates with most or all of the required skills listed are more likely to be selected for interviews than candidates who only have some of the required skills listed.

Preferred skills are skills employers are looking for in addition to required skills. Employers may be willing to interview candidates with some of the preferred skills listed or candidates who are interested in further learning to acquire preferred skills listed.

Desired skills are skills employers want from their ideal job candidate. Desired skills could reflect specialist skills, or skills that they do not believe are likely to be found with candidate who have required and preferred skills. Employers may be willing to interview candidates with 1 or more desired skills or candidates who are interested in further learning to acquire desired skills listed.

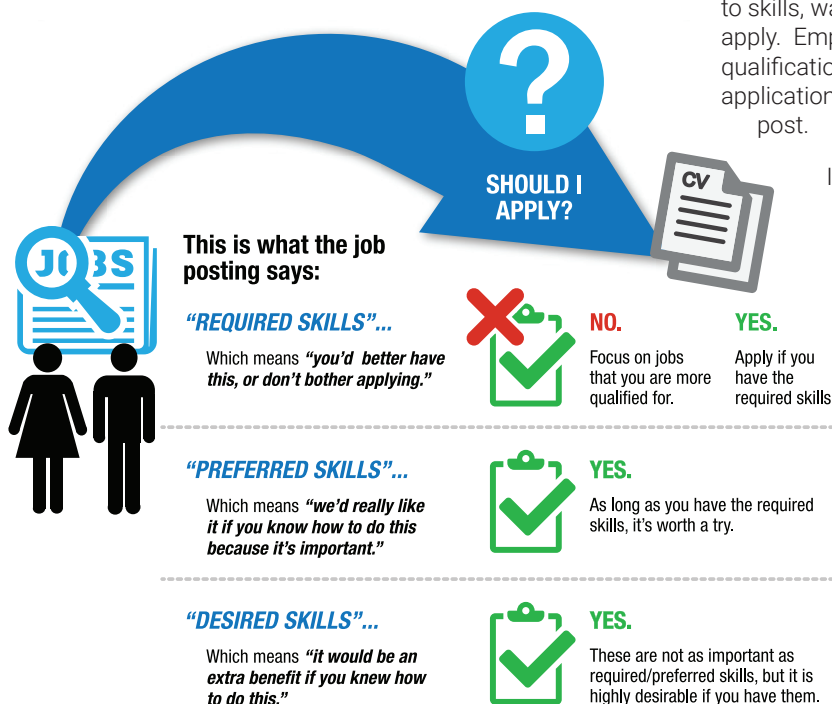
REQUIREMENTS	IN JOB ADS THESE CAN BE CALLED:
Qualifications, Certifications, Experience, Ways of working	<ul style="list-style-type: none"> • Requirements • Educational requirements • Minimum Qualifications • Individuals will possess most or all of the following: Minimum Requirements and Preferred Qualifications (for ideal job candidate)

For professional and/or technical positions, specific designations are likely required. You may apply if your designation is a known equivalent for the Canadian one or if you are in the process of obtaining your designation here in Canada. You may ask your mentor or a network contact to clarify how different specializations, designations or certifications are viewed in Canada.

Look for matches for specific software, business processes. You may be considered if you are a proficient user of a similar software program or business process and can demonstrate your ability to learn new programs.

Look for matches in the years of experience required. If you are close (1 or 2 years), it may be worth applying – you will have to demonstrate how you can perform the skills needed to get the job done.

Without the required professional designation, certification, and years of experience - you will not be considered for the job. It is helpful to match each requirement listed with your resume. Computer screening of resumes will eliminate any resumes that do not include job requirements. If you find you are missing 1 or 2 qualifications, especially related to skills, ways of working, experience level, you may still apply. Employers are looking for candidates who match all qualifications requested; however, they do not always receive applications from candidates with all the requirements they post.



If a job posting is asking for 5 to 10 years of experience, you will not be considered for the job if you have only 1 or 2 years. Employers are looking for a person who has applied their knowledge and skills in different contexts or clients. In Canada, employees are valued both for their formal education and qualifications and for the earned knowledge and ability to apply what they know to new situations.

When an employer names a specific software, they will first consider people who are skilled users of the software. Some employers may be willing to train you on required software, especially if you can demonstrate skill with a similar software.

Think critically about your profession. Identify what areas of practice might have skills that can be transferable to more than one position and what areas of practice require specialization and work experience. For example: A Financial Reporting Manager working in public practice is not a fit for someone who only has experience working inside of a private company. While Project Management has many generic duties and tasks, you may not be able to transfer your expertise to some technical knowledge areas.

Recruiter's Advice:

1. Do not apply to every job an employer posts. Recruiters are flooded with resumes that are not relevant to the job. You may get "blacklisted", flagged by an employer as someone who is not a serious job seeker. Choose the job postings you apply to and change your resume for each job posting to highlight the qualifications and experience you bring that are most important for the job posting.
2. Do apply for a job if you have most of the requirements listed, even if you are missing 1 or 2. Job descriptions often include everything we are looking for and we know that usually there is no person who can do all of it. Then we can see that the candidate will have some challenge and some room to grow in the job. Some employers may be willing to provide training. Larger employers may have another position, or may keep your application for a future position that is a better fit for your qualifications or years of experience. Employers often keep and review the resumes they have to fill positions before advertising. If you don't apply, you won't be considered now or in the future. Recruiters will also follow up on referrals for possible job candidates from other recruiters or people in their network – this is why networking is important – to meet people and let them know what you can do so more people know about you and your expertise.
3. Accept that you may need to apply to several job postings in order to get even one interview. This is also true for Canadian born professionals. While applying to several jobs, it is still important to cater their resume to each job. When a recruiter receives a resume with the wrong title for the job, it tells them you are not a serious job seeker. When your resume or cover letter looks like you copy and pasted from the job ad, this may help you get through the computer screening of the resume, but it says to a recruiter that you are not a serious job seeker.
4. Include on your resume that you are legally eligible to work in Canada (e.g. permanent resident, Canadian citizen, etc.). Initial screening of resumes happens very quickly – including this on your resume helps recruiters know they can hire you and may prevent them from putting your resume in the "no" pile without checking on your eligibility to work.

5. Keep a copy of each job posting you apply to. Recruiters are impressed by candidates who show up to the interview with a copy of the job posting, copies of their resume, a list of questions about the company and/or the job. This tells them that you have done your research and are motivated to work for their company. When a candidate is not prepared or is surprised by the job title and description in the interview, this tells the recruiter the candidate is not very motivated to work for their company.

Here are some samples taken from real job postings in Edmonton that show how requirements and preferred or desired qualifications are described in job ads.

Samples from job postings (Finance)

1. Chartered Professional Accountant designation (i.e. CA, CGA or CMA) along with audit certification (e.g. CIA, CISA, etc.) are considered essential.
2. Minimum 5 years of internal audit experience in large, complex organizations.
3. Highly developed analytical and modeling experience required.
4. Experience managing a team of Finance Managers.
5. A minimum of six years of progressively responsible experience in public finance and/or accounting, working with budget processes and systems.
6. Must have advanced communication skills to build partnerships, negotiate sensitive issues and facilitate decision-making with internal and external stakeholders holding varying perspectives and priorities.
7. Demonstrated experience leading multi-million dollar initiatives involving 10+ team members.
8. 5 or more years in experience in initiating and implementing new processes and complex changes.
9. Highly organized, able to handle large volumes of work and prioritize accordingly.
10. Some travel and access to a vehicle are required elements of the role.
11. Willingness and ability to travel internationally as required.

Preferred/Desired Qualifications:

1. Experience in the insurance/and or employee benefits industry would be an asset.
2. Abilities to speak other languages is an asset.
3. Undergraduate degree (required), preferably in commerce or business
4. 8+years relevant work experience. (Required) 10+years' experience preferred.
5. Candidates with lesser qualifications may be considered at a lower classification and salary.

2. THE JOB REQUIREMENTS

WHAT YOU WILL BE RESPONSIBLE AND ACCOUNTABLE FOR IN THE JOB

Another part of the job ad that you can look at critically are the tasks, results and organizational processes you will be responsible for in the job. This could include what you are responsible for, what you will be accountable for, who you report to, who will report to you and the regulations or guidelines you will need to follow to be accountable in your role. There are Canadian or province specific regulations that you will need to be familiar with as a finance professional.

Learning professional language related to this part of your profession is important for you. In interviews, recruiters and hiring managers will judge your professional knowledge based on your ability to use the right terms. For example, the Canadian Goods and Services Tax or GST, would be considered basic knowledge of a federal tax.

It is helpful for interviews to be able to connect your experience to how you are ready to take on the responsibilities and accountabilities for the job. To decide if this job is for me, it is helpful to go through each responsibility and accountability listed in the ad and connect it to your past professional experience.

Once you have matched your qualifications with job requirements, it is important to review the job responsibilities to identify the kinds of tasks you will be completing in the job. It is important to ensure that if you claim knowledge, skill and experience with the task on your resume, that you can speak to and, if asked, demonstrate your knowledge in the job interview. E.g. In accounting, knowledge of GAP – General Accounting Principles is assumed.

JOB RESPONSIBILITIES	IN JOB ADS THESE CAN BE CALLED:
<p>What you will be responsible for in this job.</p> <ul style="list-style-type: none"> • business, regulatory processes, products, deliverables; <p>Who you will be responsible to (both who you report to; who will depend on your work).</p> <ul style="list-style-type: none"> • clients, other departments, etc. 	<ul style="list-style-type: none"> • Responsibilities • Accountabilities • Direct reports – reporting to....Manager • Guidelines, regulations

In assessing a match of your own skills and experience, it is helpful to identify both the tasks you have done in prior work. If you decide to apply, it is helpful to prepare brief descriptions of the kind of tasks you have completed, how your experience will help the employer and the strengths (e.g. skills, earned knowledge, attitudes) you bring to the posted job responsibilities.

It is a good idea to identify the kinds of accountabilities you will be take on in the posted job, who you will be accountable with (e.g. team mates, a Manager or Director, Vice-President) and what guidelines or regulations you may be required to follow to fulfill what you are accountable for in the job. You can then identify and prepare from your prior work experience the kinds of things you were accountable for, the kinds of people you upheld accountabilities with (e.g. team, Director) and 1 or 2 examples of how you met accountabilities in your prior work. This kind of preparation can help you to decide if you want to apply; it will also help you prepare for the job interview.

