

Internationally Trained Professional Support Plan

Toolkit 2, Chapter 4 Downloadable Tool CIIS Employer HR Resources



Purpose: Help internationally trained professionals apply their skills, bridge workplace gaps, and access development opportunities.

How to use: Complete with the employee and revisit during regular check-ins. Update as goals and needs evolve.

1. Transition Support	Response / Notes
Local workplace systems or processes requiring explanation.	
Tools, terminology, or standards the employee needs to learn.	
Supports that would help the employee apply existing expertise.	
2. Credential and Development Pathways	Response / Notes
Relevant licensing, certification, or credential steps if applicable.	
Professional development opportunities.	
Career goals and advancement interests.	
3. Retention Review	Response / Notes
Strengths and expertise being used well.	
Risks of underemployment or disengagement.	
Actions to support growth and long-term retention.	