



FAQ

NEW CANADIANS

Looking for Employment

At **LRO Staffing**, we recognize the immeasurable benefit that immigrant and foreign workers bring to our society. Their unique experience and skill set are an asset to any organization and add significant value to our workforce.

That said, we know that **New Canadians** often face roadblocks during the process of finding employment, which is why we have formulated **Frequently Asked Questions** (FAQ) with answers to help you throughout the process of securing your next role.

GENERAL EMPLOYMENT QUESTIONS

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INDUSTRY-SPECIFIC QUESTIONS

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1. WHO CAN LEGALLY WORK IN CANADA AND WHAT DO YOU NEED TO DO SO?

As a Canadian citizen, all you need to legally work in the country is a valid Social Insurance Number (SIN). If you are not a Canadian citizen or permanent resident, you will need a work permit or visa in order to be legally employed. However, if you are an international student, you are entitled to legally work in Canada while you are studying. Once you graduate, you can apply for a post-graduate work permit or visa to gain Canadian experience. Please note, legal age to work varies between provinces and territories.

2. HOW DO I APPLY FOR A WORK PERMIT TO WORK IN CANADA?

Work permits or visas can be applied for through [Immigration, Refugees, and Citizenship Canada \(IRCC\)](#). You must download the work permit form and submit your application with all the required documents. For a work permit or visa you will need the following: A job offer letter; A contract; A copy of a Labour Market Impact Assessment (LMIA); and the LMIA number. [Click here](#) to learn more about the process and what is required to obtain a work permit or visa. If you are applying for a visa, you will need a security clearance via digital fingerprinting. We recommend using [Digitalex](#).

3. WILL MY PREVIOUS EMPLOYMENT HISTORY OR EDUCATION OUTSIDE OF CANADA BE VALID?

Whether or not your previous employment history outside of Canada will be valid depends on the industry and occupation you are looking to work in. To better understand the requirements needed for each

occupation type, the federal government's National Occupational Classification (NOC) system outlines the training, education, and experience needed for different roles. [Click here](#) to access it.

You can have foreign employment history or education validated by undergoing an assessment that will validate your credentials. It also depends on the job requirements for the job you are applying for. For some industries, you may need to undergo an Educational Credential Assessment (ECA) from a designated organization, showing that your education equals a certificate, degree or diploma from a Canadian educational institution. [Click here](#) for more information. Additionally, our industry-specific FAQ answers below provide better insight into what experience is sought after for different occupations.

4. WHAT ARE REGULATED & NON-REGULATED JOBS?

Regulated jobs are occupations controlled by a provincial and territorial law, sometimes federal as well. Ultimately, it is regulated if you require a license or a certificate to practice your profession. A non-regulated career is a career which does not require a license for you to be able to work in the field/industry. Most regulated professions fall under the following categories: Healthcare; Finance; Education; Engineering; and Law. Most regulated professions must go through a specific organization to get your assessment done and approved. [Click here](#) to see the list of regulated professions.



5. WHAT LAWS PROTECT IMMIGRANTS IN THE WORKPLACE?

Immigrant and foreign workers have the same rights as Canadian workers rights. They have the right to work, refuse unsafe work, and have protection against discrimination. For an employee, their immigration status doesn't affect their right to the minimum wage, overtime pay, public holidays or vacation pay under the Employment Standards Act. [Click here](#) for more information.

6. HOW DO I FIND WORK IN CANADA?

The best way to find work in Canada is to search online. Try creating profiles on LinkedIn and Indeed and search for new opportunities daily. It's also helpful to sign up for job alert emails to stay on top of new roles. [Click here](#) to sign up for LRO Staffing's weekly industry-specific job alert emails. Lastly, working with a recruitment agency can also help you find employment opportunities.

We often advise newcomers to take on contract opportunities, even if they are short-term. It's always beneficial to get hands-on local experience, and easier to find someone a job when they're currently working. Plus, it allows a company to see your quality of work, work ethic, etc. and serves as an opportunity to gain a local reference. As an added bonus, there's typically the potential for having your contract extended, or even becoming a permanent employee.

