

Getting Started: Module Assessment



Welcome!

We've created a Toolkit that has some great information and resources to help you along your employment journey. This assessment is designed to get you started by determining where in the Toolkit you should start. Below are groups of **Yes** or **No** questions applicable to each module in the toolkit. While answering the questions, the first question you say **No** to shows you which module you should start with.

Answer **Yes** or **No** to the following questions:

- YES / NO Do you have a resume?
- YES / NO Does it list skills and experience you have gained in school and life?
- YES / NO Do you have references an employer can contact like a teacher/support person or previous employer?
- YES / NO Do you know how to write a cover letter to explain to an employer why you are interested in the job and why you are a great fit for it?
- YES / NO Do you know the impact that social media profiles can have when looking for a job (ex., Facebook, Instagram, TikTok, Snapchat, etc).
- YES / NO Do you have a bank account?
- YES / NO Do you have a Social Insurance Number (SIN)?

If you answered **No** to any of these questions start with Module 1

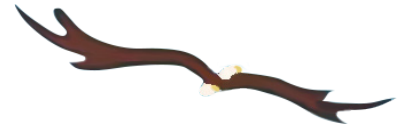
If you answered **Yes** to all of these questions continue with the assessment questions below.

- YES / NO Have you applied for any jobs and been contacted for an interview?
- YES / NO Are you comfortable judging if an online job ad is real or good for you?
- YES / NO Are you comfortable approaching a manager and speaking to them about why you want to work there and why you would be a great fit for the job?
- YES / NO Have you started thinking about what you want your future career to be?

If you answered **No** to any of these questions start with Module 2

If you answered **Yes** to all of these questions continue with the assessment questions on the next page.

Land Acknowledgement



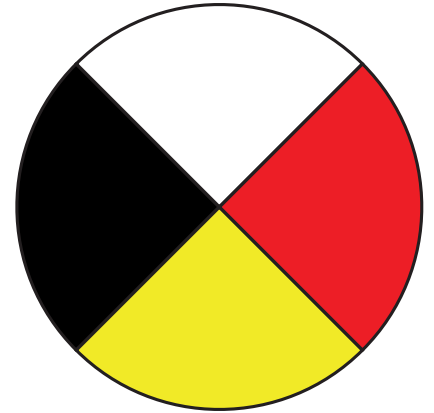
We acknowledge and respect that this Newcomer Youth Employment Toolkit was written in Mi'kmaw'ki, the ancestral and unceded territory of the Mi'kmaq People. This toolkit is for use by newcomers to the traditional territory of the of the Mi'kmaq, Wolastoqey First Nations, Peskotomuhkati Nation at Skutik, 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 Whycocomagh, 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."







Getting Started: Module Assessment Continued

- YES / NO Have you received a call from an employer?
- YES / NO Do you know how to research for information about a company to be able to answer questions about the organization during the interview?
- YES / NO Do you have questions prepared that you would like to ask at the interview?
- YES / NO Have you determined your work availability?
- YES / NO Are you comfortable asking yourself and answering common interview questions?
- YES / NO Have you practiced answering questions with someone else?
- YES / NO Do you know how to calm any uncomfortable feelings that may come up?
- YES / NO Do you know what to do if you don't understand a question during the interview?
- YES / NO Are you aware and comfortable with Canadian norms and expectations around non-verbal cues and body language?
- YES / NO Do you know how to follow-up with a hiring manager after an interview?

If you answered **No** to any of these questions start with **Module 3**

If you answered **Yes** to all of these questions continue with the assessment questions below.

- YES / NO Were you recently offered a job or think you might be?
- YES / NO Are you comfortable reading, understanding, and signing an employment contract in Canada?
- YES / NO Do you know how to best prepare for your first day/weeks on the job in Canada?
- YES / NO Have you ever received a paycheck before in Canada?
- YES / NO Are you familiar with pay stubs in Canada?
- YES / NO Do you know what direct deposit means in Canada?
- YES / NO Are you familiar with income tax deductions in Canada?
- YES / NO Do you know what a T4 is in Canada?
- YES / NO Do you know how to file income tax in Canada?

If you answered **No** to any of these questions start with **Module 4**

If you answered **Yes** to all of these questions continue with the assessment questions below.

- YES / NO Are you comfortable approaching your manager when you need time off for exams or personal time?
- YES / NO Do you know what to do if you don't feel safe at work?
- YES / NO Do you know what the difference is between Employment Standards and Company Policies?

If you answered **No** to any of these questions start with **Module 5**

If you answered **Yes** to all of these questions continue with the assessment questions below.

- YES / NO Do you know what you want to be when you get older?
- YES / NO Do you know what you want your life to be like?
- YES / NO Do you know what you want and need to achieve your professional goals?
- YES / NO Are you comfortable balancing school and personal time with a job?
- YES / NO Are you looking forward to graduating from school?
- YES / NO Do you know how to transfer the skills you learn in a job to future opportunities?

If you answered **No** to any of these questions start with **Module 6**.