Recruiters Advice:

1. Learn appropriate jargon, acronyms and professional language. For example, if working in Finance – important to know basic terms such as GST, GAP. In telephone screening calls or job interviews, you are likely to get asked questions to test your professional knowledge. If you are unable to respond accurately and well, you will not be considered for the job. A recruiter wants to recommend good quality job candidates to hiring managers. When you make spelling errors or use language incorrectly, it makes it difficult to put his or her reputation on the line to recommend you, even if you have the qualifications and technical knowledge required in the job.
2. It is also helpful to provide context to explain your professional experience on your resume. (e.g. I worked for ABC company, a large Nigerian engineering company with 10,000 employees and over \$2B in revenue – rather than I worked for ABC company, Nigeria. I supervised a team of 100 over 2 years for a highway construction project – rather than I worked as a supervisor).
3. Recruiters want to know why you are motivated to apply to the company and why you want to work at the job. It is good to identify in your resume or cover letter the kind of work and the kind of challenges/responsibilities you are seeking in a job. If you are applying for an entry level job (e.g. a job requiring 2+ years of experience), include reasons why seeking the job (e.g. I have relocated to Canada, looking to get established, interested in your company because of kind of work opportunities).
4. Ask recruiters during telephone screening calls or calls to who you will be reporting to in the job and whether they will be present at the job interview. Research this person on LinkedIn or on the company website. Find out if they hold roles in professional associations, whether they have spoken or written professionally. Know your audience.

Samples from job postings (Finance):

1. Provide oversight on major proposals from a pricing, cash flow, and risk perspective. Coordinate with other functional departments (Legal, Tax, etc.) on issues related to business activities. Analyze effects of bids and other transactions and provide clear, effective feedback to management. Key team member in the decision making process for pursuing new business; supports the capture of new business through engagement and review of major pursuits, review of contract terms and potential business structures (JVs, teaming); ensure profitability through the calculation of pursuit ROI and that BD spending is appropriate by pursuit and for the area.
2. Enterprise Risk Management
 - a. Facilitate the planning execution of the ERM cycle, including risk framework updates, risk assessments, risk monitoring and reporting to key stakeholders.
 - b. Identify and define existing and emerging enterprise risks, along with emerging industry trends and potential disruptive technologies.
 - c. Continue the development of key risk indicators for effective ERM reporting.
 - d. Facilitate the identification of areas of opportunities.
 - e. Research, develop and prepare policies for the effective operation of risk processes and services.
 - f. Prepare risk reports to key stakeholders including senior management, Audit and Risk Committee, and leadership."
3. As a member of the Valuations, Modelling and Disputes ("VMD") team, you will contribute to our client's business decision process. Using skill sets relevant to both valuation and dispute related services, your contribution will involve the following:
 - a. Business Valuation / Modelling
 - b. Understand the business/assets being valued, its historical and projected performance, as well as, key strengths and challenges;
 - c. Conduct financial research into industry and general economic conditions, valuation multiples for relevant public companies and precedent transactions;
 - d. Engage clients in discussions around their business, including operations and financial items to further our valuation analysis;
 - e. Prepare cash flow and valuation models to arrive at estimates of value;
 - f. Perform valuation of the shares or assets of a business under various circumstances;

3. WORKPLACE CULTURE

CLUES ABOUT THE KIND OF WORKPLACE YOU WILL JOIN

One part of the job ad you can look at is the kind of workplace culture you will join. Workplace culture can include the shared ideas about how employees are expected to approach work, what kind of person will fit into the organization's culture and the kinds of values that the workplace culture is based upon.

It is helpful to look for clues about the culture and how it aligns with your own ideas and values about work and how it might differ from what is important to you. Look for clues about how the company values its people, the kinds of norms or attitudes held about work. You can visit the company's website to look for clue about workplace culture and company values – this often is in the "About" section of the website.

For job interviews, it is helpful to be prepared to speak to the way your values and ideas about work align with company culture. It can be a good idea to ask about workplace culture in an interview and ways the company demonstrates how it values its employees.

WORKPLACE CULTURE AND FIT	IN JOB ADS THESE CAN BE CALLED:
<ul style="list-style-type: none"> • What the company values • How the company works • Teams you will join • Expectations of the job candidate to "fit" into the workplace 	<ul style="list-style-type: none"> • Company stance on the value of its people • Opportunities for professional development • Working with team(s). • Company perspective on work

Workplace Culture can include the formal ways that employers approach work (e.g. use an agile or lean management strategies). It can also mean the kind of informal ways that employees relate to and work with each other (e.g. creative, high performing teams or highly collaborative teams). Employers include the things they think are important in job postings. This can provide clues to the culture of a company and the micro-culture of the department where the job posting is located.

In reviewing job ads, look for what the employer says about company values and what the company values about the people who it employs. You are looking for company values and ways of working that fit with your own values and how you approach work. For example: if you like to work in a predictable way, using reliable processes with a lot of attention to quality and accuracy, you may not be a good fit for a company that emphasizes seeking entrepreneurial opportunities, business development and innovation. If you prefer to work with others closely on a team, you may not fit in a company that requires you to work mostly alone in your role.

You may need to research the employer website, annual or other reports to identify how the company expresses its values through its work. Social responsibility or charitable initiatives can also provide you with information on what is important to the company. You can use this information to identify why you are motivated to work for the company. For example, if the company has an annual fund-raising project to support children to participate in local sports teams, you could link your interest (or your children's interest) in a sport and what you like about working for a company that supports this cause. That could look like: "I have played soccer all my life, I really enjoy it and have learned a lot about how to play well on a team to perform well. I really like that your company supports kids to learn soccer and would like to get involved in that if I am hired for the job."

Recruiter's Advice

1. We do look at technical skills and we also are looking for signs that the candidate can take direction, fit in with the team and their motivation, why they want the job. So it can be a shock to internationally educated professionals that the most qualified person doesn't always get the job here in Edmonton. For certain roles, especially the higher level roles, we are looking for the ability to take initiative, political and strategic thinking, leadership, how you can motivate others to work, your attitude toward people and the work. We are hiring people to solve problems and to work well with others so it doesn't matter that much how prestigious your university education was in your country. We need to know you can use your experience and knowledge to solve problems here.
2. Work on your conversational and written English. If you can't articulate on your resume, in a telephone screening call or a job interview what you know, we will hire someone less technically competent who can communicate. People want to work with someone they can relate to. Learn about locally relevant content you can use to relate to during small talk (e.g. hockey, community events, recreational activities, radio or TV).
3. Generally in Canada, we are less formal at work than in many countries. So this means that we don't tend to use words that convey relative status as much. So, for example, calling someone who reported to you a subordinate tends to leave a poor impression. Many recruiters are younger and recruitment is generally considered an entry level position. So they might not understand what you have done in your work experience and may not spend the time to figure out who you worked for or what your experience means. But they will notice how you treat them (like an equal or like a subordinate) and the hiring manager involved may also notice this. For telephone screening calls and for interviews, it is important to relate well to everyone involved. While the hiring manager is more likely to hold the final decision, paying additional or only paying attention to them may create a negative impression on the other people involved in hiring. Everyone will have an opportunity to comment on your performance in the interview. This is one way the less formal culture can work in the Canadian workplace.

Samples from job postings (Finance):

Emphasis on customer service

1. Ensure that each customer receives outstanding customer service by providing a customer friendly environment which includes greeting and acknowledging every customer, maintaining professional standards, having solid product knowledge, etc.
2. Ability to plan and execute in store events that build community, generate sales, and leave lasting impressions on customers
3. Professionally handling and resolving all issues and customer complaints regarding in store and online purchases and experience

Emphasis on business goals, risk management and regulatory requirements

1. Will adhere to Group values, follow business strategy, operational policies, regulatory requirements, and risk management practices.
2. Constant vigilance in identifying and mitigating financial, operational, fraud risks.
3. The role holder will be required to deal with sophisticated financial solutions and varying financial needs and credit risks of client transactions.
4. The role holder will operate within the Bank's risk and operational guidelines and is responsible for ensuring that organizational standards are maintained and that the Banks policies and procedures are adhered in order to mitigate risk.
5. Ability to learn and succeed in a fast-paced environment.

Organizational values

1. We are an equal opportunity employer and values diversity in its workforce. We encourage applications from all qualified individuals and will accommodate applicants' disability-related needs, up to the point of undue hardship, throughout all stages of the recruitment and selection process.
2. Our employees make an impact with their dedication to client service, creativity, and high performance. Whatever your passion is, the opportunities available to you will help you realize your career aspirations. We are committed to building a diverse workforce representative of the communities we serve. We encourage and are pleased to consider all qualified candidates, without regard to ethnicity, colour, religion, sex, sexual orientation, gender identity, aboriginal status, age, disability or persons who may require an accommodation, to apply.

4. WORKPLACE CONTEXT

CONDITIONS OF WORK FOR YOUR JOB

It is important to look at the conditions of work offered in the job, the location(s), the hours of work, the conditions or environment where you will be working. Some positions require travel or flexible work hours. In deciding if this job is for me, look at the conditions of work and decide if they meet your needs or, if applicable, your family's needs. In a job interview, you can ask for more details about the conditions of work and what will be expected of you in the job. For example, are there times of year that it is more likely you will work more than regular work hours and how the company handles compensation for extra time, such as overtime pay, time off. You can review the company's website; if they operate in more than one location, you may want to ask whether you will be expected to travel or whether you may be asked to relocate in the future.

Job ads also can include information about compensation, benefits, and holidays as part of the job. You can ask for more details on compensation during the job interview. You will need to assess if the compensation offered fits what you want. If the compensation is low, you may want to ask how the company provide pay increases, performance bonuses and what you can expect in the future in the job.

WORKPLACE CONTEXT AND WORKING CONDITIONS	IN JOB ADS THESE CAN BE CALLED:
<ul style="list-style-type: none"> • Hours of work • Location(s) • Conditions/ environments • Compensation/ benefits 	<ul style="list-style-type: none"> • Hours of work • Compensation • Benefits • Travel • Physical requirements • Flexible work options

It is important to match the working conditions and the context for working with what you works for you. Assess how the working conditions (e.g. hours of work, location, benefits, etc.) match what you need for yourself and for your family. If details about working conditions are not included, you may want to ask about hours of work, location, whether travel is expected during a telephone screening or the interview.