7. WHAT INFORMATION CAN POTENTIAL EMPLOYERS ASK FOR?

It is important to protect highly sensitive personal information prior to securing employment. To ensure

that a job offer is not a scam, never provide your personal banking information, SIN number, or even clear a cheque until after you've signed an employment contract and the position is official. If a prospective employer is asking for those details ahead of legally finalizing your role, it could be a scam. This is why it's important to research the job and company online before accepting a job offer or working with a recruitment agency to ensure the company is legitimate.

8. WHAT ARE BEST PRACTICES WHEN IT COMES TO CANADIAN INTERVIEWS AND RESUMES?

We believe that interview best practices are largely universal. While the traditional interview tips remain true - clear and concise communication, good eye contact, avoiding wordiness, etc. It is also important to showcase your lived experiences and cultural influences because the best employers will see this as a benefit.

For roles within the private sector, it is customary to have a resume that is 5 pages or less. Public sector resumes may be longer as they tend to be more detailed and project-based. Within your resume, being clear is key. Only list technical skills that you have used and/or are comfortable with. Additionally, if your skills include experience using specific foreign software or platforms, it is important to articulate the Canadian equivalent or explain what exactly the software or platform is for. Similarly, it is often beneficial to briefly describe the foreign company you've worked for so they fully understand the magnitude of your experience.

For more interview and resume best practices, [click here](#) to watch our video.

TECHNOLOGY

WHAT CERTIFICATES/REQUIREMENTS ARE NEEDED TO WORK IN THIS INDUSTRY?

In most cases, technical education such as a degree, diploma or certificate in areas such as Computer Science, Information Technology, etc. is largely transferable to the Canadian IT industry. The pursuit of additional qualifications (certificates, online courses, etc.) are encouraged but not required.

CAN I WORK IN THIS FIELD IF MY CREDENTIALS/ DEGREE IS FROM OUTSIDE OF CANADA?

Yes, absolutely. Employers in Canada are prohibited from discriminating against candidates on the basis of race and ethnicity. Moreover, many IT/software companies actively seek out candidates from different cultural backgrounds in order to diversify their creativity and innovation.

WHAT TYPE OF PREVIOUS EXPERIENCE IS BENEFICIAL IN THIS INDUSTRY?

This will largely be dependent on the particular job opportunity. Any technical experience related to the job posting at hand (i.e. coding experience for a Software Developer role) will be essential in scoring new employment in the Canadian IT/software industry.

FINANCE & ACCOUNTING

WHAT CERTIFICATES/REQUIREMENTS ARE NEEDED TO WORK IN THIS INDUSTRY?

Accounting/Bookkeeping will want a Diploma in

Business Administration or similar, Finance will want a degree in something Finance or Business-related, and ideally in pursuit of Certified Public Accountant (CPA) designation. Completed education from another country can typically expedite the process of acquiring these.

CAN I WORK IN THIS FIELD IF MY CREDENTIALS/ DEGREE IS FROM OUTSIDE OF CANADA?

Having your education evaluated by [World Education Services \(WES\)](#) and stating the equivalent is key. If you have an equivalent, are currently enrolled in a Canadian program, or have previous working experience, then it's a possibility. Use your resume to highlight this. Luckily, finance and accounting is numbers-based and fortunately, numbers are a universal language.

WHAT TYPE OF PREVIOUS EXPERIENCE IS BENEFICIAL IN THIS INDUSTRY?

In addition to existing accounting or finance experience, it's important to highlight any experience within publicly traded or international organizations, and exposure to International Financial Reporting Standards (IFRS). Both of these can be appealing to a recruiter or hiring manager.

LEGAL SERVICES

WHAT REQUIREMENTS ARE NEEDED TO WORK IN THIS INDUSTRY?

As a lawyer, you must be licensed by the Law Society of Ontario to work as a lawyer in this province. To become licensed (to obtain your call to the Ontario bar), you have



to complete a J.D./LL.B. from an approved law school in Ontario or another Canadian province. You also need to gain practical work experience (i.e. article) and pass the Ontario bar exams. [Click here](#) for more information. If you have a law degree from, or are a lawyer in another country, you should contact the [National Committee on Accreditation](#).

As a Legal Assistant or Law Clerk, no specific certificates, requirements, or education is required per se, but many individuals entering the field will have a Legal Assistant, Law Clerk, or Paralegal diploma, or a BA in Law (not to be confused with a law degree/J.D./LL.B.) from an Ontario college or university.

