

## My Pathway to Employment Success: An Assessment Tool



Rural Pathways for Newcomer Women in Grey Bruce Project



**United Way**  
Bruce Grey



Immigration, Refugees  
and Citizenship Canada



## **My Pathway to Employment Success: An Assessment Tool**

Every newcomer woman has unique needs, challenges and strengths. **My Pathway to Employment Success** is an assessment tool for women to identify where she is situated on her pathway to employment. It focuses on three major areas where newcomer women in Grey Bruce experience employment barriers: social integration, recognition of skills, experience and qualification, and language. The tool engages the woman in relationship building with the service provider, and puts her in the driver's seat on the road to employment success. The role of the service provider is to offer support, information, encouragement, and link her with resources to meet her needs.

**My Pathway to Employment Success** was developed in collaboration with service providers (employment services, settlement services, and other newcomer support services) and a focus group of local visible minority newcomer women. It is not a replacement for employment assessment tools used by employment service providers. This tool was developed to help women deepen their understanding of where they are on their pathway to employment in a realistic and empowering way. It also helps employment and other service providers provide needed support and access to resources.

### **How to use this Assessment Tool**

The Tool is organized in three modules:

1. Getting Started
2. Employment challenges
3. Action plan and Resources

Each of the three modules is a stand-alone series of questions, or all three can be used for a comprehensive approach. Service providers can use the modules, or the complete tool, to compliment assessments tools they already use, or as an additional resource for newcomer women.

The tool supports a process where the women and the provider work together to build a plan that is centred on her needs and current situation. Women are engaged in the process of assessment right from the beginning, to help them understand their goals, identify the challenges and to move forward, by addressing challenges and finding strengths and new opportunities. At the end of the assessment, a woman has information she can use and understands the actions she needs to take towards her employment goals.

If there is a **language barrier**, please consider speaking slowly, rephrasing or repeating questions and using simple language.

If **interpretation** is needed, please consider arranging for the translator to accommodate for the client's needs.

**At the end of the assessment:**

- Please review with the woman resources she will need to support her action plan. Provide referrals, warm transfers where possible and contact information for follow up.
- Please make a print copy of her Action Plan and list of follow up resources for her to take with her. If the assessment is online, email her a copy of her Action Plan and follow up resources.

We hope that the Tool is going to help newcomer women develop a clear career plan. We encourage local service providers to use the Tool to assist newcomer women on their pathways to employment.

## Module 1: Getting Started

This module is a tool to engage the woman and the service provider in an exploration of where she is situated on her pathway to employment. It looks at where she is at the time of the interview on her pathway to employment, why she is looking for work, and how soon she can start work. This module helps get the woman ready to explore the challenges and opportunities on her employment pathway.

1. What opportunity are you looking for? (more than one answer)

- Employment
- Volunteering
- Starting a business
- Studying
- I don't know at the moment
- Other (please describe)

2. Are you currently

- Employed
- Running a business
- Volunteering
- Studying
- Other (please describe)

3. How soon would you like to start working?

- As soon as possible
- In the next 3-6 month
- In the next 6-12 month
- Other (please describe) \_\_\_\_\_
- I don't know

4. I need to work because:

- I need to pay my bills
- I like to be financially independent
- I'd like to gain respect and confidence
- I'd like to meet new people and learn new skills
- I'd like to achieve my professional carrier goals
- I'd like experience a Canadian workplace
- I'd like to make professional connections and build the reference
- I'd like to practice my English
- All the above
- Other \_\_\_\_\_

5. Are you open to any job?

- Yes
- I would like to work in my field
- Not sure
- Other

6. Are you ready to start working?

- Yes
- No
- Not sure
- I'm not looking for work

## Module 2: Employment Challenges and Opportunities

This module provides the woman with a high-level understanding of her employment challenges related to social integration, recognition of skills, experience and qualification, and language. It also helps her identify her strengths in those areas. It supplements the assessment tools used by employment service providers and settlement service workers by providing information unique to visible minority newcomer women. To avoid duplication, service providers may skip questions that are already covered by their organization tool.

### Language

1. What languages do you speak/read/write? \_\_\_\_\_
2. What is your first language? \_\_\_\_\_
3. Have you had your English language skills assessed?
  - Yes
  - No
4. How comfortable are you with your English language skills?
  - Speaking \_\_\_\_\_
  - Reading \_\_\_\_\_
  - Writing \_\_\_\_\_
5. Do you need language training?
  - Yes
  - No
  - Other
6. Are you familiar with the language and terminology used in your industry?
  - Yes
  - No
  - Think so

## Recognition of skill, experience & education

1. What is your highest level of education completed?

### Before moving to Canada

- No education
- Elementary
- High School
- Diploma
- Certificate
- Bachelors
- Masters
- PHD

### In Canada

- Elementary
- High School
- Diploma
- Certificate
- Bachelors
- Masters
- PHD

2. Have you had your credentials (diplomas, certificates, etc.) evaluated?

- Yes
- No
- I do not have credentials from my home country
- What is credential evaluation?
- Comments \_\_\_\_\_

3. Have you looked for jobs in Canada that fit your skills, experience and qualification?

- Yes
- No
- Comments \_\_\_\_\_

4. Were you able to find work that fit your skills, experience and qualification?

- Yes
- No (please describe)
- Not applicable
- Comments \_\_\_\_\_

## Employment & Volunteering

1. Describe your employment history, skills and qualifications (before and after coming to Canada)

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2. Do you have references?

- Yes
- No
- I have references from my home country
- Other

3. Do you have a Social Insurance Number (SIN)?

- Yes
- No
- What is Social Insurance Number?