Working conditions may be requirements (considered part of the job and not negotiable) or they may be occasional events. It is important to think about how you will address expected working conditions (e.g. if a specific Driver's License is required – how could you obtain it). You may also think about any particular needs you have (e.g. benefits package that includes family dental coverage for your child who needs braces). For example if the job includes working at a remote camp, you could ask about the services and facilities available at the camp.

Recruiter's Advice:

1. Research the company to understand the location(s) where they operate and the kind of travel or flexible working conditions that might be expected. Even if travel or other specific working conditions are not included, you can ask about expectations for the role. For example: I see that ABC Company works in Regina, Winnipeg, Edmonton and Calgary – for this role would I expected to travel to different locations? If so, how often?

Samples from job postings:

1. This is a permanent full-time position and is based on seventy-five (75) hours bi-weekly. Flexibility to perform work assignments extending to beyond the standard work week including evenings and weekends may be required from time to time.
2. We offer a compressed work schedule of 72 hours bi-weekly (Monday - Friday, 8:00 – 5:00 with a regular day off every two weeks). \$83,041 - \$101,033 per annum. In addition, we offer a generous and comprehensive flexible benefit package.
3. This is a 2 year opportunity. Final Candidates for this position will be asked to undergo a security screening. This competition may be used to fill future vacancies - potentially vacancies at the same or a lower level.
4. What We Offer
 - a. Comprehensive benefits plan:
 - b. Pension plan:
 - c. Leadership and mentorship programs
 - d. Professional learning and development
 - e. Positive workplace culture and work-life balance
 - f. It is recommended that applicants who have obtained educational credentials from outside of Canada and have not had them previously assessed, obtain an evaluation of their credentials from the International Qualifications Assessment Service (IQAS).
5. We are one of the leading accounting and advisory firms in Canada with our strengths firmly rooted in the communities we serve. Our team serves a highly diverse clientele, which includes owner managed businesses across a wide spectrum of industries.
6. Willing to work outside normal business hours when required
7. Ability to speak other languages is an asset
8. Willingness and ability to travel internationally as required
9. At times, business needs arise and employees are required and agree to work beyond their normal work day or work week to fulfill the accountabilities required for their job. Likewise, people need time to devote to personal matters, and our approach to flexibility provides for this.

You can look in a job ad for the opportunities a company

5. OPPORTUNITIES FOR GROWTH AND ADVANCEMENT

SUPPORTS FOR YOUR PROFESSIONAL LEARNING AND GROWTH AND WAYS TO ADVANCE YOUR CAREER WITHIN THE ORGANIZATION

may provide to advance your career and how this job may lead to a higher level position, to more challenging work and/or to work in areas that support you to learn more about an area of specialization or working in Canada.

Ongoing learning is an expectation for all professionals working in Canada. Look for what opportunities the company provides to continue your professional learning and growth. This could be funding to support courses, opportunities to learn on the job or even support for volunteer opportunities that can build your personal and professional networks and knowledge about the community.

OPPORTUNITIES FOR ADVANCEMENT AND GROWTH	FOUND IN JOB AD:
<ul style="list-style-type: none"> • Opportunities (and expectations) for professional development • Continuous learning • Advancement opportunities • Opportunities for challenging work. 	<ul style="list-style-type: none"> • Support for professional development (often as part of benefits package) • Exposure to diversity of clients to gain experience • Opportunities for challenging or more complex work assignments to gain experience

For most professionals in Canada, there is an expectation either by the employer, their professional association or both to complete ongoing professional learning. That can be on the job or through additional training or education. If you are faced with completing a credentialing process in Canada, look for employers that are open to hiring you and supporting you in that process.

For advancement and promotion, look for companies

that understand that opportunities to work on challenging projects that support you to expand your knowledge and expertise. In some sectors and for some employers, job postings may identify how the position is part of career advancement. For example for Research positions, academic roles are often identified as tenure track. Look for opportunities for increased challenge, complexity and responsibility in the role. This could relate to increased complexity of technical or project work, to taking on more mentorship and supervising of people or to holding more accountability for specific tasks or business functions in the company.

Recruiter's Advice:

1. Recruiters are interested in knowing why you want to work for the company and why you want the job you are applying for. It is a good idea to identify the tasks or responsibilities that you see an opportunity to learn and challenge yourself as well as the opportunities to additional training or professional development. You can highlight in your resume and cover letter, the kinds of professional learning you have already completed either in terms of formal training (e.g. AutoCAD software training) or learning from on-the-job experience (e.g. learning how to apply a business process to a new context or situation).
2. Assess if the company provides support for training and professional learning and any parts of the described duties where you might need and/or would be interested in additional training. A recruiter will be more interested to hear your assessment of your skills and your interest in building on them rather than to just identify that you have skills. For example, "I have project management experience with shorter projects (under 12 months/under \$1million) so I am looking to expand my experience with a longer-term, more challenging project. I am willing to take specialized project management courses on budgeting to set me up to run more expensive projects."

Samples from job postings:

1. Advancement opportunities were not typically identified in position ads.
2. Advancement from professional/specialist positions to leadership/manager/director roles is typically a combination of work experience and areas of expertise.
3. You will work with national and global organizations, adding value and gaining valuable on-the-job experience.
4. Access to internal and external career development programs. Financial support for personal development.

6. RESOURCES

SECTOR SPECIFIC RESOURCES
INCLUDING EMPLOYERS,
EDUCATIONAL OPTIONS,
PROFESSIONAL ASSOCIATIONS,
NETWORKS

In this section you will learn more about the Financial Sector in Canada. You can use this section to learn more about employers and organizations that play a role in the sciences sector in Canada. These resources can help you to target your job search and support your knowledge of the sector for networking and job interviews.

1. **Financial Sector Overview**
2. **Education**
3. **Employers**
4. **Job Finding Resources**
5. **Accounting in Canada**
6. **Banks and Credit Unions in Canada**
7. **Insurance in Canada**
8. **Investing in Canada**
9. **Regulations for Finance in Canada**
10. **Risk Management in Canada**

1. FINANCE SECTOR OVERVIEW

Financial Executives International Canada (FEI)

FEI Canada is the all industry professional membership association for senior financial executives. With eleven chapters across Canada and 1500 members, FEI Canada provides professional development, thought leadership and advocacy services to its members.

 [WEB URL](#)

Toronto Financial Services Alliance

CCTT maintains the National Technology Benchmarks that guide provincial associations who issue professional credentials for designations including PTech (Professional Technologist), CET (Certified Engineering Technologist); AScT (Applied Science Technologist); CTech (Certified Technician); and TP (technologue professionnel). The site also includes a list of career profiles.

 [WEB URL](#)

In Demand Careers in Financial Services

 [WEB URL](#)

2. EDUCATION

MacEwan University School of Business

University of Alberta Faculty of Engineering

 [WEB URL](#)

Mount Royal University (Calgary)

Accounting Program

 [WEB URL](#)

Finance Program

 [WEB URL](#)

NAIT JR Shaw School of Business (Edmonton)

Programs

 [WEB URL](#)

SAIT (Calgary)

Courses and Certificates

 [WEB URL](#)

University of Alberta – Alberta School of Business (Edmonton)


Programs

Overview of programs including Bachelor of Commerce, MBA, Executive MBA, Master of Accounting, Master of Financial Management, PhD and Executive Education

 [WEB URL](#)

3. EMPLOYERS

Deloitte

 [WEB URL](#) *Careers (Finance, Accounting/Audit, Risk Management)*

Desjardins (Insurance)

 [WEB URL](#) *Careers*

Honeywell

 [WEB URL](#) *Careers*

KPMG

 [WEB URL](#) *Careers*

4. JOB FINDING RESOURCES

Adzuna

Job finding site searches Workopolis, Monster, Jobilico, Career Building and Canada Job Bank

 [WEB URL](#)

Alberta Learning Information Services Wage and Salary Information in Alberta

 [WEB URL](#)

CIMA

 [WEB URL Careers](#)

Civic Jobs

Online job finding site for municipalities.

 [WEB URL](#)

Directions for Immigrants in Trades and Professional Careers

Website with information on entering your trade or profession (Calgary)

 [WEB URL](#)

E.g. Search "Engineer" on website to find information about licensing bodies, registration requirements, English language proficiency tests and information resources.

ELUTA

Job Search site.

 [WEB URL](#)

EXP

 [WEB URL Careers](#)

Glassdoor

Job finding site

 [WEB URL](#)

Government of Canada Job Bank

An online portal for jobs in the federal government.

 [WEB URL](#)

Ian Martin

Job finding site for engineering, technical and IT professionals

 [WEB URL](#)

Immigrant Access Fund

Immigrant Access Fund Canada supports immigrants, including refugees, who arrive in our country equipped with excellent professional skills and knowledge but face barriers to employment. IAF provides micro loans of up to \$10,000 to internationally trained immigrants so they can obtain the Canadian licensing or training they need to work in their field.

 [WEB URL](#)

Indeed

Job finding website

 [WEB URL](#)

Jacobs

Job finding site for technical professional and construction services.

 [WEB URL](#)

Living in Canada

Website that compares salaries for jobs across Canada.

 [WEB URL](#)

McElhanney

 [WEB URL Careers](#)

Municipal World

Online job board for municipalities across Canada

 [WEB URL Careers](#)

Neuvoo

Online job searching site

 [WEB URL](#)

Parsons

 [WEB URL Careers](#)

PayScale

A site to look up salary information for careers in Canada.

 [WEB URL](#)

Pembina

 [WEB URL Careers](#)

REACHIRE (Alberta Non-Profit Career Centre)

An online job portal for the Alberta non-profit sector.

 [WEB URL](#)

Scheffer Andrew Ltd

 [WEB URL Careers](#)

SimplyHired

Online Job Search Site

 [WEB URL](#)

Tetra Tech EBA

 [WEB URL Careers](#)

Work Cabin

Entry level to senior level career-track eco jobs & eco internships.

 [WEB URL](#)

WOWjobs

An online job board.

 [WEB URL](#)

5. ACCOUNTING IN CANADA

Chartered Professional Accountants Alberta

CPA Alberta is the professional organization representing more than 28,000 CPAs across the province. Requirements to earn the CPA designation, professional development and information about professional practice in Canada..

 [WEB URL](#)

 [WEB URL](#) *CPA Alberta Job Board*

6. BANKS AND CREDIT UNIONS IN CANADA

Canadian Banking Association

CBA provides an overview of the banking industry in Canada.

