

# WORK SEARCH STEPS

## for *Newcomers to Alberta*

1

### IDENTIFY YOUR SKILLS

Employers look for technical skills required for specific types of work. Employers look for personal skills such as attitude and dependability. Employers also look for the following transferable skills:





How?

## IDENTIFY POTENTIAL EMPLOYERS

2

- Visit an Alberta Works Centre.
- Search Classified and Careers sections of newspapers.
- Look in the yellow pages of phone books.
- Browse [www.jobbank.gc.ca](http://www.jobbank.gc.ca)
- Research occupations in the Alberta Learning Information Service (ALIS) website, <http://alis.alberta.ca>, by clicking here.



Scan QR Code for Alberta Works Center locations.

3

## GATHER INFORMATION



Prepare a resumé or fill in an application form to apply for work. A resumé is a 1- or 2-page summary of your qualifications. Click here to review resumé tips in the ALIS website.



Scan to submit your resumé to ALIS e-Resumé Review Service



## PRESENT QUALIFICATIONS

4

Follow instructions in the advertisement carefully when responding to a job advertisement. Provide information about how your qualifications and experience relate to job requirements.



Model photos: Colourbox.com

## PREPARE FOR INTERVIEW

5



Prepare for a job interview so that you are ready, confident and on time. Check the ALIS website for interview tips by clicking here and remember to use the following Four P's:

Video: [alis.alberta.ca](http://alis.alberta.ca)



Prepare



Practice



Participate



Positive

SUCCEED

6



...What additional job search tips can you think of?

Source:

Alberta Public Affairs Bureau. (2014). The work search process. Retrieved September 13, 2014 from <http://www.albertacanada.com/opportunity/working/jobs-search.aspx>.

Goodwin, K. (2014). Top 10 Transferable Skills. Career Notes GLC 20. Retrieved from <http://www.careernotes.ca/employability/top-10-employability-skills/>

Government of Alberta. (2013, May 20). Work Search - How Do I Prepare for an Interview? [Video file]. Retrieved from <http://youtu.be/0-y81nXmyDY>.

Government of Alberta. (2014). Alberta Learning Information Service. Retrieved from <http://alis.alberta.ca>.

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