

# ARE YOU A NEWCOMER?



## Checklist: Essential steps to a successful job search

### Step 1: First things to do

- Consult the guide *Learning about Québec* for information about the steps involved when integrating into Québec society. >>>
- When you arrive, sign up for a half-day group session called **Premières démarches d'installation**. >>>
- Apply to Service Canada for a **social insurance number**. >>>
- Apply for a Québec **Health Insurance Card**. >>>
- Find out about the local organizations that provide reception and integration services. >>>
- If necessary, find out about taking **French courses** (full time, part-time or online courses) and the eligibility requirements. >>>
- Check whether you qualify for an **Objectif Intégration** session, in order to familiarize yourself with the Québec workplace, Québec values and Québec cultural orientations. >>>

#### Important

We recommend that you participate in this session before taking steps with Emploi-Québec.

For information or to register:  
514-864-9191 or 1-877-864-9191  
or

[www.immigration-quebec.gouv.qc.ca/en/index.php](http://www.immigration-quebec.gouv.qc.ca/en/index.php)

### Step 2: Assessing your job skills

Find out about the possibilities of carrying out your trade or occupation in the various regions of Québec, based on the available jobs.

#### Things to think about

- What are your professional objectives? (What kind of job are you searching for?)
- What skills do you have (schooling, work experience)? Are they connected with your professional objectives and do they meet labour market requirements?
- Are your job-search methods effective and up-to-date?

#### Websites to consult for information

- Labour Market Information (LMI) Online** (information about the job market, trades and occupations, sectors of activity, employers, job prospects by region) >>>
- Practising regulated professions and trades** >>>
- Applying or not for an “évaluation comparative”** of your studies (comparative evaluation) >>>
- Recognition of your secondary and college studies and competencies** >>>
- Certificates of vocational qualification** >>>

## Step 3: Looking for a job

Do you feel ready to start working? (Look at the results of your job skills assessment.)

If yes, continue your job-search activities. Consult the Emploi-Québec website, where you will find documents and links to websites related to searching for a job. You will also find links to the websites of organizations that offer employment assistance services such as job-search techniques. Verify whether you are eligible for these services.

### Helpful documents

- [Your Complete Job Search Guide >>>](#)
- The directory of organizations specializing in employability services [De l'aide vers l'emploi >>>](#) (French only)
- The directory [Répertoire des ressources et d'initiatives à Montréal « L'intégration en emploi » >>>](#) (French only)
- [Évènements salons et foires de l'emploi](#), which provides information about events and job fairs in Montréal and other regions [>>>](#) (French only)
- The directory [Sites Internet sur l'emploi >>>](#) (French only)
- [Online Placement](#), where you can sign up in order to publish candidacies and respond to job offers [>>>](#)

### Notes

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To consult the electronic version of this document, go to:

[www.emploiquebec.gouv.qc.ca/en](http://www.emploiquebec.gouv.qc.ca/en)  
and click on the Publications and Forms tab

## Step 4: Support in entering the labour market

- Find out about the Emploi-Québec services and tools that are available to everyone [>>>](#)
- ...and the ones specifically for immigrants [>>>](#)
- The Employment Integration Program for Immigrants and Visible Minorities (PRIIME), to gain a first work experience in Québec
- Québec pluriel, a mentoring program (for persons age 35 or under)

### Others services for immigrants

- The Interconnexion program (internships, networking activities, etc.) [>>>](#)

If you need additional information, contact your local employment centre (CLE). To find the nearest CLE, use the local employment centre locator. [>>>](#)

### At the local employment centre (CLE)

- Consult the information documents and use the equipment in the Multiservice Room to help you in your job search.
- You can meet with an employment assistance officer by telephone or in person. To sign up for an appointment, you must provide photo ID, your social insurance number and one of the following documents to prove your immigration status:
  - Proof of permanent residence (IMM 5292 or IMM 5688)
  - Permanent resident card
  - Canadian citizenship card
  - Letter indicating that you have been accepted for refugee claimant status.
- When you go to the appointment with the employment assistance officer, bring to the appointment your *résumé*, and if possible, a copy of your diplomas and the “Évaluation comparative des études effectuées hors du Québec”.

**In order to participate in Emploi-Québec measures or services, you must have authorization from an employment assistance officer.**

### Other helpful resources

- [Québec's volunteering network](#) (French only)
- [Bibliothèque et Archives nationales du Québec \(BAnQ\)](#) (French only)
- [Information and referral centre of Greater Montréal](#)
- [Childcare establishment locator](#)
- [Québec school system](#)
- [Immigrant Québec](#) (French only)
- [Services Québec–Settling in Québec](#) (French only)