

CAREER UNDER CONSTRUCTION – INVESTING IN YOU

Let's Discuss...

\$ You – and your confidence in you

\$ Career planning

\$ Finding a job

\$ Preparing a résumé

\$ Preparing for a job interview

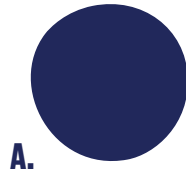
\$ Changes occurring in the world of work

“Which Way Do I Go?... Which Way Do I Go?”

Before we get into looking at planning and picking a career, let's start with something very important – you! How are you doing? How are you feeling? What do you see as you look into your future – your options and possibilities? And, let's look at how some things in your past may have had an impact on how you see your future.

To begin, let's start with a test. Take a look at the set of figures below and select the one that doesn't belong.

This set of figures appeared in a book entitled *A Whack on the Side of the Head* by Roger von Oech. In that book, he gives the following response to the “test” you just took.



von Oech, Roger. *A Whack on the Side of the Head*. New York: Warner Books, 1983

“If you chose figure B, congratulations! You’ve picked the right answer. Figure B is the only one that has all straight lines. Give yourself a pat on the back!

Some of you, however, may have chosen figure C, thinking that C is unique because it is the only one that is asymmetrical. And you are also right! C is the right answer. A case can also be made for figure A: it is the only one with no points of discontinuity. Therefore, A is the right answer. What about D? It is the only one with both a straight line and a curved line. So, D is the right answer too. And E?

Among other things, E is the only one which looks like a projection of a non-Euclidean triangle into Euclidean space. It is also the right answer. In other words, they are all right depending on your point of view.

Much of our educational system, however, is geared toward teaching people the one right answer... the “right answer” approach becomes deeply ingrained in our thinking... if you think there is only one right answer, then you will stop looking as soon as you find one.”

This is particularly true for those who have come through a school system that focused on “right answer” learning. You probably have taken, and will take, test after test, quiz after quiz, and exam after exam. The student who entered school full of excitement, creativity, and hopes for the future may have had those hopes drift away with “A’s” turning to “B’s,” then to “C’s” and then who knows where eventually. As the famed educator Neil Postman said: “Students enter school as question marks and leave as periods.”

There is no doubt about it, the school system works very well for many students. But it also does not work particularly well for many others. Some students, for example, may have many talents but do not do well in written exams. They often end up on the lower end of the grade scale. They are put on a level somewhat below others – others who were able to take notes, study from books, and score well on tests. What is the impact of this?

First, the dreams and hopes of some students are affected. They lose self-confidence. They lower their expectations of themselves. They start to “give less” and as a result “get less.” Their overall self-esteem takes a beating. The reality of this is shown by the drop-out rate from many schools. Some young people decide school is not working for them. It isn’t providing what they need, or perhaps what they want.

Think About It



**Is your interest in school still high?
Are you motivated and inspired and
feel you are benefitting from school?
Or, have you lost some interest and
are struggling to feel motivated?**

How About You?



So your school experience and performance so far may have had an impact on your outlook for the future. And your outlook – and belief in yourself and your potential – is very important when it comes to career planning. It can affect your goals, hopes, and dreams. It can affect what you think you can do and the career options you consider. No matter what your school experience has been, look at who you are. What skills and abilities do you have? Which might you want to develop? Have you had success in sports, dance, acting, music, and so on? These can be very important – and provide experiences and skills to build upon.

So consider and value your accomplishments. If you have accomplished some things in life, this can build confidence in what you think you can accomplish in the future. But, many young people have little appreciation for the things in life they have accomplished. Therefore, they lack a sense of accomplishment and a belief that they can accomplish new things.

Many young people think only about longer-term goals such as careers, jobs, incomes, and families. They often don't think about many other things in life they may have already achieved – in sports, in school, in theatre, in dance, in the community, with their family, at work, and so on – they may be thinking they don't matter, don't count, or aren't important. But they are. All accomplishments matter. And, if you want to accomplish bigger things, you have to develop skills by accomplishing smaller things.

Have you learned to swim, ride a bike, drive a car, use a computer, drive a boat, build a deck, plant a garden, make a dress, or paint a room? The list

Does any of this apply to you? It may not. You may be thriving in school, happy with school, doing well and looking ahead to a bright future. But, on the other hand, you may struggle in school. Your test results may not be the greatest. You may be concerned about where you'll go from here – and what options you may have. How great is the “fit” between you and school.



could go on and on. How long is your list? Recognition of our accomplishments helps to build self-confidence. And, self-confidence is one of the most important things employers look for – and one of the most important characteristics for any entrepreneur.

