



## **Tips for Newcomers Looking for Work in Victoria**

### **1. Network.**

By joining community organizations such as Newcomer groups, special interest groups, sports teams or volunteer organizations, you are getting to know more people, learn about the community and create a network of contacts who may be just the people to help you find the work you are looking for!

### **2. Get to Know Victoria.**

Read newspapers, magazines, journals and books about Victoria to give you a well-rounded knowledge of the city. Read magazines such as Focus, Boulevard and Douglas, newspapers such as the Times Colonist, Victoria Daily News and Monday Magazine and business journals such as the Business Examiner. Pick up a copy of the Victoria Newcomers Guide from the Greater Victoria Chamber of Commerce Office. Read "between the lines" to find unadvertised work opportunities.

### **3. Check out the Employment Services Agencies.**

There are free employment service agencies in all areas of Greater Victoria that provide access to Resource Centres, offering free computer use, faxing, photocopying, job postings and employment information and advising. In some cases, you may also be eligible for free individual employment counselling, career counselling, training and job search workshops.

### **4. Do Information Interviews.**

In many instances Victoria is still a "who you know" town for employment so get to know as many employers on a face-to-face basis as possible. Bring your resume and gather information about potential or upcoming employment opportunities. You may also find you have tapped into the "hidden job market" this way.

### **5. Research all Job Posting Sites**

This will give you information on the types of work available in Victoria, the salaries, the educational requirements, and other useful information. Good on-line job posting directories include: [www.spectrumjobsearchcentre.com](http://www.spectrumjobsearchcentre.com) (under Job Sites, Victoria-Vancouver Island) or <http://canada.indeed.com> (type in location and key words). The Saturday Times Colonist posts the majority of jobs and careers for the week. Don't forget other community newspapers' job posting sites also. Company websites often post jobs as well.

### **6. Consider Registering with Placement Agencies**

There are a variety of placement agencies in town catering to all types of employers and employees and it is a growing industry. Many employers use placement agencies exclusively for their hiring so check out the various placement agencies in town. Check the job postings offered on the agencies' Websites to determine if they offer the type of work you are interested in. You can register with more than one agency if you want to. There is no charge to you for these services.