To work as a Licensed Paralegal in Ontario, you must complete a one or two year paralegal program offered by an approved college. You can then obtain certification from the [Law Society of Ontario](#) by passing a written exam.

CORPORATE SERVICES & ADMINISTRATION

WHAT CERTIFICATES/REQUIREMENTS ARE NEEDED TO WORK IN THIS INDUSTRY?

A degree in Business Administration or Office Administration would be ideal, but previous significant experience in Administration in the absence of education in many cases is sufficient.

CAN I WORK IN THIS FIELD IF MY CREDENTIALS/DEGREE IS FROM OUTSIDE OF CANADA?

Yes, you can definitely work in this field with foreign credentials. In most cases, Administrative work is

universal, although it can certainly depend on the employer and type of administrative work required.

WHAT TYPE OF PREVIOUS EXPERIENCE IS BENEFICIAL IN THIS INDUSTRY?

Previous experience in any administrative role would be ideal, but a background in customer service can also be beneficial for entry-level Administrative positions.

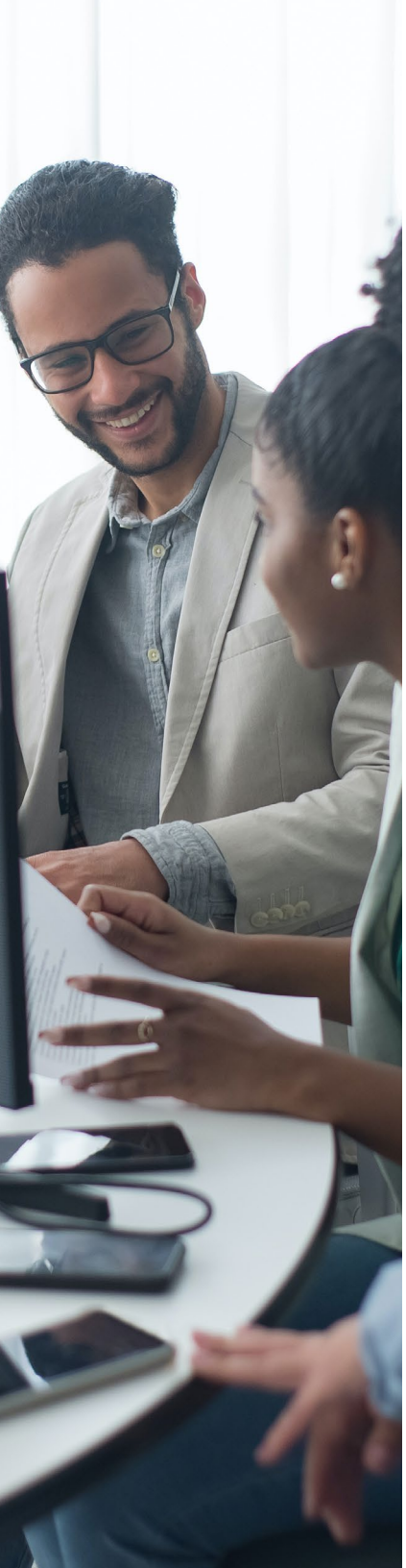
HUMAN RESOURCES

WHAT CERTIFICATES/REQUIREMENTS ARE NEEDED TO WORK IN THIS INDUSTRY?

While no post-secondary certification is required, ideally some sort of degree or diploma in Human Resources or Business Administration would be completed. To further increase the likelihood of employment in this industry, it is helpful to have or be in pursuit of your CHRP (Certified Human Resources Professional) or CHRL (Certified Human Resources Leader).

CAN I WORK IN THIS FIELD IF MY CREDENTIALS/DEGREE IS FROM OUTSIDE OF CANADA?

Yes - although similar to any field/industry, having your credentials verified for the Canadian equivalencies is highly beneficial. We would strongly recommend visiting the [Human Resources Professionals Association](#) (HRPA) website to see if they can evaluate your current education and experience. If someone is applying for a role in HR that is either at the Specialist, Manager, or Business Partner level, it would be seen as imperative being able to demonstrate you have knowledge of Canadian Labour Laws/Legislation. Applying for HR



Administrator or HR Coordinator positions typically have more flexibility if your credentials and degree are outside of Canada, especially if having knowledge of national/provincial labour and employment laws is not a part of the job description.

