

Introduction & Student Progress Tracking



What an exciting time!

You are working your way through school, getting a job, and setting dream goals that you are now working towards. There are many new experiences that lie ahead! We are here to support you so that you feel more informed and confident throughout this journey.

The Newcomer Youth Employment Toolkit has lots of information and activities to help you through the various steps and challenges you may find yourself facing. Below is your personal checklist to know your “To-dos” and track your progress. If you have any questions or need additional information your settlement support staff is here to help.

Land Acknowledgement



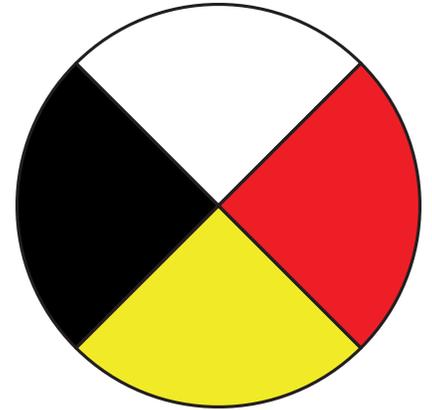
We acknowledge and respect that this Newcomer Youth Employment Toolkit was written in Mi'kmaw'ki, the ancestral and unceded territory of the Mi'kmaq People. This toolkit is for use by newcomers to the traditional territory of the of the Mi'kmaq, Wolastoqey First Nations, Peskotomuhkati Nation at Skutik, Beothuk, and Innu. We are thankful for having the opportunity to work in their territory and we engage ourselves in learning about our shared history and taking part in the process of reconciliation. To learn more about the important and urgent work of reconciliation on Turtle Island (North America), read the 94 calls to action as outlined by the Truth and Reconciliation Commission of Canada. We are all treaty people.

Thank-you to the artist:

This page features artwork by artist Shianne Gould from Whycocomagah, Nova Scotia

Shianne Gould is a Mi'kmaq woman artist; She is 27 years old with one beautiful son who started helping her paint in 2018 the original painting called the *Essence of Life* which is now hung in the Friends United Gallery.

She has held shows around several Canadian locations including artwork that was on billboards in Toronto for the campaign called "For Our Children." In 2022, she illustrated a beautiful therapy book entitled "Eagle wings flapping, beaver learns to manage big emotions." In the same year, Shianne was invited to join the SOI foundation and was able to complete a stunning painting representing global warming. Now for the first time ever in the year 2023, she will be holding painting classes. Eager to support and empower others, Shianne is working towards building her own studio within her community for talented youth needing guidance.



Painting description from the artist:

"Our culture on turtle island respects mother nature, the woman lying down, very highly. Women are a big part of our traditional ways in which they keep the peace and heal our people within our culture and others with open arms, as we stay strong together with the red dress movement becoming more aware of the world, the medicine wheel will remain strong. Day and night we live by the 7 Grandfather Teachings (Wisdom, Love, Respect, Bravery, Honesty, Humility, and Truth) here on the native lands, which are represented by the animals and the footsteps of our people."







Student Progress Tracking

Your Name: _____

Check off items within the modules as you complete them. Once every item in a module is complete, add a “C” next to **Status** in the **Progress** column.

If you don’t start with Module 1, based on your assessment, put “**N/A**” (*not applicable*) in modules that don’t apply. If for some reason a module isn’t completed, put “**IC**” (*incomplete*) in the progress column.

