

# Work-Ready Canada

**Finding employment, presenting your experience and understanding your rights**

*For newcomers, international students and temporary workers*



**PRACTICAL. CLEAR. SOURCE-BASED.**

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[www.theworldbridge.ca](http://www.theworldbridge.ca)



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# How to use this guide

Use the actions in the order that fits your status, province and circumstances. Write in the planning pages and return to the source page before a high-consequence decision.

**01****Start with legal and safety steps**

Confirm documents, conditions, deadlines and immediate needs before optional purchases.

**02****Use official sources**

The linked authorities are the primary reference. Rules and eligibility can change.

**03****Keep evidence**

Save confirmations, receipts, records and written advice in a secure system.

**04****Ask early**

Use free newcomer supports and seek individualized advice for high-consequence decisions.

**IMPORTANT**

This guide provides general information and practical orientation. It is not a substitute for individualized immigration, legal, tenancy, employment, financial, tax or medical advice. Eligibility, procedures and provincial or territorial rules can change. Verify current requirements with the linked authority before acting.

# Confirm work authorization first

1

## Review the immigration document

- Confirm whether it authorizes work
- Read employer, occupation, location and medical conditions
- Check the expiry date
- Do not assume a SIN or job offer creates work authorization

2

## Obtain or update the SIN

- Use Service Canada's official process
- Temporary SINs beginning with 9 normally expire with the immigration document
- Update the record after receiving a new permit or status
- Protect the SIN from unnecessary disclosure

3

## Keep proof

- Permit and IRCC correspondence
- SIN confirmation stored securely
- Employment agreement and job description
- Applications submitted before permit expiry where relevant

# Map your Canadian career path

1

## Research the occupation

- Duties, typical wages and outlook
- Required education, licences or certifications
- Whether the occupation is regulated in your province
- Related roles that use transferable skills

2

## Assess the gap

- Canadian licence or registration
- Technical, language or digital skills
- Local workplace knowledge
- References and evidence of results

3

## Build two pathways

- Target role matching your long-term profession
- Bridge role that develops relevant Canadian experience
- Avoid becoming trapped in work that does not advance either pathway
- Review progress every 60 to 90 days

# Foreign credential recognition

1

## Start with the regulator

- Use the federal recognition tool to identify the provincial authority
- Confirm whether the profession or trade is regulated
- Request current requirements directly
- Begin before arrival where possible

2

## Plan time and cost

- Assessment, translation and document-verification fees
- Examinations, courses or supervised practice
- Language requirements
- Credential-recognition loan and support options

3

## Protect original records

- Order sealed transcripts where required
- Use accepted translation and verification services
- Keep copies of every submission
- Do not pay unverified agents promising guaranteed licensing

# Build a Canadian-ready application

1

## Resume

- Lead with a targeted professional summary
- Translate titles into understandable functional language
- Use achievements with scale, numbers and outcomes
- Remove unnecessary personal details and generic duties

2

## Cover letter

- Address the role's actual needs
- Connect two or three experiences to the posting
- Explain work authorization accurately where relevant
- Keep the tone direct and specific

3

## Application quality

- Use keywords honestly
- Proofread names, dates and attachments
- Follow requested format
- Track every application and follow-up

# Search beyond job boards

1

## Use legitimate platforms

- Government Job Bank and employer career pages
- Sector associations and regulated-profession networks
- School and newcomer employment services
- Recruiters with verifiable business identities

2

## Network with purpose

- Request short informational conversations
- Ask about roles, skills and hiring processes rather than demanding a job
- Follow up with thanks and one useful update
- Keep a relationship tracker

3

## Create visible evidence

- Portfolio, project summary or work samples where appropriate
- Updated LinkedIn profile aligned with the resume
- Relevant volunteer or community contribution
- Short courses only where they close a real gap

# Interview with evidence

1

## Prepare stories

- Situation, responsibility, action and result
- Examples of leadership, conflict, learning and customer service
- Numbers that show scale and impact
- A clear explanation of international experience