WHAT TYPE OF PREVIOUS EXPERIENCE IS BENEFICIAL IN THIS INDUSTRY?

Previous experience in a Human Resources position would be ideal, but having experience in an Administrative role in an HR department would be beneficial as well for junior level HR positions.

MARKETING & COMMUNICATIONS

WHAT CERTIFICATES/REQUIREMENTS ARE NEEDED TO WORK IN THIS INDUSTRY?

A Completed College/University degree in Marketing/Communications is highly sought after by employers seeking a Communications/Marketing professional. Other designations/certifications in Social Media Management, Public Relations, and Digital Media are also highly sought after credentials.

CAN I WORK IN THIS FIELD IF MY CREDENTIALS/DEGREE IS FROM OUTSIDE OF CANADA?

Yes, although like in many industries, having your credentials verified by [WES](#) is recommended.

WHAT TYPE OF PREVIOUS EXPERIENCE IS BENEFICIAL IN THIS INDUSTRY?

Previous experience in a Marketing or Communications

role would of course be highly beneficial, but having experience in any role working within a Communications or Marketing agency would be ideal. Having a recent portfolio of your work is a great way to demonstrate your skills, whether it be links to blog posts or websites you've created, pamphlets, videos, etc.

CONSTRUCTION & DEVELOPMENT

WHAT CERTIFICATES/REQUIREMENTS ARE NEEDED TO WORK IN THIS INDUSTRY?

Unfortunately there is no single certification that ensures you will be fast-tracked to get a foot in the door, but any of the following are helpful in demonstrating you are aiming to work in Canada for the long-term and willing to familiarize yourself with the nuances, building codes, and contract types unique to the Canadian Construction industry:

- Construction Engineering Technology Diploma
- Construction Project Management Diploma
- B. Eng or B.Sc. in Civil Engineering
- P. Eng

CAN I WORK IN THIS FIELD IF MY CREDENTIALS/DEGREE IS FROM OUTSIDE OF CANADA?

Legally, you can work in this field if you have foreign credentials. However, in an industry with high overhead and risks associated with each project, it is important to articulate how your previous experience applies to the Canadian industry, as well as work on building local relationships. While it is highly recommended to pursue



certification to prove your educational equivalency to Canadian standard degrees or diplomas, few things matter quite as much as just finding someone to give you a shot to prove yourself locally. Making connections on LinkedIn, attending networking events, or reaching out directly to the decision makers within your targeted employers is something anyone can do to build their network and open the door for opportunities. Furthermore, while your first opportunity may not be your ideal long-term goal, be flexible; amassing a year or two experience locally or completing a couple projects from cradle-to-grave, in any capacity, will do a lot more to open doors than additional education alone.

WHAT TYPE OF PREVIOUS EXPERIENCE IS BENEFICIAL IN THIS INDUSTRY?

Given the vast disciplines and stakeholders in the Construction, Engineering, Development, and Property industries, it's fair to say that almost any relevant

experience can support your candidacy, but you should be clear and concise about how you communicate this. The reality is that many Canadian employers will not, at a glance, know much about employers or projects in foreign markets or pay it the same credit as local experience they can better understand/validate.

In your resume, it's important to provide an outline of:

- The overall project scope, including monetary values (in CAD where appropriate)
- Your employer's role in the project
- What scope of work you were directly responsible for overseeing, including monetary values (in CAD where appropriate)
- A brief outline of your main responsibilities or achievements



LEADERS IN

Recruitment & Staffing

ABOUT LRO STAFFING

At LRO Staffing, relationships matter. We know that long-lasting relationships are based on trust and respect. It's how we do business. Furthermore, it's the reason our clients and candidates continue to include us in their plans, careers, and refer others to us without hesitation. We are a leading, full service search and staffing agency that specializes in the recruitment and placement of permanent, contract and temporary positions.

HOW WE CAN HELP

We are committed to placing the right people in the right positions. Because of our extensive network and strong relationships in the industry, our tenured recruitment team can help you gain access to many jobs not advertised. We offer tailored solutions to meet your organizations exact needs. Need help with a permanent, contract or temporary search? [Contact us](#) today to experience the LRO Staffing difference.