To Do's	Progress
<p>Introduction and Assessment Module</p> <ul style="list-style-type: none"> Getting started Toolkit Module Assessment. What am I good at? What am I interested in? (Online assessments.) I have received this Progress Tracking Checklist. My parents/guardians have received the Introduction for Parents – Newcomer Youth Employment in Canada pamphlet. 	<p>Status: _____</p> <p>Date: _____</p>
<p>Module 1—Preparing Your Resume and Candidate Profile</p> <ul style="list-style-type: none"> Attend Workshop: Preparing Your Resume and Candidate Profile Watch Webinar: Updating Your Resume as You Gain Experience Review Handout: Social Insurance Number (SIN) and Bank Account Frequently Asked Questions (FAQ) 	<p>Status: _____</p> <p>Date: _____</p>
<p>Module 2—Applying for a Job</p> <ul style="list-style-type: none"> Watch Webinar: Finding Work Experience and Applying for Jobs Review Handouts: 1 - Applying For Jobs and Gaining Work Experience in Your Community 2 - Future Career Planning Worksheet 	<p>Status: _____</p> <p>Date: _____</p>
<p>Module 3—Interviews and Following Up</p> <ul style="list-style-type: none"> Attending Workshop: Preparing For and Attending Interviews Complete Workbook: Preparing and Interviewing Workshop Module 3 Workbook 	<p>Status: _____</p> <p>Date: _____</p>
<p>Module 4—Things You Should Know as a First Time Employee in Canada</p> <ul style="list-style-type: none"> Attend Webinar: 7 Things You Should Know as a First Time Employee in Canada Review Handout: Preparing for Your First Day/Week Review Handout: Personal Safety Assessment Meet with school settlement staff/newcomer youth staff for Module 4 check-in 	<p>Status: _____</p> <p>Date: _____</p>
<p>Module 5—Rights and Responsibilities</p> <ul style="list-style-type: none"> Watch Webinar: Workplace Culture in Canada Review Handout: Youth in the Workplace Meet with school settlement staff/newcomer youth staff for Module 5 check-in 	<p>Status: _____</p> <p>Date: _____</p>
<p>Module 6—Setting Goals and Staying Focused and Healthy</p> <ul style="list-style-type: none"> Attend Workshop and Complete Workbook: Setting Goals, Staying Focused, and Staying Healthy Review Handout: Mental Health Infographic Review Handout: Mental Health Assessment and Stress Resources Review Handout: Links to Career Planning Meet with school settlement staff/newcomer youth staff for Module 6 check-in 	<p>Status: _____</p> <p>Date: _____</p>

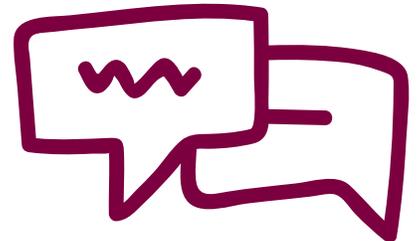
You got this! We are here to help.

Are you feeling lost in your search for employment? All of us have been there too. We know it is not an easy task, which is why we would like to give you seven useful pieces of advice given by youth employment toolkits across Canada.

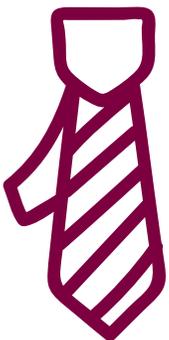
1. Do your research: A job search is like any other kind of search. If you know what you are looking for and where to look, you are more likely to find it. If your search is well organized, your chances are even better. Before applying for a position, it is important you ask yourself if you like the position, and if the company you are applying for will be flexible with your schedule, lifestyle, and needs. Look into the organization you are applying for and figure out what kind of employee they are looking for. When writing your resume and cover letter, try to list some of the job responsibilities from the posting, if they are applicable to you.



2. Ask for help: Try to think about a close friend, relative, or school staff member that you feel comfortable talking to about your objectives and your job search skills. Mentorship is valuable, and the more connections you make in your community, the more comfortable you are going to feel entering a workplace.



3. Practice your interview skills: Preparation and practice are especially important to performing well in a job interview. The more you practice, the better your chance of feeling comfortable during the interview. You can prepare for an interview by reviewing your work history, understanding the job posting, and carrying yourself with confidence. You can also practice answering different common interview questions with someone you trust, and ask for feedback.



4. Understand cultural differences: Welcome to your new home, Canada! It is important you get familiar with Canadian work culture. Take some time to familiarize yourself with the differences to best prepare for a job search and your first day at work. Some important subjects: Canadian body language and interviews, how to write a resume, a cover letter with Canadian norms, and punctuality.



5. Understand the importance of ‘soft skills’:

Let’s start by understanding what a skill is; a skill is an ability to do something well. Soft skills are abilities you acquire through experience and that can be applied to any kind of job. Soft skills are skills like time management, collaboration, communication, prioritizing, conflict management, and many more. These characteristics show your manager(s) and co-workers that you are a team player and can contribute to a productive and positive work environment.

6. Ask questions and take notes: Asking questions is an important part of learning. We ask questions to know more about something and we answer them to provide information. When asking questions, remember to note the answers. This skill will serve you well in your career so it is great to learn it early on. It will show that you are dedicated to doing an excellent job and care about your contributions.



7. Stay positive: Rejection is part of the job search; you are not alone everyone deals with this. There will be challenging times when searching for a job, so it is important to remember to take care of yourself when you are disappointed in an outcome. It is helpful to have short-term goals and reward yourself for reaching them. A job search can be a long process so watch out for any negative thoughts and try to reframe them into something more positive.