So, hold on to your hopes and dreams. Work on your self-confidence. Think of your successes and accomplishments – large, or small, or anything in between.

Set some short-term goals for yourself and work to achieve them. Prove to yourself that you can do what you put your mind – and hard work – to achieving.

How About You?



**What two things do you enjoy most in life?
What career possibilities are there in these two areas?**

**What are you “best” at in terms of your own abilities?
Are there career possibilities that fit with these talents?**



Career Planning: Some Suggestions To Consider

The following are some suggestions and tips related to thinking about a career and building a career plan.

- Apply the decision-making steps that were discussed earlier to help you decide on your career interests. Few decisions are more important for you than selecting the career that's best for you.
- Do volunteer work to gain experience, learn more about some occupational areas that are of interest, and broaden your outlook into other areas to learn more. This will help you to determine whether or not you would enjoy working in a particular field. Furthermore, you will probably get personal benefit from the experience, benefit others at the same time, and volunteer experience generally makes a positive impression on a résumé.
- Consider careers that might be related to a hobby or something you enjoy (for example: sports, movies, music, science, camp, computers, travel).
- Be honest with yourself in assessing your talents and abilities. You should never lower your sights below your true potential. At the same time, you should avoid setting your sights so high that you are likely to be frustrated and disappointed.
- Nothing is more important today in getting a job and planning and starting a career than networking. Connecting with people, seeking advice, and getting help is very important. Don't hesitate to use your connections. Others don't. Build a network – then use it.
- Set goals. Set your sights on what you want to achieve. Work toward something. Don't meander down the road and occasionally stop to see where you are. That may be a nice way to see Europe, but it's a poor way to find a career. Furthermore, don't set only long-term goals. Set some short-term goals, too. Give yourself a chance to succeed.
- Learn from your mistakes and disappointments. Mistakes are powerful learning experiences. They are stepping stones to future success. Apply that attitude to everything you do.
- Talk with people who are working in careers that interest you. You can learn a great deal about many career options from talking to someone who is already involved in a particular career.
- Talk with a range of people. Don't judge a career on the basis of discussions with one or two people. People have different talents, different experiences, and different interests. What doesn't work for them may work for you.

Take Action.
Take Control!



Networking is crucial in getting a job and building a career. How effective is your network already? If you had to identify five people in your network to call upon for career or job advice, who would they be? What kind of help would be good for you to have? Who could provide that for you? Who might be good to add to your network? Who could help you build your network? Young people today are very familiar with social networking. Draw upon these skills and experiences to network re your career and finding a job.

- Plan for the future, not the present. Look ahead, not to the side. Observe trends. Watch for changes. Look where everyone else is going, and realize that if they are all heading there, it's likely to be pretty crowded. Do you still want to head in that direction? Or, might you want to change course?
- Know why you want to work. What do you want out of your career? Are you working strictly for an income? Are you concerned about the working environment, how mobile you can be in the job, opportunities for advancement, job satisfaction, the people you will work with, the benefits that may accompany the income? There are many possible factors that might be related to why you want to work – and the type of work you want to do. Include these in your career plans and decisions.
- Regard your career as a path of lifelong learning and development. Keep on top of developments in your field. Pursue new training if you are able and interested. Lifelong learning is a valuable concept. Many, if not most, people will have four or more different careers in their lifetime – or more.
- Keep your options open. Make sure you don't slam the door on yourself by making poor course selections in school.
- Look beyond the most obvious career options. Some of the less known careers can be the more interesting ones. Furthermore, far fewer people may be preparing for them, which may help when hiring time comes along.
- Look beyond your own front door to see what's going on. Look at what's going on in other communities, other provinces and territories, across the country, and in other countries around the world.
- Don't be your own worst enemy. Don't get down on yourself. Don't have a negative state of mind. You have a lot of control over what goes on inside your head. You can affect your attitude and how you act – and how you come across to others. Attitude means so much. It makes a huge impression. Be your own biggest booster.
- Know your strengths and work on them. Recognize the talents that you have, and then build on and develop them.
- Learn how to cope with stress. Identify what puts pressure on you. Do what you can to minimize those things. Deflect the pressures. Learn how to relax. Avoid burnout. Learn how to keep your cool. That can affect your success in the workplace – and as an entrepreneur.

Think About It



Identify a “trend” you believe is just getting started. What types of jobs do you think would be helped if this trend really developed? Can you identify two or three trends that have been big over the last two years that led to career and employment opportunities for many people?

Some Tips On Finding A Job

There are many different approaches to looking for a job. It would be a good idea for you to read up on some of the different methods. The following represent a number of general tips for your consideration.