 [WEB URL](#)

 [WEB URL](#) *Current career opportunities*

Canadian Credit Union Association

CCUA is the national credit union trade association working on behalf of members on advocacy and government relations, national regulatory and network compliance, professional development and education of credit union employees and board members and national awareness building. An overview of credit unions in Canada and the regulatory environment for credit unions.

 [WEB URL](#)

 [WEB URL](#) *Careers*

Canadian Finance & Leasing Association

The Canadian Finance & Leasing Association represents the interests of the asset-based finance industry in Canada. Asset-based financing is offered by banks, credit unions, insurance companies, government financial institutions, manufacturer finance companies, independent finance companies and by vendors.

 [WEB URL](#)

Credit Institute of Canada

CIC governs the Certified Credit Professional designation, provides certification programs, continuing education training and knowledge resources related to professional practice.

 [WEB URL](#)

 [WEB URL](#) *Find a Job*

(Note: to apply, you need to be a member of the CIC)

Mortgage Professionals Canada

Mortgage Professionals Canada is Canada's national mortgage broker industry association. MPC provides leadership, advocacy, education and information to promote mortgage industry standards and conduct, deliver training for mortgage professionals and provide relevant information to members and mortgage consumers.

 [WEB URL](#)

Registered Deposit Brokers Association

RDBA is Canada's professional standards association for the Canadian Deposit Brokers Industry. RDBA provides education, offers designations through courses approved by Advocis and administers a national registry and referral service for clients and financial institutions seeking Deposit Brokers.

 [WEB URL](#)

Banks (Canada)

Alberta Treasury Branch

 [WEB URL](#)

 [WEB URL](#) *Careers*

Bank of Montreal

 [WEB URL](#)

 [WEB URL](#) *Careers*

BDO Canada

 [WEB URL](#) *Careers*

CIBC

 [WEB URL](#)

 [WEB URL](#) *Careers*

Canadian Western Bank

 [WEB URL](#)

 [WEB URL](#) *Careers*

Citibank (Citi Group)

 [WEB URL](#) *Careers*

HSBC

 [WEB URL](#)

 [WEB URL](#) *Careers*

Manulife Bank of Canada

 [WEB URL](#)

 [WEB URL](#) *Careers*

National Bank of Canada

 [WEB URL](#)


 [WEB URL](#) *Careers*

 [WEB URL](#) *Financial Careers*

Royal Bank of Canada

 [WEB URL](#)

 [WEB URL](#) *Careers*

 [WEB URL](#) *Newcomers to Canada Career Supports*

Scotiabank

 [WEB URL](#)

 [WEB URL](#) *Careers*

Tangerine Bank (Formerly ING Bank of Canada)

 [WEB URL](#) *Careers*

TD Toronto Dominion

 [WEB URL](#)

 [WEB URL](#) *Careers*

Credit Unions (Edmonton)

Christian Credit Union

 [WEB URL](#)

 [WEB URL](#) *Careers*

River City Credit Union

 [WEB URL](#)

 [WEB URL](#) *Careers*

Servus Credit Union

 [WEB URL](#)

 [WEB URL](#) *Careers*

7. INSURANCE IN CANADA

Canadian Association of Direct Relationship Insurers (CADRI)

CADRI represents insurance companies that offer automobile, home and commercial insurance products directly to Canadians. An overview of the direct to consumer insurance industry in Canada.

 [WEB URL](#)

Canadian Association of Financial Institutions in Insurance

CAFII is a not-for-profit association dedicated to the development of an open and flexible insurance marketplace. CAFII members are involved in all major lines of the insurance business. CAFII works with government and regulators to develop a legislative and regulatory framework for the insurance sector that helps Canadian consumers get the insurance products that suit their needs.

 [WEB URL](#)

Canadian Life and Health Insurance Association

CLHIA is a voluntary non-profit association with member companies accounting for 99 percent of Canada's life and health insurance business. CLHIA provides an overview of the life and health insurance industry, policies and publications.

 [WEB URL](#)

 [WEB URL](#) *Careers*

Insurance Bureau of Canada (Alberta)

IBC is the national trade association for the companies that insure the homes, cars and businesses of Canadians. Most Canadian-licensed private home, care and business insurers are members of the IBC.

 [WEB URL](#)

 [WEB URL](#) *Overview of Canadian Insurance Industry*

Insurance Canada.ca Inc

Insurance-Canada.ca provides consumers and insurance professionals with independent and impartial information about technology and the business of insurance in Canada.

 [WEB URL](#)

8. INVESTING IN CANADA

Advocis (The Financial Advisors Association of Canada)

Advocis is the association of choice for financial advisors and planners. With more than 12,000 members in 40 chapters across the country, Advocis is the definitive voice of the profession, advocating for professionalism and consumer protection.

 [WEB URL](#)

Alternative Investment Management Association

AIMA provides leadership to the alternative investment industry. AIMA advocates globally for the alternative investment industry, communicates with regulatory, fiscal and government authorities, and media outlets and educates members on industry best practices.

 [WEB URL](#)

Association of Canadian Pension Management (ACPM)

Advocis is the association of choice for financial advisors and planners. With more than 12,000 members in 40 chapters across the country, Advocis is the definitive voice of the profession, advocating for professionalism and consumer protection.

 [WEB URL](#)

 [WEB URL](#) *Careers*

Canadian Capital Markets Association


The CCMA is a national, federally incorporated, not-for-profit organization launched in 1999 to identify, analyze and recommend ways to meet the challenges and opportunities facing Canadian and international capital markets.

 [WEB URL](#)

Canadian Institute of Financial Planners

CIFP is a non-profit association for Certified Financial Planner professionals. Membership is open to all Canadian CFP professionals, Registered Retirement Consultants who have completed their pre-CFP certification education requirements.

 [WEB URL](#)

 [WEB URL](#) *Finance Regulatory Map of Canada*

Canadian Investor Relations Institute

CIRI is a professional, not-for-profit association of executives responsible for communication between public corporations, investors and the financial community. With four Chapters and over 550 members across Canada, CIRI is the world's second largest society of investor relations professionals. Access to Alberta Chapter, certification, education and resources.

 [WEB URL](#)

Canadian Securities Institute

CSI is a provider of the Canadian Securities Course (requirement to perform securities and mutual fund transactions).

 [WEB URL](#)

 [WEB URL](#) *Careers*

Financial Planning Standards Council

The Financial Planning Standards Councils upholds professional certification standards for Certified Financial Planner and providing continuing education and resources to Financial Planners in Canada..

 [WEB URL](#)

 [WEB URL](#) *Careers*

IFSE

IFSE is the educational arm of the Investment Funds Institute of Canada (IFIC). IFSE provides online learning opportunities for financial services professionals.

 [WEB URL](#)

 [WEB URL](#) *Careers*

Members can post their resume and apply for jobs.

Independent Financial Brokers

IFG is a not-for-profit association representing independent insurance, mutual fund and other financial service professionals. IFB members are able to sell the products and services of two or more companies. IFB provides members with continuing education opportunities and knowledge resources to stay current with changes and developments in the industry.

 [WEB URL](#)

Investment Industry Association of Canada (IIAC)

IIAC is the national association representing the position of 131 IIROC-regulated Dealer Member firms on securities regulation, public policy and industry issues. These members are the key intermediaries in Canadian capital markets, accounting for the vast majority of financial advisory services, securities trading and underwriting in public and private markets for governments and corporations. Provides an overview of Canada's investment industry.

 [WEB URL](#)

Pension Investment Association of Canada

PIAC promotes investment standards and practices, knowledge sharing on best practices and advocacy on government policies and legislation. A source of recent legislation and industry changes that affect pension plan management.

 [WEB URL](#)

9. REGULATIONS FOR FINANCE IN CANADA

Alberta Securities Commission

ASC is the regulatory agency responsible for administering the province's securities law. It is entrusted to foster a fair and efficient capital market in Alberta and to protect investors.

 [WEB URL](#)

 [WEB URL](#) *Careers*

10. RISK MANAGEMENT IN CANADA

Canadian Association of Insolvency & Restructuring Professionals (CAIRP)

CAIRP set standards of professional practice for Insolvency professionals, provides certification and continuing education.

 [WEB URL](#)

Canadian Independent Adjusters' Association (CIAA)

CIAA provides leadership for Canada's Independent Insurance Adjusters by setting standards for professional and ethical claims handling, advancing expertise through continuing professional development, and managing professional designations for independent loss adjusters.

 [WEB URL](#)

 [WEB URL](#) *Careers*

Canadian Institute of Chartered Business Valuators

The Canadian Institute of Chartered Business Valuators governs the professional practice standards and ethics for Chartered Business Valuators. The Chartered Business Valuator designation is the credential for professional business valuers and litigation support advisors in Canada.

 [WEB URL](#)

7. FINAL WORDS

It is difficult to give advice that will support you to successfully find a career job with every employer you approach. Learning about what employers are looking for, what they expect and how to communicate your expertise, skills and educational background effectively to employers is part of a longer term process to keep learning about your profession, your sector and how it is practiced here in Canada. It is important to use each application, each interaction with an employer as a learning experience. Challenge yourself to ask for feedback from recruiters, hiring managers, people you meet in your professional network and your career mentor – each person will have a piece of the whole picture to share with you.

Professionals in Canada in every sector are expected to continue to learn and build their professional knowledge and skills, including communication and soft skills. There is an expectation that professionals will be able to adapt to new conditions, new challenges in their work and to provide work that can be understood by their clients and co-workers. Critically thinking about the jobs you are applying for, what you bring, the gaps you may need to fill with additional training or education and what employers are looking for is a skill that will serve you well in your career in Canada

**SECTOR JOB
WAYFINDER
SCIENCE**



IS THIS JOB FOR ME?

HAS THIS HAPPENED TO YOU?

I have applied to over 70 job ads. Sometimes it is easy to tell which ad to apply for. But I just usually send my resume to a lot of them, hoping they will call back for an interview. I think I am qualified for a lot of jobs but I don't get called. What do I need to do to get a job? (Newcomer Professional)

You want a job. You bring your qualifications, your expertise and experience and a range of skills. How do you decide which job postings match what you bring?