4. Can you legally work in Canada?

- I am a Canadian citizen
- I am a Permanent resident
- I have a valid work permit
- Not sure
- Other

5. Do you have any certification I.e. First Aid/CPR, Smart Serve, Food Safety? Please list:

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6. Have you considered volunteering in your professional field?

- No
- Yes
- I currently volunteer/ volunteered in the past and have references

7. Do you like to work with other people or do you like to work by yourself?

- I like to work with other people
- I work better by myself
- Both

8. Do you consider working from home?

- Yes
- No
- Other \_\_\_\_\_



9. Do you have a resume and a cover letter?

- Yes
- No
- I have a resume, but I would like to improve it

10. Have you had your resume and cover letter reviewed by a career counsellor?

- Yes
- No
- Where can I get help with my resume?
- Comments\_\_\_\_\_

11. Do you have local contacts such as teachers, colleagues, community members who can serve as references for you?

- Yes
- No
- I have references from my home country
- Names\_\_\_\_\_

12. If appropriate for your profession, have you assembled a portfolio (sample of your skills and experiences/past projects to demonstrate your skills)?

- Yes
- No
- A portfolio is not required for my profession

13. Have you been interviewed for a job or volunteer position in Canada? What was your experience?

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14. Do you need assistance in preparing for interview? (please describe)

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15. Have you worked in the workplace with people from different cultures before?

- Yes
- No
- Comments\_\_\_\_\_

16. Have you experienced discrimination in your previous employment?

- Yes
- No
- I am not sure
- Comments\_\_\_\_\_

17. Do you have specific concerns (health, safety, etc.) about working in Canada?

- Yes
- No
- I am not sure

## Housing & Finance

1. Do you have safe and stable housing?

- Yes
- No
- Other
- Comments \_\_\_\_\_

2. Who do you live with?

- Family
- Friends
- Other \_\_\_\_\_

3. What is your current source(s) of income?

- Employment Income
- Ontario Works
- EI
- Other \_\_\_\_\_

4. Do you have access to social assistance programs (ODSP, Ontario Works)?

- Yes
- No
- I am not sure

## Transportation

1. Do you have a driver's licence?

- Yes
- No
- I'd like to get my driver's licence

2. What kind of transportation can you use to get to the workplace?

- Walk
- Bike
- Bus
- Taxi
- Ride from other
- Own vehicle

## Childcare needs

1. Do you have access to reliable childcare?
  - Yes
  - No
  - I do not need childcare
2. Do you have access to a childcare subsidy?
  - Yes
  - No
  - Do not know

## Supports

1. Have you spoken to people you know about what it's like working in Canada?
  - Yes  
(please describe \_\_\_\_\_)
  - No  
(please describe \_\_\_\_\_)
2. Do you have any concerns about fitting in at a Canada workplace?
  - No
  - Yes (please describe \_\_\_\_\_)
  - I am not sure
3. Have you participated in any mentoring program?
  - Yes
  - No
  - No, but I am interested
  - Comments \_\_\_\_\_
4. Who are the people in your life that can help you to start working?
  - Friends
  - Family
  - Mentor(s)
  - Neighbours
  - Teacher(s)
  - Other \_\_\_\_\_
5. How do you think they can help you?
  - Help with transportation
  - babysitting
  - mentoring
  - networking
  - Other  
\_\_\_\_\_

## Workplace rights

1. Do you know health and safety laws in Ontario?
  - Yes
  - No
  - How can I learn about these?
  - Comments \_\_\_\_\_
  
2. Do you know about your rights under the Employment Standard Act (ESA)?
  - Yes
  - No
  - How can I learn about these?
  - Comments \_\_\_\_\_
  
3. Do you feel comfortable communicating with an employer about shift changes, sick leave/appointments, days off, etc.?
  - Yes
  - No
  - No experience
  - Comments \_\_\_\_\_
  
4. Do you know how to report discrimination /or harassment in the workplace?
  - Yes
  - No
  - I am not sure
  - Comments \_\_\_\_\_

## Module 3: My Action Plan

In this module, the service provider and the woman work together to identify the actions to be taken to address challenges, further develop strengths, and identify resources to move forward. **It is important that women have a copy of their Action Plan and resources as part of the assessment process.** Having a concrete plan and knowing her strengths gives a woman confidence to overcome challenges.

### Identifying priorities

1. What do you think is your biggest challenge to getting work?

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2. What do you think you need to do to overcome the challenge(s)?

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3. What do you think is your greatest strength that will help you on your pathway?

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## What I need to prepare for work and my plan

Choose the actions that sound right for you

- Get my Driver's License
- Find help with a childcare
- Find help with housing
- Get help with transportation
- Apply for the financial assistance program (Ontario Works, ODSP, etc.)
- Get Legal Aid help
- Join Mentoring Program
- Join ESL Program
- Sign for career-specific ESL Training
- Get my credentials evaluated
- Learn about Health and Safety Law in Ontario
- Get help with resume and cover letter
- Get help with job references
- Start my networking and meet more people from my professional field
- Get help with learning basic computer skills
- Learn about Canadian workplace culture
- Join Apprenticeship program
- Apply for the College/University courses
- Complete GED program
- Start volunteering
- Other (please specify)

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1. From your list above, what are the most important for you now?

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2. Where do you want to start?

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3. What do you need to get started with your action plan?

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4. How can I help (service provider or volunteer)?

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## Resources I need to carry out my plan

Service provider can prepare a list of resources with each woman by searching [Newcomer Information Bruce Grey](#) or call 211

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.