



Employer Resource:

A Guide to Hiring
International Students and Graduates

Mount Saint Vincent University has a talented and diverse group of international students. As newcomers to Canada, international students have adapted to a new culture. Their strength, determination, tenacity, resilience, sense of adventure and global awareness has enabled them to succeed in their studies. This resource is here to help you access this pool of candidates and support you in transitioning them from student to employee.

International Students Studying in Canada

According to Statistics Canada, the international student population at Canadian Universities has nearly doubled in the last decade, rising from 66,000 students to 124,000.



11%



International students represent 11% of all students on Canadian campuses

Students from the Asia region make up 60% of international students in Canada



60%

PERSPECTIVE ALERT: The international student population at Canadian universities grew 88% in the past decade, while the comparable growth rate for Canadian students was 27%



50%

Over 50% of international students study under the Business discipline, while 27% study STEM (Science, Technology, Engineering, and Math)

27%

Click to play:
Employer Backgrounds



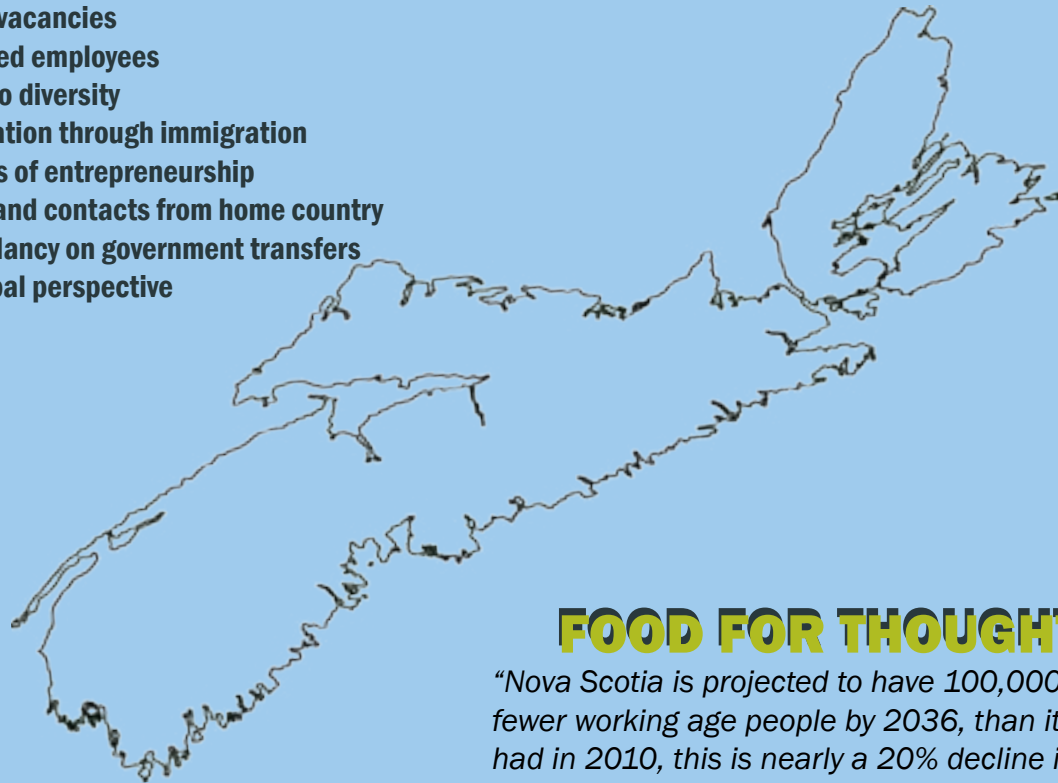
Terry McCulloch

WHY INTERNATIONAL STUDENTS AND GRADUATES ARE IMPORTANT FOR NOVA SCOTIA

International students are already living and studying in Nova Scotia. Many of them want to stay in the province after they graduate. They are eager to gain Canadian work experience and become permanent residents.

THE BENEFITS TO NOVA SCOTIA ARE HUGE!

- Strengthen the economy
- Help fill job vacancies
- Well educated employees
- Contribute to diversity
- Build population through immigration
- Higher levels of entrepreneurship
- Experience and contacts from home country
- Less dependancy on government transfers
- A fresh, global perspective



FOOD FOR THOUGHT:

“Nova Scotia is projected to have 100,000 fewer working age people by 2036, than it had in 2010, this is nearly a 20% decline in the availabe labour pool”
(One Nova Scotia Report, 2014).

Click to play video about The Benefits and Value to Province

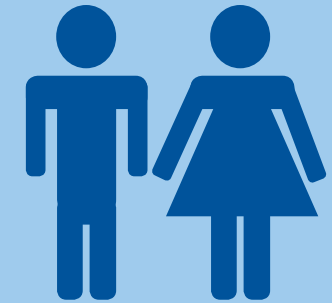


Hire an International Student or Graduate



INNOVATION & DIVERSE THINKING

International students and graduates can bring fresh perspectives into your organization, stimulating new ways of thinking and introducing innovative ways of doing business.