This guide will support you to critically read a Job Posting, the clues that help you understand the qualifications and skills you must have, and the expertise and skills that will make you a preferred candidate. We will also look at the clues about workplace culture, the context for and conditions of work and the opportunities for professional growth and career advancement. You need to assess how closely a position is a fit for you, a match for the strengths and abilities you bring and for what you need from a job so you can decide whether to apply (or not).

When you are looking for work, it can feel that it is important to get a job, any job. In reviewing job postings, it is helpful to critically read the job described for what the position and the organization offers, what they are looking for in a job candidate and to assess how closely the position is a fit for you, for the strengths you bring and for what you need from a job. In building this stage of your career in Canada, you may want to look both at the immediate job opportunity and how this job could strategically support you to build your career in Canada.

Visit the following tools:

1. **Job Candidate Requirements**
Your Qualifications, Experience, Certifications
2. **The Job Requirements**
What you will be responsible and accountable for in the job
3. **Workplace Culture**
Clues about the kind of workplace you will join
4. **Workplace Context**
Conditions of work for your job
5. **Opportunities for Growth and Advancement**
Supports for your professional learning and growth and ways to advance your career within the organization
6. **Resources**
Sector specific resources including employers, educational options, professional associations, networks
7. **Final Words**

In reviewing job postings, it is helpful to critically read the job described for what the position and the organization offers, what they are looking for in a job candidate and to assess how closely the position is a fit for you, for the strengths you bring and for what you need from a job.

This resource is made possible with support by the Government of Alberta.



1. JOB CANDIDATE REQUIREMENTS

YOUR QUALIFICATIONS,
EXPERIENCE, CERTIFICATIONS

Job ads can vary in how they describe requirements. You might see required, preferred or desired skills listed in job ads. Generally, required skills are ones that employers want to see candidates have. Candidates with most or all of the required skills listed are more likely to be selected for interviews than candidates who only have some of the required skills listed.

Preferred skills are skills employers are looking for in addition to required skills. Employers may be willing to interview candidates with some of the preferred skills listed or candidates who are interested in further learning to acquire preferred skills listed.

Desired skills are skills employers want from their ideal job candidate. Desired skills could reflect specialist skills, or skills that they do not believe are likely to be found with candidate who have required and preferred skills. Employers may be willing to interview candidates with 1 or more desired skills or candidates who are interested in further learning to acquire desired skills listed.

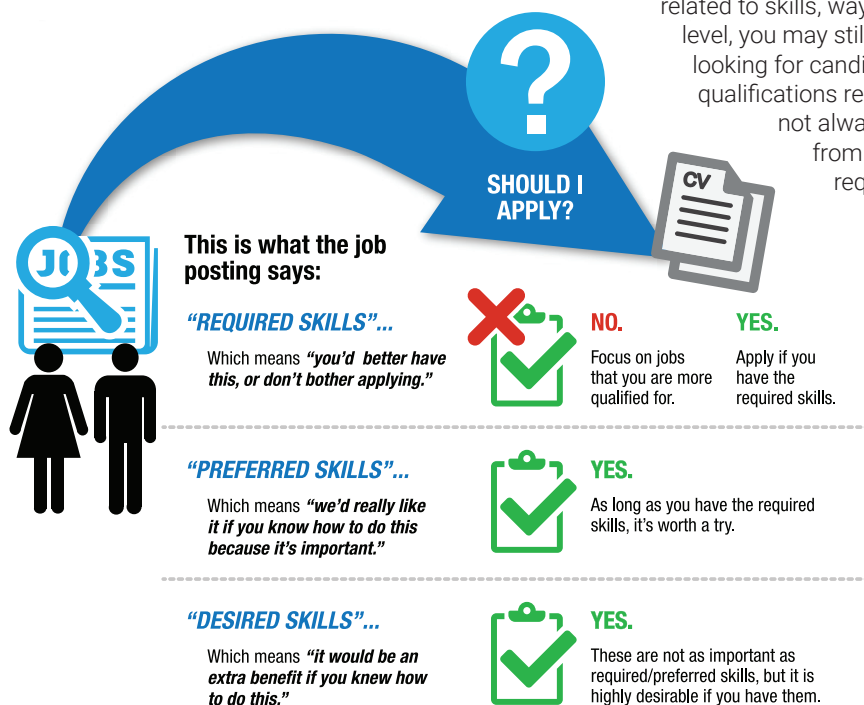
REQUIREMENTS	IN JOB ADS THESE CAN BE CALLED:
Qualifications, Certifications, Experience, Ways of working	<ul style="list-style-type: none"> • Requirements • Educational requirements • Minimum Qualifications • Individuals will possess most or all of the following: Minimum Requirements and Preferred Qualifications (for ideal job candidate)

For professional and/or technical positions, specific designations are likely required. You may apply if your designation is a known equivalent for the Canadian one or if you are in the process of obtaining your designation here in Canada. You may ask your mentor or a network contact to clarify how different specializations, designations or certifications are viewed in Canada.

Look for matches for specific software, business processes. You may be considered if you are a proficient user of a similar software program or business process and can demonstrate your ability to learn new programs.

Look for matches in the years of experience required. If you are close (1 or 2 years), it may be worth applying – you will have to demonstrate how you can perform the skills needed to get the job done.

Without the required professional designation, certification, and years of experience - you will not be considered for the job. It is helpful to match each requirement listed with your resume. Computer screening of resumes will eliminate any resumes that do not include job requirements. If you find you are missing 1 or 2 qualifications, especially related to skills, ways of working, experience level, you may still apply. Employers are looking for candidates who match all qualifications requested; however, they do not always receive applications from candidates with all the requirements they post.



If a job posting is asking for 5 to 10 years of experience, you will not be considered for the job if you have only 1 or 2 years. Employers are looking for a person who has applied their knowledge and skills in different contexts or clients. In Canada, employees are valued both for their formal education and qualifications and for the earned knowledge and ability to apply what they know to new situations.

When an employer names a specific software, they will first consider people who are skilled users of the software. Some employers may be willing to train you on required software, especially if you can demonstrate skill with a similar software.

Think critically about your profession. Identify what areas of practice might have skills that can be transferable to more than one position and what areas of practice require specialization and work experience. For example: A Financial Reporting Manager working in public practice is not a fit for someone who only has experience working inside of a private company. While Project Management has many generic duties and tasks, you may not be able to transfer your expertise to some technical knowledge areas.

Recruiter's Advice:

1. Do not apply to every job an employer posts. Recruiters are flooded with resumes that are not relevant to the job. You may get "blacklisted", flagged by an employer as someone who is not a serious job seeker. Choose the job postings you apply to and change your resume for each job posting to highlight the qualifications and experience you bring that are most important for the job posting.
2. Do apply for a job if you have most of the requirements listed, even if you are missing 1 or 2. Job descriptions often include everything we are looking for and we know that usually there is no person who can do all of it. Then we can see that the candidate will have some challenge and some room to grow in the job. Some employers may be willing to provide training. Larger employers may have another position, or may keep your application for a future position that is a better fit for your qualifications or years of experience. Employers often keep and review the resumes they have to fill positions before advertising. If you don't apply, you won't be considered now or in the future. Recruiters will also follow up on referrals for possible job candidates from other recruiters or people in their network – this is why networking is important – to meet people and let them know what you can do so more people know about you and your expertise.
3. Accept that you may need to apply to several job postings in order to get even one interview. This is also true for Canadian born professionals. While applying to several jobs, it is still important to cater their resume to

each job. When a recruiter receives a resume with the wrong title for the job, it tells them you are not a serious job seeker. When your resume or cover letter looks like you copy and pasted from the job ad, this may help you get through the computer screening of the resume, but it says to a recruiter that you are not a serious job seeker.

4. Include on your resume that you are legally eligible to work in Canada (e.g. permanent resident, Canadian citizen, etc.). Initial screening of resumes happens very quickly – including this on your resume helps recruiters know they can hire you and may prevent them from putting your resume in the "no" pile without checking on your eligibility to work.
5. Keep a copy of each job posting you apply to. Recruiters are impressed by candidates who show up to the interview with a copy of the job posting, copies of their resume, a list of questions about the company and/or the job. This tells them that you have done your research and are motivated to work for their company. When a candidate is not prepared or is surprised by the job title and description in the interview, this tells the recruiter the candidate is not very motivated to work for their company.

Here are some samples taken from real job postings in Edmonton that show how requirements and preferred or desired qualifications are described in job ads.

1. Demonstrated commitment to client focused services and teamwork.
2. Minimum two years post graduate in a certified clinical chemistry program.
3. The qualified applicant must be Certified (or eligible for certification) in Clinical Chemistry by the Canadian Academy of Clinical Biochemistry or equivalent.
4. Candidates must hold a PhD. In Chemistry or a closely related field plus directly related work experience.
5. University degree in fish or aquatic biology with a minimum of 5 years' experience in conducting and managing aquatic studies.
6. Willingness to travel; upwards to 80% travel is a requirement.
7. Ability to comprehend and work with diverse regulatory, scientific and technical issues.
8. Proficiency in English at a technical and business level is a requirement.
9. Proven field work in at least two of terrestrial, avian, aquatic and wetland assessment with exposure in others.
10. Physically able to meet the demands of fieldwork in all types of weather conditions.

11. Excellent technical writing, communication and project management skills.
12. Class Five (5) driver's licence is required; incumbent may be required to operate a municipal vehicle for business use.

Preferred/Desired Qualifications:

1. Related Master's degree is required and a related PhD is considered an asset.
2. Minimum two years of hands on experience in a laboratory environment, including instrumentation; (requirement) - petroleum experience preferred.
3. Comprehensive understanding of Alberta's environmental regulatory regime.
4. Experience working on upstream or downstream oil & gas sites would be considered an asset.
5. Previous consulting work experience.
6. LEED or other related certification is an asset.

2. THE JOB REQUIREMENTS

WHAT YOU WILL BE RESPONSIBLE AND ACCOUNTABLE FOR IN THE JOB

Another part of the job ad that you can look at critically are the tasks, results and organizational processes you will be responsible for in the job. This could include what you are responsible for, what you will be accountable for, who you report to, who will report to you and the regulations or guidelines you will need to follow to be accountable in your role. There are Canadian or province specific regulations that you will need to be familiar with as a science professional.

Learning professional language related to this part of your profession is important for you. In interviews, recruiters and hiring managers will judge your professional knowledge based on your ability to use the right terms.

