

## Contents

- 4 **This Guide**
  - Hierarchy
  - Strategy
- 6 **Country Profile**
  - Map
  - Country
  - Climate
  - Time Zones
  - Population
  - History
  - Religion
  - Language
  - Currency
  - National Holidays
- 14 **Visa Requirements**
- 18 **An International Career in Montreal (Quebec)**
- 23 **To Start With...**
- 28 **Management Culture**
  - Being Canadian
- 31 **Organisational Structure**
  - 32 Decision Making Process
    - Meetings
    - Negotiations
    - Decisions
  - 33 Conception of Time
    - Time Perception
    - Appointments
  - 34 Business Behaviour
    - Meeting & Greeting
    - Dress Code
    - Wining & Dining
    - Use of Business Cards
- 36 **An International Career in Ontario (Toronto)**
- 41 **Labour Mobility ABC**
- 48 **Self-assessment Test**
- 50 **Questions to Ask Yourself**

- 52 **Important Sectors**  
 Top 5 Recruiting Companies  
 in Canada
- 59 **What Will I Earn?**  
 Key Facts: Canadian  
 Graduate Labour Market
- 65 **Taxation Matters**  
 General Information  
 First Steps  
 Where Do I Pay Taxes?  
 Double Taxation  
 Self-Employment
- 70 **An International Career  
 in Quebec City (Quebec)**
- 72 **Main Routes to Employment**  
 Strong Employability Skills for  
 the Canadian Market
- 74 **General Advice on Job Hunting**  
 The Application Letter
- The Curriculum Vitae  
 The Application Procedure  
 Online Recruitment  
 Sample CV
- 89 **Checklist For an  
 International Move**
- 97 **Test: Successful Expat Qualities!**
- 101 **More Information**  
 Useful Addresses  
 Internet Sites  
 Further Reading  
 Expertise in Labour Mobility  
 Career Consult  
 Looking For Work In ... Guides
- 111 **Quiz on Canada**
- 117 **About the Authors**
- 119 **Acknowledgements**

## This Guide

Working abroad sounds to many people like an adventure. However, without thorough preparation, starting with a successful application, it is bound to fail. Therefore, Expertise in Labour Mobility (ELM) has prepared a set of country guides describing the main routes to employment in over 40 countries. Are you interested in working in India, Italy or Ireland? Has your partner accepted a job in the United Kingdom, the United States of America, or the United Arab Emirates?

Are you looking for an internship possibility in Spain, Singapore or Switzerland? The Looking for work in... guides from ELM will help you with accurate information and practical tips on working cultures and differences in job hunting in over 40 countries.

As an extra addition to the series – following many requests – ELM introduced a new guide: Looking for work in International Organisations which explains how to successfully look for work in for instance the institutes of the European Commission, UN institutions and NGO's.

This guide contains information on Canada. It tells you how to apply for a job in Canada and the cultural differences that you will come across when looking for work in Canada. Do not underestimate those national differences. What is common in one country might be very unusual in another country. Despite globalisation, to find a job abroad you need to be aware that national differences manifest themselves not only in

different languages, but also in different recruitment practices. Thus, looking for work in another country involves more than writing your CV/resume in another language.

No matter the country in which you are looking for work, the key focus of your CV should be to persuade the employer to invite you for a job interview. Accordingly, your CV should be regarded as a marketing tool, adapted to the market in which you intend to use it. The information in this guide, together with the sample CV, will help you to adapt your application for the Canadian labour market. However, make sure your application remains a reflection of your personality. Working abroad is one thing, but having a job that does not suit you will definitely cause homesickness!

A handwritten signature in black ink, appearing to read 'Nannette Ripmeester', with a horizontal line underneath it.

Nannette Ripmeester, MA  
Managing Director  
Expertise in Labour Mobility



## Country Profile

Canada, the world's second largest country with a surface of 9,984,670 km<sup>2</sup> (6,204,186.3 square miles), is situated on the North American continent, bordering the Atlantic and Pacific Ocean. Part of the Commonwealth of Nations, Canada is a constitutional monarchy under Queen Elizabeth II, as head of state. While the Queen's powers are restricted to a mainly ceremonial role, the current Prime Minister Stephen Harper, is as head of the government responsible for the country's political lead.

Canada is a parliamentary democracy with a federal system of parliamentary government. The territory is composed of ten provinces (Alberta, British Columbia, Manitoba, New Brunswick, Newfoundland and Labrador, Nova Scotia, Ontario, Prince Edward Island, Quebec, and Saskatchewan) and three territories (Northwest Territories, Nunavut, and Yukon). Its Capital, Ottawa, shelters 1.1 million inhabitants. The provinces are states that exist under the Canadian constitution, having their own competence from sovereign

powers, whereas the territories are administrative divisions under the Canadian Federal Parliament.

Canada has a diverse landscape with more than 60% of the world's lakes, forests, mountains, plains and even a small desert. The Great Plains, or prairies, cover the central provinces of Manitoba, Saskatchewan and parts of Alberta. Western Canada is known for the Rocky Mountains, while the East hosts the country's major cities and also its most visited geographic feature, the Niagara Falls. The Arctic region, in the far North, is covered by frozen tundra.