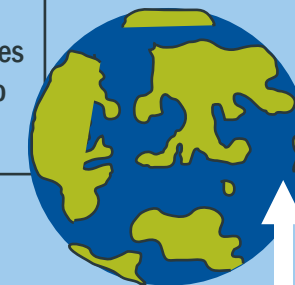


BETTER SERVE YOUR CLIENTS

In an increasingly multicultural society, international students and graduates can help you better understand and serve a diverse client base.

DEVELOP NEW GLOBAL MARKETS

International students and graduates have global connections, are fluent in many languages and have knowledge of cultures in other markets. Use this knowledge to expand your business globally!



COMPETITIVE ADVANTAGE

International students and graduates are enthusiastic and eager to take on challenges. They have the courage to tackle the unknown as they are hard-working and resourceful, all skills that will help your organization compete in the local and global marketplace.



WAIT A MINUTE...

Am I Allowed to Hire International Students and Graduates?

Absolutely!

There are a few conditions based on each situation.

Many international students have the opportunity to work during their studies as part of a co-op work term, internship, practicum, or part-time job, while some volunteer with local non-profits. They are eager to gain Canadian experience and credentials. Some have hopes of remaining in Canada after graduation.

Conditions for Part-Time Work

With a study permit, university students are permitted to work up to 20 hours/week off-campus while they are studying.

Conditions for Full-Time Work

You can also hire an international student who is enrolled in a Co-operative Education program, internship, or practicum in their academic program.

You can hire an international student once they have completed their course requirements to graduate from a post-secondary institution.

INTERNATIONAL STUDENT: Anyone who is not a Canadian citizen or a permanent resident of Canada who is accepted to study at a Canadian institution.



Challenge Your Assumptions

VISA CONCERNS:

It is the job of the student or graduate to apply for a work visa not yours. However, it is required that you follow-up and make sure they have the right documents before they begin working.

LANGUAGE GAPS:

It is important to recognize just because someone has a strong accent does not mean they will not be able to speak and understand English.

LACK OF CANADIAN WORK EXPERIENCE:

During their studies these individuals gain transferable skills in the classroom as well as volunteer experiences.

DRIVER'S LICENSE:

Potential International candidates may not have a Nova Scotia driver's license. Therefore, unless it is an essential requirement to perform the job duties, why ask for it as a condition of employment? By doing this you could be excluding qualified candidates.

THINGS TO AVOID:

- Assuming an applicant will not succeed in your workplace because they do not have Canadian experience
- Only asking for local references
- Including a requirement for a Canadian work experience on the job posting
- Providing less weight on an applicant's foreign work or volunteer experience compared to Canadian work experience

HIRING AN INTERNATIONAL STUDENT OR GRADUATE IS MUCH EASIER THAN YOU MAY EXPECT!



HIRING AN INTERNATIONAL STUDENT OR GRADUATE IS NOT AS COMPLICATED OR TIME CONSUMING AS YOU MAY THINK.

The process has become much easier in recent years. It is important for all employers to keep in mind that international employees have the same rights and responsibilities in the workplace as any Canadian citizen. Reviewing your job requirements and descriptions, accreditation criteria and recruitment/hiring practices are important steps to make sure there are no barriers for international applicants.

[Click to play video about The Hiring Process](#)





WHERE DO I RECRUIT INTERNATIONAL STUDENTS IN NOVA SCOTIA?

- Recruit international students from on-campus career services
- Mount Saint Vincent University: www.msvu.ca/careerplanning
- Advertise job opportunities
- Attend job fairs
- Meet students through co-ops, internships and other forms of work-integrated learning in universities that can help you establish a relationship prior to hiring these new graduates



HOW DO I HIRE INTERNATIONAL STUDENTS?

** For Co-op Work Terms

- International co-op students can be hired full-time for four months at a time during the winter, summer and/or fall terms
- International co-op students must apply for a co-op work permit
- International co-op students must have a valid study permit
- Employment must be linked to the student's course of study
- International co-op students must apply for a Social Insurance Number from Service Canada
- University co-op offices will answer any questions you may have about hiring international co-op students:

<http://www.msvu.ca/en/home/programsdepartments/cooperativeeducation/default.aspx>

** Post Graduation

- You can hire an international student upon graduation as they are entitled to an open, three year Post-Graduate Work Permit
- Upon completion of 12 months full-time work, graduates can apply for permanent residency through the NS Provincial Nominee Program or Canadian Experience Class
- As an employer, you are responsible for making sure that your workers have the necessary work permits



THERE ARE SUPPORT SYSTEMS IN PLACE READY TO HELP YOU!

START PROGRAM: Financial incentives are available in this program to encourage you to hire Nova Scotians that require work experience. However, it is not exclusive to Nova Scotians.