It is helpful for interviews to be able to connect your experience to how you are ready to take on the responsibilities and accountabilities for the job. To decide if this job is for me, it is helpful to go through each responsibility and accountability listed in the ad and connect it to your past professional experience.

JOB RESPONSIBILITIES	IN JOB ADS THESE CAN BE CALLED:
<p>What you will be responsible for in this job.</p> <ul style="list-style-type: none"> • business, regulatory processes, products, deliverables; <p>Who you will be responsible to (both who you report to; who will depend on your work).</p> <ul style="list-style-type: none"> • clients, other departments, etc. 	<ul style="list-style-type: none"> • Responsibilities • Accountabilities • Direct reports – reporting to....Manager • Guidelines, regulations

Once you have matched your qualifications with job requirements, it is important to review the job responsibilities to identify the kinds of tasks you will be completing in the job. It is important to ensure that if you claim knowledge, skill and experience with the task on your resume, that you can speak to and, if asked, demonstrate your knowledge in the job interview. E.g. In accounting, knowledge of GAP – General Accounting Principles is assumed.

In assessing a match of your own skills and experience, it is helpful to identify both the tasks you have done in prior work. If you decide to apply, it is helpful to prepare brief descriptions of the kind of tasks you have completed, how your experience will help the employer and the strengths (e.g. skills, earned knowledge, attitudes) you bring to the posted job responsibilities.

It is a good idea to identify the kinds of accountabilities you will be take on in the posted job, who you will be accountable with (e.g. team mates, a Manager or Director, Vice-President) and what guidelines or regulations you may be required to follow to fulfill what you are accountable for in the job. You can then identify and prepare from your prior work experience the kinds of things you were accountable for, the kinds of people you upheld accountabilities with (e.g. team, Director) and 1 or 2 examples of how you met accountabilities in your prior work. This kind of preparation can help you to decide if you want to apply; it will also help you prepare for the job interview.

Recruiters Advice:

1. Learn appropriate jargon, acronyms and professional language. For example, if working in Finance – important to know basic terms such as GST, GAP. In telephone screening calls or job interviews, you are likely to get asked questions to test your professional knowledge. If you are unable to respond accurately and well, you will not be considered for the job. A recruiter wants to recommend good quality job candidates to hiring managers. When you make spelling errors or use language incorrectly, it makes it difficult to put his or her reputation on the line to recommend you, even if you have the qualifications and technical knowledge required in the job.
2. It is also helpful to provide context to explain your professional experience on your resume. (e.g. I worked for ABC company, a large Nigerian engineering company with 10,000 employees and over \$2B in revenue – rather than I worked for ABC company, Nigeria. I supervised a team of 100 over 2 years for a highway construction project – rather than I worked as a supervisor).
3. Recruiters want to know why you are motivated to apply to the company and why you want to work at the job. It is good to identify in your resume or cover letter the kind of work and the kind of challenges/responsibilities you are seeking in a job. If you are applying for an entry level job (e.g. a job requiring 2+ years of experience), include

reasons why seeking the job (e.g. I have relocated to Canada, looking to get established, interested in your company because of kind of work opportunities).

4. Ask recruiters during telephone screening calls or calls to who you will be reporting to in the job and whether they will be present at the job interview. Research this person on LinkedIn or on the company website. Find out if they hold roles in professional associations, whether they have spoken or written professionally. Know your audience.

Samples from job postings:

1. Manage projects from proposal to final reports, on time and on budget;
2. Design and implement project/study work plans with a focus on terrestrial, avian, wetland and aquatic habitats;
3. Analyze, evaluate and interpret data while providing results within the scope and objective(s) of the specific project;
4. Prepare and/or provide senior review of technical reports, field work plans and associated documents from peers and junior staff;
5. Interact with clients and regulatory agencies;
6. Act as a mentor to junior staff, including on-site training and technical resource provisions;
7. Assist in market development and department growth through positive interaction with our client base;
8. Interact with public and private groups, First Nations and other government agencies.
9. Analyze and evaluate information/data and provide recommendations on environmental enhancements and restoration of aquatic habitats.

3. WORKPLACE CULTURE

CLUES ABOUT THE KIND OF
WORKPLACE YOU WILL JOIN

One part of the job ad you can look at is the kind of workplace culture you will join. Workplace culture can include the shared ideas about how employees are expected to approach work, what kind of person will fit into the organization's culture and the kinds of values that the workplace culture is based upon.

It is helpful to look for clues about the culture and how it aligns with your own ideas and values about work and how it might differ from what is important to you. Look for clues about how the company values its people, the kinds of norms or attitudes held about work. You can visit the company's website to look for clue about workplace culture and company values – this often is in the "About" section of the website.

For job interviews, it is helpful to be prepared to speak to the way your values and ideas about work align with company culture. It can be a good idea to ask about workplace culture in an interview and ways the company demonstrates how it values its employees.

WORKPLACE CULTURE AND FIT	IN JOB ADS THESE CAN BE CALLED:
<ul style="list-style-type: none"> • What the company values • How the company works • Teams you will join • Expectations of the job candidate to "fit" into the workplace 	<ul style="list-style-type: none"> • Company stance on the value of its people • Opportunities for professional development • Working with team(s). • Company perspective on work

Workplace Culture can include the formal ways that employers approach work (e.g. use an agile or lean management strategies). It can also mean the kind of informal ways that employees relate to and work with each other (e.g. creative, high performing teams or highly collaborative teams). Employers include the things they think are important in job postings. This can provide clues to the culture of a company and the micro-culture of the department where the job posting is located.

In reviewing job ads, look for what the employer says about company values and what the company values about the people who it employs. You are looking for company values and ways of working that fit with your own values and how you approach work. For example: if you like to work in a predictable way, using reliable processes with a lot of attention to quality and accuracy, you may not be a good fit for a company that emphasizes seeking entrepreneurial opportunities, business development and innovation. If you prefer to work with others closely on a team, you may not fit in a company that requires you to work mostly alone in your role.

You may need to research the employer website, annual or other reports to identify how the company expresses its values through its work. Social responsibility or charitable initiatives can also provide you with information on what is important to the company. You can use this information to identify why you are motivated to work for the company. For example, if the company has an annual fund-raising project to support children to participate in local sports teams, you could link your interest (or your children's interest) in a sport and what you like about working for a company that supports this cause. That could look like: "I have played soccer all my life, I really enjoy it and have learned a lot about how to play well on a team to perform well. I really like that your company supports kids to learn soccer and would like to get involved in that if I am hired for the job."

Recruiter's Advice

1. We do look at technical skills and we also are looking for signs that the candidate can take direction, fit in with the team and their motivation, why they want the job. So it can be a shock to internationally educated professionals that the most qualified person doesn't always get the job here in Edmonton. For certain roles, especially the higher level roles, we are looking for the ability to take initiative, political and strategic thinking, leadership, how you can motivate others to work, your attitude toward people and the work. We are hiring people to solve problems and to work well with others so it doesn't matter that much how prestigious your university education was in your country. We need to know you can use your experience and knowledge to solve problems here.
2. Work on your conversational and written English. If you can't articulate on your resume, in a telephone screening call or a job interview what you know, we will hire someone less technically competent who can communicate. People want to work with someone they can relate to. Learn about locally relevant content you can use to relate to during small talk (e.g. hockey, community events, recreational activities, radio or tv).
3. Generally in Canada, we are less formal at work than in many countries. So this means that we don't tend to use words that convey relative status as much. So, for example, calling someone who reported to you a subordinate tends to leave a poor impression. Many recruiters are younger and recruitment is generally

considered an entry level position. So they might not understand what you have done in your work experience and may not spend the time to figure out who you worked for or what your experience means. But they will notice how you treat them (like an equal or like a subordinate) and the hiring manager involved may also notice this. For telephone screening calls and for interviews, it is important to relate well to everyone involved. While the hiring manager is more likely to hold the final decision, paying additional or only paying attention to them may create a negative impression on the other people involved in hiring. Everyone will have an opportunity to comment on your performance in the interview. This is one way the less formal culture can work in the Canadian workplace.

Samples from job postings:

Entrepreneurial focus in growing company

We are a rapidly growing full service consulting firm that is dedicated to responding to the changing needs of our clients. We are committed to providing solutions driven environmental services to assist clients in planning, managing and conducting their projects. Our growing organization is seeking like-minded individuals to join our multi-disciplinary team.

Commitment to teaching in field

1. A commitment to relevance and excellence in all aspects of undergraduate chemistry teaching
2. Potential research areas include collaborating with faculty in research chemical education, research in a field of study in teaching, teaching support, or an area that supports student development
3. Advance curricular innovation and ensure appropriate planning and coordination of laboratory and lecture components for the undergraduate general chemistry curriculum in consultation with faculty

Collaboration

1. Work collaboratively with other Environmental Advisors on the Project team
2. Work collaboratively with Operations group to address operating concerns in project applications
3. Liaise with Shared Services – Environment Group for common strategies and functional support
4. Candidate is required to have ability to communicate to a wide variety of people including employees, senior management, regulatory agencies, the public, and construction contractor and Strong interpersonal and communication skills; Ability to work independently and within a multidisciplinary team; Ability to coordinate and manage multi-disciplinary activities requiring the use of environmental consultants or contractors

4. WORKPLACE CONTEXT

CONDITIONS OF WORK FOR YOUR JOB

It is important to look at the conditions of work offered in the job, the location(s), the hours of work, the conditions or environment where you will be working. Some positions require travel or flexible work hours. In deciding if this Job is for me, look at the conditions of work and decide if they meet your needs or, if applicable, your family's needs. In a job interview, you can ask for more details about the conditions of work and what will be expected of you in the job. For example, are there times of year that it is more likely you will work more than regular work hours and how the company handles compensation for extra time, such as overtime pay, time off. You can review the company's website; if they operate in more than one location, you may want to ask whether you will be expected to travel or whether you may be asked to relocate in the future.

Job ads also can include information about compensation, benefits, and holidays as part of the job. You can ask for more details on compensation during the job interview. You will need to assess if the compensation offered fits what you want. If the compensation is low, you may want to ask how the company provide pay increases, performance bonuses and what you can expect in the future in the job.

