



# CIPS Alberta ICT Mentorship Program

## Working in Alberta Important Things To Know!

Wednesday October 29, 2025  
Thursday October 30, 2025

Anna McNabb  
Human Resources Executive



*GUIDING CANADIAN  
TECH CAREERS*



**ICT MENTORSHIP PROGRAM  
FOR IMMIGRANTS**

# Agenda

- Introduction
- Overview of Alberta job market with employment statistics
- Types of employment available
- Recruitment process overview
- Approaches to consider
  - Recruitment Agencies
  - Networking
  - Social media
  - Volunteering
- Tools
- Summary
- Discussion



# Introduction

- 25+ years recruitment experience in filling permanent and contract roles with both recruitment agencies and employers
- Executive Search and Career Specialties:
  - Information Technology and Management/Analytics
  - Accounting and Finance
  - Human Resources
  - Marketing
  - Engineering and Technical Operations
  - Administration.

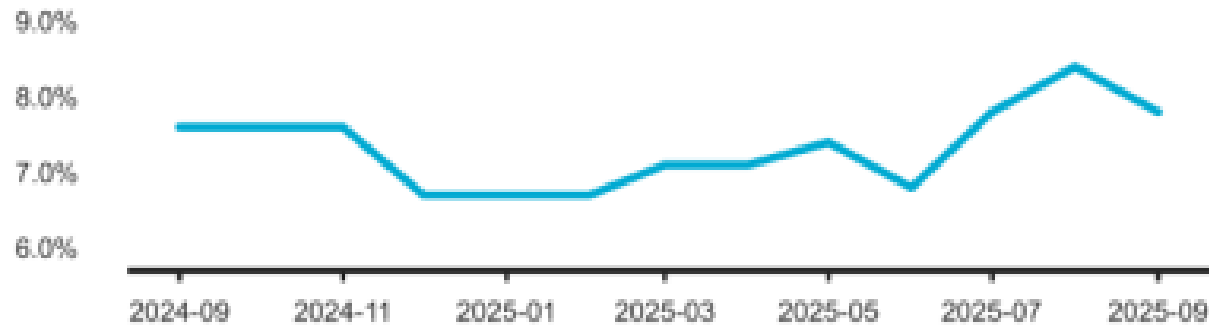


# Overview of Alberta Job Market

## Alberta Highlights

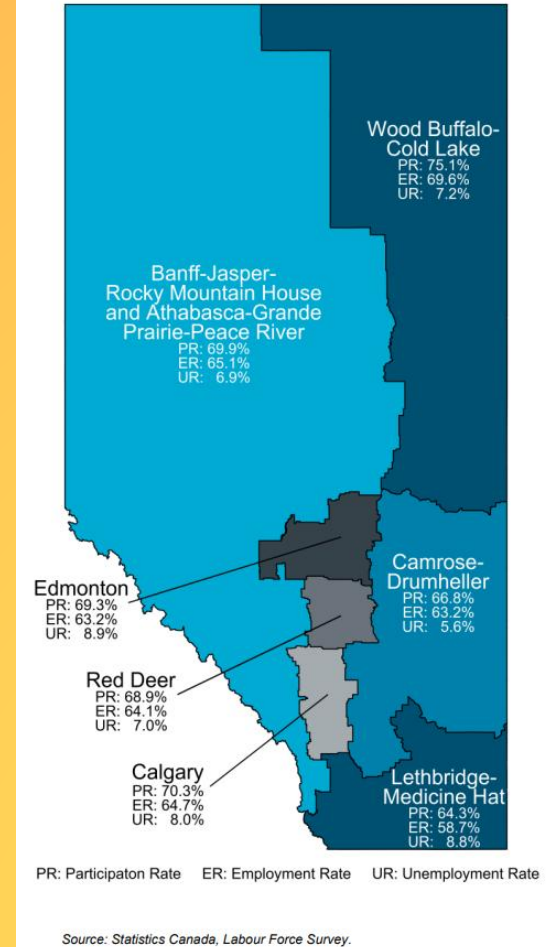
- Alberta's seasonally adjusted unemployment rate was 7.8 per cent in September 2025, down 0.6 percentage points from the previous month and up 0.2 percentage points from the same month last year (Chart 1).

Chart 1 Alberta Unemployment Rate



Source: Statistics Canada, Labour Force Survey.

Figure 1 Alberta Labour Force Statistics by Economic Region  
Seasonally Unadjusted - Three-Month Moving Average



For additional information about Alberta's Labour Force Statistics, visit:

[Labour Force Statistics - Alberta Highlights - September 2025](#)



# Overview of Alberta Job Market *cont'd*

- In September 2025, employment rose in 12 out of 16 industries compared to the previous month. The industries with the most employment gains were: construction; manufacturing; and educational services (Chart 4).

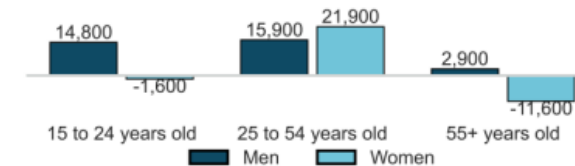
Chart 4 Monthly Employment Growth By Industry



Source: Statistics Canada, Labour Force Survey.

- In September 2025, the labour force increased by 26,700 to 2,825,200. The number of labour force participants increased among 15 to 24 year olds (+4,900) and 25 to 54 year olds (+38,700) and decreased for people aged 55 years and over (-16,900).
- Month-over-month, employment increased by 42,500. Employment grew for 15 to 24 year olds and 25 to 54 year olds and fell among people aged 55 years and over.

Chart 3 Monthly Change in Employment by Age and Gender



Source: Statistics Canada, Labour Force Survey.