<https://novascotia.ca/employmentnovascotia/programs/start.asp>

Eligible Organizations:
All businesses, organizations (not-for-profit and social enterprises), small to medium sized enterprises.
Companies with headquarters outside of the province can apply, but only if they have physical locations in Nova Scotia.

Workplace Innovation and Productivity Incentive: This funding incentive was designed to encourage you to invest in employee training.

<https://novascotia.ca/programs/workplace-innovation-productivity-skills-incentive/>

Graduate to Opportunity (GTO): You can hire a recent graduate with this program and the Government of Nova Scotia will cover a portion of their salary. As an employer you will receive 25% of the first year's salary, 35% if the new graduate is a member of a distinct diversity group, and 12.5% of the second year's salary.

<https://novascotia.ca/programs/graduate-to-opportunity/>

GTO is available to small businesses of fewer than 100 employees, start-up companies, incorporated within two years of the application date, social enterprises, not-for-profit organizations and registered charities with recognized standing.

Click to play video about The Support Systems Available



HELP DIVERSIFY AND ENHANCE YOUR ORGANIZATION

We must welcome newcomers with open arms. International students and graduates offer so many benefits to the workforce. Some may experience additional challenges as they adapt to Canadian workplace culture. These challenges are easily overcome and your organization will reap the benefits if you seek a diverse workforce. By following the tips outlined in this resource, you will gain knowledge, support and tools on how to successfully ease their transition into the workplace.

BECOME AN EMPLOYER OF CHOICE

International students and graduates are eager to work for you. To attract your ideal employees you may need to slightly change the culture of your workplace. This might include changing policies like accommodating cultural and religious holidays and diversity friendly (office appropriate) apparel choices. More engaged employees will lead to higher productivity, higher retention, and eventually greater profits.



ONBOARDING TIPS

ONBOARDING PROCESS

Successfully transitioning international students/new grads into your workplace starts with taking their needs into consideration during the development of the onboarding process.

Offer an onboarding session specifically devoted to how diversity and inclusion is defined and supported at your company.

The benefits of integrating diversity and inclusion initiatives into the onboarding process are significant in terms of attracting and retaining diverse talent.



Ensure new hires are aware of Employee Resource Groups.

Train managers and empower them to be diversity champions.

Reaching outside the organization as an employer that supports diversity and inclusion will give you a positive reputation and make you an employer of choice.


Coach the existing employees on how to include and support new hires.

In order to be truly committed to organizational diversity and inclusion, a company must reinforce this commitment in the delivery of the onboarding



Click to play video about Employee Onboarding
←

Build a mentorship program where international students or graduates are matched with peer mentors to support them with advice and tips on how to successfully integrate into the workplace culture.



**DIVERSITY TRAINING
CAN BE AN EFFECTIVE
TOOL AS IT PROVIDES
EMPLOYEES WITH
THE KNOWLEDGE AND
AWARENESS OF
CULTURAL DIFFERENCES
ALONG WITH THE SKILLS
TO DEAL EFFECTIVELY
WITH WORKPLACE
DIVERSITY**



Creating an Inclusive Workplace

It is important to learn about the diverse backgrounds of your employees so that as an employer you can foster an understanding and inclusive workplace. The Community Foundations of Canada HR Council has some great ideas for embracing diversity in the workplace. Some of these ideas include things such as:

Planning Social Activities: Ensuring all employees have the opportunity to participate in the decision making and planning of social activities is a way to ensure that everyone feels comfortable with the types of activities chosen. For example, not everyone will want to go to a bar for drinks as some cultures do not consume alcohol. Since food is such a big part of many cultures, a staff pot-luck is a great way for employees to learn about each other's cultures.

Culturally Significant Events and Holy Days: Providing employees with the option to use flex time or a float day to observe culturally significant events or holy days as well as not scheduling meetings on these days are key steps to creating an inclusive workplace.

REFERENCES



www.businessinsider.com/how-to-find-out-what-a-companys-culture-is-really-like-2013-7

www.careerfaqs.com.au/careers/interview-questions-and-tips/sample-post-job-interview-feedback-letter

www.career.berkeley.edu/Info/InfoInterview

www.communityfoundations.ca/

www.isans.ca/

www.jobjunction.ca/

www.monster.com/career-advice/article/100-potential-interview-questions

www.monster.com/career-advice/article/get-interview-feedback

www.msvu.ca/en/home/beamountstudent/internationaleducationcentre/

www.msvu.ca/en/home/aboutus/news/NSscholarsprogramandvenor.aspx

www.novascotiaimmigration.com/move-here/

www.prepareforcanada.com/working/success-strategies/how-can-newcomers-benefit-from-volunteering/#.WVZF6IjyuM8

www.rbc.com/launchingcareers/

www.studynovascotia.ca/

You're Hired...Now What? An Immigrant's Guide to Success in the Canadian Workplace. Lynda Goldman, Oxford University Press (2010)