WORKPLACE CONTEXT AND WORKING CONDITIONS	IN JOB ADS THESE CAN BE CALLED:
<ul style="list-style-type: none"> • Hours of work • Location(s) • Conditions/ environments • Compensation/ benefits 	<ul style="list-style-type: none"> • Hours of work • Compensation • Benefits • Travel • Physical requirements • Flexible work options

It is important to match the working conditions and the context for working with what you works for you. Assess how the working conditions (e.g. hours of work, location, benefits, etc.) match what you need for yourself and for your family. If details about working conditions are not included, you may want to ask about hours of work, location, whether travel is expected during a telephone screening or the interview.

Working conditions may be requirements (considered part of the job and not negotiable) or they may be occasional events. It is important to think about how you will address expected working conditions (e.g. if a specific Driver's License is required – how could you obtain it). You may also think about any particular needs you have (e.g. benefits package that includes family dental coverage for your child who needs braces). For example if the job includes working at a remote camp, you could ask about the services and facilities available at the camp.

Recruiter's Advice:

1. Research the company to understand the location(s) where they operate and the kind of travel or flexible working conditions that might be expected. Even if travel or other specific working conditions are not included, you can ask about expectations for the role. For example: *I see that ABC Company works in Regina, Winnipeg, Edmonton and Calgary – for this role would I be expected to travel to different locations? If so, how often?*

Samples from job postings:

1. Positions will be camp-based at a Northern Alberta facility
 - These positions are site positions working in a camp environment
 - Camp accommodations will be provided
 - Travel to and from site will be provided to major hubs – Edmonton or Calgary
 - Shifts are 12 hours long day and night; Statutory Holidays are Working Days
 - Rotating schedule – 1 week in camp and 1 week out
2. \$2,975.50 to \$3,850.62 bi-weekly (\$77,660 to \$100,501 annually)

This position may be used to fill future vacancies across the Government of Alberta, at equal or lower classification and salary. This is a one-year temporary employment opportunity. This position may be used to fill future vacancies across the Government of Alberta, at equal or lower classification and salary.
3. What We Offer
 - Comprehensive benefits plan:
 - Pension plan:
 - Health Spending Account:
 - Leadership and mentorship programs
 - Professional learning and development
 - Positive workplace culture and work-life balance

4. We offer a comprehensive compensation package. We are also committed to flexible work hours and schedules, team-based work, cross-training opportunities and rewarding our star performers.
5. Physically able to meet the demands of fieldwork in all types of weather conditions. Ability to operate off highway vehicles including quads, snowmobiles and Argo's. Ability to operate jet and propeller driven boats.
6. Offers of employment for safety-sensitive positions involving fieldwork are contingent upon candidates being able to perform key physical tasks of the job as described in the job posting and interview. This may include the ability to work in a variety of environmental conditions, such as remote or isolated areas, working alone, and in inclement weather (within safe and reasonable limits).
7. The ideal candidate will have experience working in lake, river, and/or stream environments. Previous working experience on oil and gas, linear infrastructure (pipeline and transmission lines), small/large hydroelectric, and/or mining, projects would be considered an asset. Additionally, working experience in throughout western Canada, the Yukon, and/or NWT would be desirable.

5. OPPORTUNITIES FOR GROWTH AND ADVANCEMENT

SUPPORTS FOR YOUR PROFESSIONAL LEARNING AND GROWTH AND WAYS TO ADVANCE YOUR CAREER WITHIN THE ORGANIZATION

You can look in a job ad for the opportunities a company may provide to advance your career and how this job may lead to a higher level position, to more challenging work and/or to work in areas that support you to learn more about an area of specialization or working in Canada.

Ongoing learning is an expectation for all professionals working in Canada. Look for what opportunities the company provides to continue your professional learning and growth. This could be funding to support courses, opportunities to learn on the job or even support for volunteer opportunities that can build your personal and professional networks and knowledge about the community.

OPPORTUNITIES FOR ADVANCEMENT AND GROWTH	FOUND IN JOB AD:
<ul style="list-style-type: none"> • Opportunities (and expectations) for professional development • Continuous learning • Advancement opportunities • Opportunities for challenging work. 	<ul style="list-style-type: none"> • Support for professional development (often as part of benefits package) • Exposure to diversity of clients to gain experience • Opportunities for challenging or more complex work assignments to gain experience

For most professionals in Canada, there is an expectation either by the employer, their professional association or both to complete ongoing professional learning. That can be on the job or through additional training or education. If you are faced with completing a credentialing process in Canada, look for employers that are open to hiring you and supporting you in that process.

For advancement and promotion, look for companies that understand that opportunities to work on challenging projects that support you to expand your knowledge and expertise. In some sectors and for some employers, job postings may identify how the position is part of career

advancement. For example for Research positions, academic roles are often identified as tenure track. Look for opportunities for increased challenge, complexity and responsibility in the role. This could relate to increased complexity of technical or project work, to taking on more mentorship and supervising of people or to holding more accountability for specific tasks or business functions in the company.

Recruiter's Advice:

1. Recruiters are interested in knowing why you want to work for the company and why you want the job you are applying for. It is a good idea to identify the tasks or responsibilities that you see an opportunity to learn and challenge yourself as well as the opportunities to additional training or professional development. You can highlight in your resume and cover letter, the kinds of professional learning you have already completed either in terms of formal training (e.g. AutoCAD software training) or learning from on-the-job experience (e.g. learning how to apply a business process to a new context or situation).
2. Assess if the company provides support for training and professional learning and any parts of the described duties where you might need and/or would be interested in additional training. A recruiter will be more interested to hear your assessment of your skills and your interest in building on them rather than to just identify that you have skills. For example, "I have project management experience with shorter projects (under 12 months/under \$1million) so I am looking to expand my experience with a longer-term, more challenging project. I am willing to take specialized project management courses on budgeting to set me up to run more expensive projects."

Samples from job postings:

1. In Research/Science sector job ads, opportunities for advancement (e.g. scientist to Manager) were not typically identified. More opportunities related to the scale, location, and complexity of work.
2. Opportunities to work on large scale projects:
3. Types of projects may include tank terminal expansions, new tank terminal construction, pipeline looping, new pipeline construction, construction of laterals, etc. and can range in total cost of several million to several billion dollars.
4. Professional learning and development offered as part of benefits plan.
5. Tenure track position as an Assistant Professor in Silviculture.

6. RESOURCES

SECTOR SPECIFIC RESOURCES
INCLUDING EMPLOYERS,
EDUCATIONAL OPTIONS,
PROFESSIONAL ASSOCIATIONS,
NETWORKS

In this section you will learn more about the Sciences Sector in Canada. You can use this section to learn more about employers and organizations that play a role in the sciences sector in Canada. These resources can help you to target your job search and support your knowledge of the sector for networking and job interviews.

1. **Sector Overview**
2. **Education**
3. **Employers**
4. **Job Finding Resources**
5. **Biology**
6. **Chemistry**
7. **Life Sciences**
8. **Mathematics and Statistics**
9. **Natural Sciences**
10. **Physical Sciences**

1. SECTOR OVERVIEW

Innovation, Science and Economic Development Canada

An overview of Canadian Science and Technology strategy.



MITACS

Mitacs is a national, not-for-profit organization that has designed and delivered research and training programs in Canada. Mitacs builds partnerships between academia, industry and the world to create a more innovative Canada.



The State of Science and Technology in Canada 2012

A report on the science and technology sector in Canada.



2. EDUCATION

Natural and Physical Sciences

Concordia University of Edmonton

Department of Biological and Environmental Sciences



Mathematical and Physical Sciences



Lethbridge College Environmental Sciences



MacEwan University Bachelor of Science Biological Sciences



MacEwan University Physical Sciences



Mount Royal University

Bachelor of Science



Earth & Environmental Sciences



NAIT Environment and Natural Resources



University of Alberta

Faculty of Science



Faculty of Agricultural, Life & Environmental Sciences



Latest University of Alberta PhD Projects, Programs & Scholarships



University of Calgary

Biological Sciences (Bachelor of Science)



Environmental Science Program



University of Lethbridge

Faculty of Arts and Science Biological Sciences



Environmental Science

 [WEB URL](#)

Canadian Institutions offering Physical Sciences courses

Website Hot Courses Abroad show courses available for study in institutions around the world.

 [WEB URL](#)

3. EMPLOYERS

AGAT Laboratories

AGAT Laboratories is a Canadian-based company that provides laboratory services worldwide specializing in Environmental Chemistry, Ultra-trace and Toxicology, Agricultural Analysis, Food Testing, Geology and Petrology, Reservoir characterization, Air Quality monitoring, Petroleum testing services, Oilsands Analysis, Routine Core, Minin Geochemistry, Lubricants Testing Services.

 [WEB URL](#)

Canadian Food Inspection Agency

Information on jobs at the Canadian Food Inspection Agency

 [WEB URL](#)


CARO Analytical Services Job Board

CARO Analytical Services is an environmental and food testing laboratory.

 [WEB URL](#)

Ducks Unlimited

An organization focused on conservation, restoration and management of wetlands for North American waterfowl.

 [WEB URL Job Opportunities](#)

EcoCanada

Online portal for Environmental Professionals in Canada. Includes job postings and information about eco-related industries.

 [WEB URL](#)

Ecofor


Natural and cultural resource consultants

 [WEB URL](#)

Enbridge Inc

Enbridge operates crude oil and liquids transportation system (e.g. natural gas) and generates and distributes energy including expansion into renewable and green energy technologies.

 [WEB URL](#)

 [WEB URL Job Opportunities](#)

Environment and Climate Change Canada

Listing of job opportunities at Government of Canada, Department of Environment and Climate Change

 [WEB URL](#)

Environmental Services Association of Alberta (ESAA)

An environmental services industry association.

 [WEB URL](#)

 [WEB URL Job Board](#)

EPCOR

EPCOR Utilities Inc is a 125 year old company providing clean water, wastewater services and electricity to residential and commercial customers.

 [WEB URL](#)

 [WEB URL Job Opportunities](#)

Fiera Biological Consulting

A consulting firm focused on environmental research and monitoring.

 [WEB URL](#)

 [WEB URL Job Opportunities](#)

Fisheries and Oceans Canada

An overview of ocean sciences, climate change adaptation, and environmental science in Canada including research centres and centres of expertise for research in this sector.

 [WEB URL](#)

 [WEB URL Job Search](#)

Hoskin Scientific Ltd

A Canadian environmental services firm (with Edmonton office) providing environmental monitoring, geotechnical & materials testing, test and measurement instrumentation services.

