

Get In Touch

Contact Information

If you have more questions or are looking for support contact us



Phone Number

519-631-5470



Website

www.employmentserviceselgin.ca



Our Locations

Employment Services Elgin
400 Talbot Street St Thomas, ON

West Elgin Support Services
16 Main Street, West Lorne, ON



Every Workplace is Unique

Make sure you understand your role and how you will be evaluated.

It is important to observe, listen, get involved and reflect.

If you have questions about a new workplace contact your employment or settlement service provider.



New Immigrant Employee Checklist

Congratulations you're ready to start working in Canada! You're probably excited, a little nervous and wondering how working in Canada is different from other parts of the world.

This checklist will help guide you as you prepare for work in Canada.

Checklist and Tips

Before your First Day

- ❑ Do I know how long it will take to travel to work and how to get there?
In Canada, weather and heavy traffic are not acceptable reasons for being late.

- ❑ Am I required to bring ID on my first day? If so what ID is acceptable?

- ❑ Do I know who I am supposed to ask for when I arrive? Do I have the person's name and phone number?

- ❑ Do I know the dress code? Do I need safety shoes, or any other specific clothing?

More and more Canadian workplaces are adopting scent-free workplaces, which means no strong scents like perfume or colognes.

- ❑ Have I visited the company website?



During your First Month

- ❑ Has my supervisor identified someone who can serve as a mentor who can tell me about the team and organization?

- ❑ Am I familiar with the Ontario Employment Standards Act and how it applies to me?

- ❑ Do I know my manager's expectations regarding staff working hours and breaks?

- ❑ Do I know the conditions of my probation and if I will receive feedback when this time is over?

- ❑ Do I know how I will be evaluated? Will it be written or verbal?

Continue to be Successful

- ❑ Have I had an evaluation or review of my work so far?

- ❑ Do I have professional goals and a plan to achieve them?

- ❑ Do I feel more confident in my role?

- ❑ Have I begun to develop professional networks both at work and outside of work?

- ❑ Do I feel a sense of belonging within my team?

- ❑ Do I feel comfortable and respected by my co-workers?

- ❑ Have I identified or taken advantage of training opportunities?