### **Climate**

Canada experiences four distinct seasons. The Western and Eastern coasts are both very wet, especially during winter. Canadian winters are long and cold and the further North you go, the colder it gets. However, during the summer months, the southern provinces often enjoy temperatures of up to 30°C (86°F).

### **Time zones**

Canada has 6 official time zones: Pacific, Mountain, Central, Eastern, Atlantic and Newfoundland Standard.

### **Population**

The population of Canada has doubled since 1956; the most recent census reveals a population of 33.5 million inhabitants (2009 est.). Increasingly ethnically and culturally diverse, Canada has a long

Province / Territory	Postal code	Capital	Largest City	Greenwich Mean Time (GMT)	Warmest Month July	Coldest Month December
Alberta	AB	Edmonton	Calgary	GMT -7	9 23 °C 48 73 °F	-8 -19 °C 1 21 °F
British Columbia	BC	Victoria	Vancouver	GMT -8	13 22 °C 55 72 °F	0 6 °C 32 43 °F
Manitoba	MB	Winnipeg	Winnipeg	GMT -6	13 26 °C 55 79 °F	-12 -23 °C -9 10 °F
New Brunswick	NB	Fredericton	Saint John	GMT -4	22 25 °C 72 77 °F	-4 -15 °C 19 5 °F
Newfoundland	NF	St. John's	St. John's	GMT -4	11 20 °C 51 68 °F	-7 0 °C 19 32 °F
Northwest Territories	NT	Yellowknife	Yellowknife	GMT -7	13 23 °C 55 73 °F	-9 -1 °C 16 30 °F
Nova Scotia	NS	Halifax	Halifax	GMT -4	14 27 °C 57 81 °F	-10 -2 °C 7 23 °F
Nunavut	NU	Iqaluit	Iqaluit	East GMT -5 Central GMT -6 Mount GMT -7	13 23 °C 55 73 °F	-3 -12 °C 27 10 °F
Ontario	ON	Toronto	Toronto	East GMT -5 West GMT -6	15 26 °C 59 79 °F	-7 -16 °C 7 23 °F
Quebec	QC	Quebec city	Montreal	GMT -5	13 25 °C 55 77 °F	-7 -17 °C 19 1 °F
Prince Edward Island	PE	Charlottetown	Charlottetown	GMT -4	12 26 °C 54 79 °F	-11 -22 °C 12 -8 °F
Saskatchewan	SK	Regina	Saskatoon	GMT-7 Lloydminster GMT -6	-10 -21 °C 14 -6 °F	11 27 °C 52 81 °F
Yukon	YK	Whitehorse	Whitehorse	GMT -8	7 20 °C 45 68 °F	-13 -22 °C 9 -8 °F

tradition of immigration in response to its labour shortage and declining fertility rate. The inflow of population accounts for 60% of the total population growth. The ethnic composition of Canada includes: 28% of British decent, 23% French, 15% from other European countries, 2% native Americans, 6% of other, mostly Asian, African and Arab origin as well as 26% of mixed origin.

### History

Approximately 40,000 years ago the first settlers came to Canada from Asia across the Bering Strait, well before Columbus 'discovered' America in 1492. And around AD 1000 the first European visitors, the Vikings, tried to settle in Northern Newfoundland. By the time subsequent Europeans arrived, Canada's native American population had already developed a multitude of languages, customs, religious beliefs, trading patterns, arts and crafts as well as laws and governments. Many European countries were interested in establishing settlements in the Americas. The French explorer Jacques Cartier was the first to claim the area surrounding the St Lawrence River in 1534. Another French explorer, Samuel de Champlain, founded Quebec City in the early 1600's. In 1663, Canada became a province of France. But in 1670 the British showed their interest in the area and founded the Hudson's Bay Company. At first, the two European cultures co-existed peacefully. Then, in 1745, British troops captured a French fort in Nova Scotia and the struggle for power had begun. The turning point in what

became known as the Seven Years' War arrived when the British defeated the French at Quebec City in 1759. At the Treaty of Paris in 1763, France handed Canada over to Britain. A migration of about 50,000 British loyalists from the USA created a more even balance between the French and British populations. After the War of 1812 – the last war between Canada and the USA – Britain proclaimed the British North America Act in 1867, out of fear of losing Canada as it had lost America. The Act established the Dominion of Canada and became Canada's equivalent of a constitution. By 1912 all provinces had become part of the central government except Newfoundland, which finally joined in 1949.

After World War I Canada grew slowly in importance and wealth, becoming a voluntary member of the Commonwealth in 1931. During World War II, Canada fought alongside Britain against Germany – as it had done during World War I – though this time it also entered into agreements with the USA, declaring war on Japan after the attack on Pearl Harbor.

In the years after World War II, Canada experienced a huge wave of European immigration, with a further influx of Asians, Arabs, Indians, Italians, Hispanics and Caribbeans arriving in the 1960's. The post-war era was a period of economic expansion and prosperity. Since 1975, a series of land rights agreements have been signed, in order to partly return power to the native over a portion of the Northern part of the country. The social upheavals of the 1960's brought to the surface the festering resentments that French-