- **Recognize that finding a job is hard work.** Develop a plan and a schedule for yourself in terms of what you are going to do on a day-by-day or week-by-week basis to find a job.
- **Make contacts.** Make as many contacts as you can with people who work in the type of business or field in which you are seeking employment. Keep a record of your contacts. You never know when they may come in handy.
- **Do your research.** Learn about a company when you are applying to work there. You might want to take a look at the company's annual report. Try and impress them with what you know about the company.
- **Don't rely on a résumé** (see the next section on résumés). A résumé should be a tool in your job search, it can't do it all for you.
- **Don't count on seeing ads for employment in the newspaper.** The majority of jobs are probably never advertised. That is why networking, and using contacts, is so important.
- **Don't waste time on gimmicky approaches.** They usually won't work and they often have a negative, rather than a positive, impression. Be direct, truthful, and businesslike.
- **Set non-employment goals for yourself.** A job search should not be singularly focused on getting a job. Set targets for number of contacts, number of interviews, and other related tasks. Meet your objectives. Keep at it. Set new dates and targets.
- **Recognize that finding a job takes time.** Don't wait until April or May to find a summer job. Start in January. Don't think finding a job takes a week. It often takes a lot longer. Using "connections" can help shorten the time – if you have connections to use.
- **Contact local, provincial, and federal government** placement centres to explore the programs that focus on youth.
- **Watch the local papers** for announcements regarding the activities, plans, and growth of local businesses and industries. Some developments may indicate that a business will be looking for workers.
- **Maintain a good appearance.** This does not mean that you can't be yourself. However, you may have to face certain realities in the workplace. Some styles popular among youth may not be as popular among potential employers. Just as you have the right to be yourself, they have the right to hire those they feel will be best for the job. You may have to decide on the degree to which certain styles are important to you versus the prospect of getting a job. This is often a difficult decision, especially for youth who are very much involved in trends, fashion fads, and so on. As much as you may be attempting to convey a message about yourself through style, businesses have their own protocols and standards, and dealing with some of the more unusual fads and trends of youth are often not one of them. Once again, it is up to you to make the call on your dress and appearance.
- **Be confident in yourself.** People will be hesitant to hire someone who doesn't convey the message that he/she is able to do the job. If it looks like you don't have confidence in you, they probably won't have confidence in you either.
- **If you are turned down for a possible job, try to learn from the experience.** Follow up on any contact or experience. Ask interviewers for a review of how you did and suggestions for how you could improve your performance in a job interview or on your résumé.
- **Have references available to provide if needed.** Make sure your references know you are providing their names as references and get their permission. If a possible employer is planning to contact your references, let your references know to expect a call.
- **Consider doing volunteer work to gain experience.**

- **Don't pressure yourself to "know" what it is that you want to do.** Give yourself the chance to fully explore various options and alternatives. Avoid pressure to make some decision at an early age about what you are going to do for the rest of your life.
- **Be organized.** Keep clear and thorough notes and records. Keep track of your contacts. Keep files on companies in which you are interested. Collect articles providing advice on résumés and job search techniques.
- **Have a good résumé** – one that makes a good impression – one that says "put me near the top of the pile." A poor résumé will scream "put me near the bottom" – or in the trash.

*Take Action.
Take Control!*



Assume that you are about to begin a search for a job. Make a list of the steps/actions you could take that would help you find a job. Note such things as who you would approach, what offices you would visit, what businesses you would contact, whose advice you would seek, or what information you would write, and so forth.

Tips On Preparing A Résumé

A résumé is a written summary of your work, education, and experience as well as other abilities you have that make you a candidate for a particular job. It is your "ad," if you like, illustrating your strengths and abilities and why you would be a good person to hire for a particular job.

Most young Canadians have had little experience in preparing résumés. But yet résumés are an important tool for you in your job search. There is no standard format. You should investigate different approaches and styles to develop the résumé that best suits you and the job for which you are applying.

It is important to note that you should never send in your résumé alone. You should always include a covering letter. The covering letter should be specific to the job for which you are applying. You should introduce yourself, state why you are interested in the position, and why you think you are well suited for the job. Your cover letter should be no longer than one page – a page and a half at most. Therefore, conserve words. Be clear and concise. Most employers will have many letters and résumés to read and review. They won't spend a long time on any single one. You will have to have yours make a quick, and good, impression.

In addition, check grammar and spelling carefully. Nothing will get a résumé to the bottom of the pile quicker than spelling mistakes and bad grammar.

The following are some general tips for preparing a résumé.