2

## Ask strong questions

- What success looks like in the first 90 days
- Reporting relationship and team priorities
- Training, schedule and workplace expectations
- Next steps and decision timeline

3

## After the interview

- Send a concise thank-you message
- Record questions and improve answers
- Verify any unexpected request for money or documents
- Continue searching until a written offer is accepted



# Evaluate the offer

1

## Confirm the terms

- Employer's legal name and work location
- Role, duties, wage, hours and start date
- Probation, benefits, vacation and termination terms
- Whether employment is permanent, temporary or conditional

2

## Check immigration alignment

- Employer-specific permit restrictions
- Student work-hour rules
- Medical conditions for health, child care or other work
- Whether a new authorization is required before starting

3

## Do not pay for employment

- Legitimate employers do not sell jobs
- Be cautious with cheque overpayments or equipment purchases
- Verify recruiters independently
- Do not provide banking passwords or one-time codes

# Know your workplace rights

1

## Basic protections

- Workers must be paid for their work
- Workplaces must meet health and safety obligations
- An employer cannot take your passport or work permit
- Temporary foreign workers have workplace protections under Canadian law

2

## Provincial standards

- Minimum wage, hours, breaks, vacation and termination rules usually come from the province or territory
- Federally regulated workplaces follow federal standards
- Keep schedules and pay records
- Contact the correct labour standards office

3

## Address concerns safely

- Document dates, instructions and payments
- Raise issues through appropriate workplace channels where safe
- Use union, legal clinic or government support
- Seek urgent assistance for abuse, threats or unsafe work

# Job-search red flags

1

## Recruitment fraud

- Guaranteed job or immigration outcome
- Payment for an interview or offer
- Personal email address pretending to represent a major company
- No real interview, duties or verifiable location

2

## Contract problems

- Different wage or duties than advertised
- Pressure to sign immediately
- Blank terms or unexplained deductions
- Instructions to return part of the wage in cash

3

## Immigration risk

- Working before authorization begins
- Working outside permit conditions
- Using false documents or experience
- Relying on an employer's verbal promise to fix status later

# 30-day job-search plan

1

## Week 1: direction

- Confirm work authorization
- Choose one target and one bridge occupation
- Research wages, outlook and credential requirements
- Create a master evidence file

2

## Weeks 2-3: market

- Build targeted resume and profile
- Apply to carefully selected roles
- Schedule informational conversations
- Practice five interview stories

3

## Week 4: improve

- Review response rates
- Ask a qualified employment professional for feedback
- Strengthen one genuine skill gap
- Adjust strategy without falsifying experience

# My application tracker

1

## Target

- Occupation: \_\_\_\_\_
- Related bridge role: \_\_\_\_\_
- Credential step: \_\_\_\_\_
- Weekly application goal: \_\_\_\_\_

2

## Application record

- Employer/role: \_\_\_\_\_
- Applied: \_\_\_\_\_ Follow-up: \_\_\_\_\_
- Contact/source: \_\_\_\_\_
- Outcome/learning: \_\_\_\_\_

3

## Offer check

- Work authorization confirmed: \_\_\_\_\_
- Wage/hours/location verified: \_\_\_\_\_
- Written agreement received: \_\_\_\_\_
- Questions requiring advice: \_\_\_\_\_

# Reliable sources and next steps

*Open the linked authority and confirm the current rule before acting.*

**01**    **Service Canada - SIN for temporary residents**  
[www.canada.ca](http://www.canada.ca)

**02**    **Job Bank - Find a job as a newcomer**  
[www.jobbank.gc.ca](http://www.jobbank.gc.ca)

**03**    **Job Bank - Resume Builder**  
[www.jobbank.gc.ca](http://www.jobbank.gc.ca)

**04**    **ESDC - Foreign credential recognition**  
[www.canada.ca](http://www.canada.ca)

**05**    **IRCC - Temporary foreign worker rights**  
[www.canada.ca](http://www.canada.ca)

**06**    **ESDC - TFW rights are protected**  
[www.canada.ca](http://www.canada.ca)

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