FREE SELF-ASSESSMENT

Canadian IT Career Readiness Checklist

A practical self-assessment for internationally trained IT professionals. Find out what is already working, what may be holding back your Canadian IT job search, and the next steps to take.

✓ 30 checkpoints ✓ 15 to 20 minutes ✓ A 7-day action plan

YOUR STARTING POINT

Current or most recent IT role

Target role(s) in Canada

Years of relevant experience

Province and preferred work arrangement

Date completed

1
Read each statement and tick it only if it is true for you today, not "almost".

2
Count your ticks and read your readiness score on page 4.

3
Turn your two weakest sections into a 7-day action plan.

Tip: repeat this checklist every 30 days. Seeing your score move is a better measure of progress than the number of applications you send.

01

CAREER DIRECTION

Choose your target

- [ ] I can name one or two specific Canadian IT job titles that match my skills.
- [ ] I have reviewed at least 10 recent Canadian job postings for those roles.
- [ ] I can identify the five most common technical requirements in those postings.
- [ ] I know which skills I already have and which gaps I need to address.
- [ ] I understand any work-authorization requirements that apply to my situation.

02

RESUME AND LINKEDIN

Make your experience visible

- [ ] My resume is tailored to a specific role, not sent unchanged for every application.
- [ ] My resume highlights measurable outcomes, tools and business impact.
- [ ] My international experience is described clearly, without understating its value.
- [ ] My LinkedIn headline and About section match my target role.
- [ ] My LinkedIn profile shows relevant projects, achievements or credentials.

QUICK WIN → Pick one target job posting and rewrite three resume bullets to show action + technology + result.

03

SKILLS AND PORTFOLIO

Prove your technical capability

- [ ] I can explain my hands-on experience with the tools my target role uses.
- [ ] I have at least one recent lab, project, case study or GitHub example I can discuss.
- [ ] I can show my troubleshooting or problem-solving with a clear example.
- [ ] I know whether a certification is required, preferred or optional for my target roles.
- [ ] I have a realistic plan to close my most important skills gap.

04

APPLICATIONS AND NETWORKING

Build a Canadian job-search system

- [ ] I keep a list of target employers and relevant vacancies.
- [ ] I tailor keywords and examples to each role, without claiming skills I cannot support.
- [ ] I track applications, follow-ups, contacts and interview outcomes.
- [ ] I connect professionally with people in my target field and ask informed questions.
- [ ] I know how to find reputable newcomer employment and mentorship services.

05

INTERVIEW READINESS

Prepare to interview with confidence

- [ ] I have a concise 60-second introduction that connects my experience to my target role.
- [ ] I have prepared at least three STAR examples of technical or workplace achievements.
- [ ] I can walk through a technical incident: the problem, my approach and the outcome.
- [ ] I can explain my international experience in terms Canadian employers understand.
- [ ] I have practised common behavioural and role-specific technical questions out loud.

> **QUICK WIN →** Record a 60-second answer to "Tell me about yourself". Check that it names your target role, your relevant strengths and one concrete result.

06

EXECUTION AND SUPPORT

Plan your next 30 days

- [ ] I have a realistic weekly schedule for applications, networking and learning.
- [ ] I have one person or community that can give me feedback on my approach.
- [ ] I measure progress by more than the number of applications I send.
- [ ] I know where to get help with feedback on my resume or interview skills.
- [ ] I have chosen three specific actions to complete in the next seven days.

Your readiness score

Count each ticked box as 1 point. There are 30 items in total.

TICKED	WHAT IT SUGGESTS	YOUR NEXT MOVE
0 to 10	Your foundation is still forming.	Choose your target roles first, then build evidence for them (sections 01 to 03).
11 to 20	Progress is underway.	Focus on your two weakest sections before sending more applications.
21 to 26	A good working foundation.	Sharpen interview practice and make your job search consistent week to week.
27 to 30	Well prepared on paper.	Test your approach with real feedback from people in your field, then refine.

My score: _____ / 30

This is a planning tool, not a validated hiring-readiness test. A high score does not guarantee interviews or employment.

My 7-day action plan

ACTION	DEADLINE
1.	
2.	
3.	

Want a second set of eyes on your plan?

I offer independent, one-on-one career coaching for internationally trained IT professionals, on Saturdays and Sundays: career strategy, resume and LinkedIn positioning, interview preparation and small-group cohorts. Start with a free 15-minute discovery call.

Book a free discovery call → williamsokoro.com

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