 [WEB URL](#)

Hutchinson Environmental Sciences Ltd

A consulting firm focused on aquatic and environmental sciences.

 [WEB URL](#)

Maxxam

Maxxam is a provider of analytical services to energy, environmental, food, industrial hygiene and DNA industries.

 [WEB URL](#)

PBR Laboratories Inc.

PBR Laboratories is a Canadian laboratory provided bioanalytical and contract research services to pharmaceutical, biotechnology, environmental, food, natural health products, petrochemical industries and public sector clients.

 [WEB URL](#)

SER Western Canada – Job Opportunities

Society for Ecological Restoration – Western Canada Chapter – focus to advance ecological restoration in Western Canada.

 [WEB URL](#)

Work Cabin

Entry level to senior level career-track eco jobs & eco internships

 [WEB URL](#)

WorkWild

A website supporting forestry careers including job postings.

 [WEB URL](#)

4. JOB FINDING RESOURCES

Adzuna

Job finding site searches Workopolis, Monster, Jobilico, Career Building and Canada Job Bank

 [WEB URL](#)

Alberta Learning Information Services Wage and Salary Information in Alberta

 [WEB URL](#)

CIMA

 [WEB URL Careers](#)

Civic Jobs

Online job finding site for municipalities.

 [WEB URL](#)

Directions for Immigrants in Trades and Professional Careers

Website with information on entering your trade or profession (Calgary)

 [WEB URL](#)

E.g. Search “Engineer” on website to find information about licensing bodies, registration requirements, English language proficiency tests and information resources.

EcoCanada

Online portal for Environmental Professionals in Canada. Includes job postings and information about eco-related industries.

 [WEB URL](#)

ELUTA

Job Search site.

 [WEB URL](#)

Engineer Talent

Engineer Job Search site.

 [WEB URL](#)

EXP

 [WEB URL Careers](#)

Glassdoor

Job finding site

 [WEB URL](#)

Government of Canada Job Bank

An online portal for jobs in the federal government.

 [WEB URL](#)

Ian Martin

Job finding site for engineering, technical and IT professionals

 [WEB URL](#)

Immigrant Access Fund

Immigrant Access Fund Canada supports immigrants, including refugees, who arrive in our country equipped with excellent professional skills and knowledge but face barriers to employment. IAF provides micro loans of up to \$10,000 to internationally trained immigrants so they can obtain the Canadian licensing or training they need to work in their field.

 [WEB URL](#)

Indeed

Job finding website

 [WEB URL](#)

Jacobs

Job finding site for technical professional and construction services.

 [WEB URL](#)

Living in Canada

Website that compares salaries for jobs across Canada.

 [WEB URL](#)

McElhanney

 [WEB URL Careers](#)

Municipal World

Online job board for municipalities across Canada

 [WEB URL Careers](#)

Neuvoo

Online job searching site

 [WEB URL](#)

Parsons

 [WEB URL Careers](#)

PayScale

A site to look up salary information for careers in Canada.

 [WEB URL](#)

Pembina

 [WEB URL](#) *Careers*

REACHIRE (Alberta Non-Profit Career Centre)

An online job portal for the Alberta non-profit sector.

 [WEB URL](#)

Scheffer Andrew Ltd

 [WEB URL](#) *Careers*

SimplyHired

Online Job Search Site

 [WEB URL](#)

Tetra Tech EBA

 [WEB URL](#) *Careers*

Work Cabin

Entry level to senior level career-track eco jobs & eco internships

 [WEB URL](#)

WOWjobs

An online job board.

 [WEB URL](#)

5. BIOLOGY

(See also Natural Sciences)

Advanced Biofuels Canada – Alberta Bioenergy Producer Report Card

A map and report card on the bioenergy producers in Alberta

 [WEB URL](#)

Agriculture and Agri-Food Canada

An overview of Science and Technology in Agriculture including forages and beef, cereal and pulse, oilseeds, horticulture, dairy, pork, poultry and other livestock, bioproducts, agri-food, agro-ecosystem productivity and health and biodiversity and bioresources.

 [WEB URL](#)

 [WEB URL](#) *Job Opportunities*

Alberta Society of Professional Biologists Job Market

ASPB regulates professional practice of biology in Botany, Zoology, Environmental Biology and Microbiology.

 [WEB URL](#)

BioAlberta

BioAlberta is an association representing and promoting members in the Alberta life sciences industry. This is an organization with networking events and information on the life sciences research and biotechnology industry in Alberta.

 [WEB URL](#)

Genome Canada

Genome Canada is a non-for-profit organization that acts as a catalyst for developing and applying genomics and genomic-based technologies.

 [WEB URL](#)

6. CHEMISTRY

(See Natural and Physical Sciences)

7. LIFE SCIENCES

Canadian Life Science Industries

An overview of Canadian life science industries including biopharmaceutical and pharmaceuticals, medical devices and international business.

 [WEB URL](#)

Convergence in the Canadian Health & Life Sciences Sector

An article analyzing the trends related to convergence in the health and life sciences sector

 [WEB URL](#)

Health Canada

Job opportunities with Health Canada for across Canada including scientists, epidemiologists, environmental health officers.

 [WEB URL](#)

Innovative Medicines Canada

Innovative Medicines Canada represents more than 45 companies working on the discovery and development of new medicines and vaccines.

 [WEB URL](#)

8. MATHEMATICS AND STATISTICS

Banff International Research Station for Mathematical Innovation and Discovery

BIRS supports collaborative and cross-disciplinary research focused on mathematical sciences and their applications in science and industry.

 [WEB URL](#)

Canadian Applied and Industrial Mathematics Society

CAIMS/SCMAI is a membership organization that supports networking and knowledge sharing in applied and industrial mathematics.

 [WEB URL](#)

 [WEB URL Careers](#)

Canadian Mathematical Society

The Canadian Mathematical Society promotes the advancement, discover, learning and application of mathematics in Canada.

 [WEB URL](#)

 [WEB URL Careers](#)

Canadian Statistical Sciences Institute

CANSSI advances research in the statistical sciences in Canada by attracting new researchers, increasing the points of contact among researchers nationally and internationally and developing scientific collaborations.

 [WEB URL](#)

 [WEB URL Careers](#)

Fields Institute

The Fields Institute is a centre for mathematical research activity. The Fields Institute promotes mathematical activity in Canada and helps to expand the application of mathematics in modern society. Includes the Centre for Financial Industries (quantitative finance), Centre for Mathematical Medicine (mathematical modelling), and the Centre for Mathematics Education (STEM Education).

 [WEB URL](#)

Statistical Society of Canada

SSC is a membership organization that advances the knowledge and education of Canadians concerning statistical sciences and related fields.

 [WEB URL](#)

 [WEB URL Careers](#)

9. NATURAL SCIENCES

Agri-Processors and Producers Government of Alberta Agriculture & Forestry

An Alberta government site listing laboratory and other services for Agricultural producers and processors.

 [WEB URL](#)

Alberta Chapter of the Wildlife Society

The ACTWS supports wildlife management and policy education, networking and advocacy.

 [WEB URL Careers](#)

Alberta Conservation Association

ACA focuses on wildlife conservation in Alberta. Provides an overview of conservation approach in Alberta and includes a Careers section.

 [WEB URL](#)

Alberta Environment and Parks

Information on Alberta public and park lands.

 [WEB URL](#)

Alberta Institute for Wildlife Conservation

A charity focused on rehabilitation of injured and orphaned wildlife.

 [WEB URL](#)

 [WEB URL Careers](#)

Alberta Parks Science and Research

An overview of the role of science and research in Alberta Parks including current and past research conducted in Alberta Parks.

 [WEB URL](#)

Canadian Forests Website

A privately supported website to support careers, business, networking, education and research in forestry in Canada. Site includes forestry related positions in Canada.

 [WEB URL](#)

Canadian Water Quality Association

The CWQA focuses on support and growth of the health, sustainability and credibility of the water quality industry in Canada. They provide to their members training and certification opportunities, advocacy and information resources.

 [WEB URL](#)

 [WEB URL Careers](#)

Canadian Wildlife Job Board

A national job board for wildlife science (ecology) positions.

 [WEB URL](#)

CropLife Canada

CropLife Canada advances the collective interests of the agricultural industry in Canada. Resources on policy and publications related to plant science, food, environment, health and safety and facts/figures on Canadian plant science and plant science technologies.

 [WEB URL](#)

10. PHYSICAL SCIENCES

AVE Network (Calgary)

AVE Network is focused on fostering GeoScience, Engineering & Technologist community, supporting members to grow their careers.

 [WEB URL](#)

Canadian Space Agency

Careers, jobs and internships at the Canadian Space Agency.

 [WEB URL](#)

Innovate Calgary

Innovate Calgary is the technology-transfer and business-incubation centre for the University of Calgary.

 [WEB URL Careers](#)

MaRS Innovation

An innovation portal listing companies engaged in science and technology research and innovation operating in Canada.

 [WEB URL](#)

Natural Resources Canada

An overview of Natural Resources research field in Canada (energy, mining/materials, forests, earth sciences, the North).

 [WEB URL Energy](#)

 [WEB URL Mining/Materials](#)

 [WEB URL Earth Sciences](#)

 [WEB URL North](#)

Natural Sciences and Engineering Research Council of Canada (NSERC)

NSERC supports research and new researchers in natural sciences and engineering research.

 [WEB URL](#)

TEC Edmonton

TEC Edmonton is focused on growing technology based companies. Partnering with science and innovation organizations, TEC Edmonton is a place for networking and business incubation.

 [WEB URL](#)

7. FINAL WORDS

It is difficult to give advice that will support you to successfully find a career job with every employer you approach. Learning about what employers are looking for, what they expect and how to communicate your expertise, skills and educational background effectively to employers is part of a longer term process to keep learning about your profession, your sector and how it is practiced here in Canada. It is important to use each application, each interaction with an employer as a learning experience.

Challenge yourself to ask for feedback from recruiters, hiring managers, people you meet in your professional network and your career mentor – each person will have a piece of the whole picture to share with you. Professionals in Canada in every sector are expected to continue to learn and build their professional knowledge and skills, including communication and soft skills. There is an expectation that professionals will be able to adapt to new conditions, new challenges in their work and to provide work that can be understood by their clients and co-workers.

Critically thinking about the jobs you are applying for, what you bring, the gaps you may need to fill with additional training or education and what employers are looking for is a skill that will serve you well in your career in Canada.

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