- Month-over-month, employment increased in the public sector (+7,800), in the private sector (+24,800), and among the self-employed (+9,800). On a year-over-year basis, private sector employment grew by 28,300 and public sector employment increased by 51,600.
- Compared to the previous month, the seasonally adjusted three-month moving average for employment fell by 800 in Edmonton and was unchanged in Calgary. It grew by 4,600 in the rest of Alberta.

# Types of Employment Available

## What are you looking for?

- Permanent Employment
- Term/Temporary Employment
- Contract Employment (*Requires Permanent Resident or Canadian Citizenship*)
  - Sole Proprietorship
  - Incorporated Consultant
  - Partnership



## What happens if you are on a Work or Student Visa?

- **Term Employee** (T4 with hourly rate and statutory deductions including taxes, CPP, EI, etc.) as you will be unable to obtain a sole proprietorship or incorporation
- **Student Visa** may have a restriction to how many hours can be worked per week.

# Types of Employment Available *cont'd*

Do you understand the differences and legal obligations for both parties?

## The differences between contractors and employees...

- A contractor and employee each have different legal statuses:
  - **Contractors** are governed by **contract law principles** which are terms negotiated in the contract
  - **Employees** fall under **Provincial Employment Standards Legislation or Federal Employment Standard Legislation** depending on organization.
- There are many considerations for how an organization determines who is a contractor and employee, contrary to the belief that “budget” dictates this including:
  - Direction and control, ownership of tools, risk of loss, chance of profit, is role integral to operations of the organization, specific project vs. indefinite hiring, how individuals are retained, Income Tax – EI – CPP payments, and exclusivity to name a few!

# Recruitment Process Overview...

## Planning

- Needs and job description/profile
- Recruitment strategy

## Sourcing and Screening

- Search including social media
- Screening candidates from various channels and creating shortlist

***Goal: Attract, Assess, and Hire Suitable Candidates!***

## Interviewing and Selecting

- Interviews and Evaluation
- Education/References/Security and Background/Credit Checks
- Offer

## Onboarding

- Orientation
- Training
- Check-ins.



# Approaches to Consider

## Recruitment Agencies

- There are many agencies in Alberta that may have local, national or global presence!
- Working with a Recruitment Agency can enhance your job search and experience by providing a wider range of permanent and/or contract job opportunities, personalized career advice, and an efficient job search providing the following:
  - Access to hidden job opportunities
  - Expert guidance and support
  - Tailored job matches
  - Negotiation support.

***It's important to develop strong, genuine relationships, where possible with Recruiter(s), as they can be a strong influencer with their client and a strong advocate for you!***

# Approaches to Consider *cont'd*

## Networking

- **Look to engage** in face-to-face interactions such as lunch or coffee meetings, and informational interviews which enables a more personal connection.
- **Seek out and attend** industry events such as conventions, job fairs, and business-hosted social events and set a goal with the number of people you aim to meet! Don't forget the educational conferences. It's wise to stay current and continue building your skills. It's very beneficial to have common ground with others!
- **Join** appropriate professional associations as they can provide networking opportunities with others in your field and provide resources specific to your skills.
- **Help** others! Networking is a 2-way street and offering help to others in your network can strengthen your relationships.
- **Regular follow-ups** through email, texts, social media or meet ups can keep the relationship alive. It's important to touch base not only when you need something, but also to share useful articles, congratulate people in your network on professional milestones or simply to check in to say hello!

*It's important to develop strong, genuine relationships with people whether they are in personal or professional circles as they can be a strong influencer within their circle such as their network, organization, and/or other organizations and associations, etc., and a strong advocate for you!*

# Approaches to Consider *cont'd*

## Social Media

- LinkedIn
- Facebook
- Instagram
- It's important to represent yourself well and help people see you are interested in and capable of developing strong, genuine relationships
- **Developing a great and positive profile on social media is like a “calling card” and your authentic and professional presence can attract interest from a wide array of people, and they can be influencers and a strong advocate for you!**
- The power of your base network becomes multiplied with their network, organization, and/or the people in other organizations, educational institutions, and associations, etc.!



# Approaches to Consider *cont'd*

## Volunteering

- Beneficial even while seeking a job, providing:
  - a sense of purpose and keep you mentally stimulated
  - a community connection
  - an expansion of your professional network
  - development of new or enhanced skills with training and hands-on work experience here in Canada
  - a potential work reference
  - a confidence boost as you will have the opportunity to build relationships and communicate with those working with you.



***It's important to develop strong, genuine relationships where possible with other volunteers, coordinators and people in the organization. They can be a strong influencer within the organization or with other organizations and a strong advocate for you!***

# Tools to Assist You!

- **Your very best resume, cover letter and interview preparation**
  - Talk to your mentor about this!
- **Mentor, Recruiter and Network relationships**
- **Websites**
  - Company websites
  - Social Media sites (LinkedIn, Facebook, Instagram)
  - Associations/Universities/Colleges/Technical Schools and Institutions
  - Traditional Job Boards
    - **Indeed** <https://ca.indeed.com>
    - **Monster** <https://www.monster.ca>
    - **Service Canada** <https://www.jobbank.gc.ca>
    - **Government of Alberta (GoA)** <https://www.alberta.ca/find-a-job>
- **Hidden opportunities from internet research/networking**
  - **75% of jobs are not advertised!**



# SUMMARY

- **Looking for a job is a job in itself!**
- **Work smarter - utilize network and networking events, job boards, associations, tools available to you.**
- **Your personal and online brands are important to you and the potential of you landing a job!**
- **Set yourself apart as there is lots of competition. Be committed and put your best efforts into what you choose to do and do what you say you will do - practice, prepare and stay organized!**
- **Skills and education are also important, so continue on your professional development path.**
- **Focus on building genuine professional 2-way relationships rather than merely meeting people!**