- Your objective with your résumé should be to sell yourself. It should represent you well, covering all of your strengths, skills, accomplishments, and abilities. You want it to show, as best it can, how you stand out from other applicants.
- Don't trivialize your accomplishments. Some things that may seem small to you may be a sign to a potential employer of particular skills and abilities. For example, babysitting may seem like a trivial thing to note. However, considerable babysitting experience shows responsibility. It also shows that you took the initiative to get out and work and earn some income. The responsibility of looking after a child is far from trivial and can reflect the confidence that other adults have had in your abilities.
- Be proud of things you have done. Think of what they may imply about you and your abilities.
- Avoid gimmicks. They usually do not impress. Furthermore, it is the content, rather than the style or format, that will make your résumé stand out. Therefore, don't go to a

great deal of effort and expense to have your résumé prepared in some fancy fashion.

- Although content is more important than format, format is important too. Prepare your résumé neatly on good quality paper and bind it well and attractively if submitting a hard copy.
- Do not include a long list of personal statistics such as age, height, and weight. This is excess information. Simply indicate your name, address, contact numbers, and any abilities you have in speaking various languages.
- Keep in mind that your résumé should answer the following questions for a potential employer: Why should I pick you? Why are you right for this job? Why are you better than the other applicants?
- When you can, present your résumé in person rather than by mail or e-mail. It puts a face to the paper and may provide you with an early opportunity to make a positive impression.
- Quantify your accomplishments where possible. How many children did you care for or supervise? For how long? How many children were you responsible for at camp? How many newspapers did you deliver? When the numbers help to convey the scale of your activity or responsibility, use them.
- Use action words to describe your responsibilities and accomplishments, words such as: organized, created, demonstrated, supervised, managed, co-ordinated, developed. These words imply

particular abilities and skills. Furthermore, even if the activity that you co-ordinated is unrelated to the job for which you are applying, the fact that you have served as a coordinator could be very relevant.

- Keep the structure of your résumé as flexible as possible so that you can easily change it. You may recall something you want to add, or you may want to tailor it for a specific job application.
- Keep it up to date. Change it when you acquire more education or experience – or when you develop a new skill.
- Offer references upon request; do not include them on your résumé. Do not put a great deal of reliance on letters of reference. Most employers feel that it is the rare person who will not be able to find someone who will say nice things about him or her. Besides, it is often difficult for employers to know if the letters are from friends. On the other hand, some references may be particularly helpful if they are from persons known by the company – or who are with a company in a similar line of work. Often an employer will contact references before making the final decision to hire you. They will do so to make sure your references help support their decision, and to make sure there are no surprises.

Suppose now that you have organized your job search, you have prepared an effective résumé, you have developed a network of contacts, and you have been asked in for an interview. The following are some tips related to job interviews.

*Take Action.
Take Control!*



Assume that you are applying for a job as a camp counsellor at Camp Buckhorn. The Camp specializes in offering programs for children with discipline problems. Write a covering letter outlining why you are interested in this job and why you think you are suited for it. Then develop a résumé to accompany your letter. If a school counsellor is available, ask for a review of your letter and résumé. If a counsellor is not available, a teacher or a family member should be able to offer a knowledgeable review.



Tips On Job Interviews

The interview is usually the last step in the job search process. Everything up to that point – contacts, cover letter, résumé, and so on – has been designed to give you a chance to meet with the employer and show why you should be hired. Virtually no job will be attained without going through an interview process. It is a fearful experience for some, but an enjoyable experience for others. If it is a fearful experience for you, you have got to change that. When you are fearful or overly nervous, you will seldom put your best side forward. The most important piece of advice regarding interviews is to be you.

If you go into an interview trying to give the “right” answers, you will almost always enter in a nervous state as you try and think of “right” answers when you don’t even know the questions you will face. If you go in knowing who you are and what you believe in, then you can feel confident that you will always give the best response you can based on what you truly believe. Therefore, be confident about who you are. A key recommendation is to go into an interview prepared to be yourself and answer questions on the basis of what you honestly believe. Now here are some others.

- **Dress appropriately.**

You are out to make an impression. Don’t work against yourself by giving the impression that you don’t care or that you don’t respect the people who are interviewing you.

- **“Mind your manners.”**

Once again, you are selling yourself.

- **Be prepared for different interview styles.**

You have to realize that it is

not easy to hire good people. Employers will use a variety of methods to try to ensure that they hire the best person for the job. Hiring is an important responsibility for any employer.

- **Know your rights.**

There are certain questions that you cannot be asked and certain things that employers cannot do in screening potential employees.

Some interviewers use the “good cop, bad cop” technique. This is an interview by two people, one of whom appears to be friendly and supportive of things that you say while the other will tend to disagree with you and be somewhat unfriendly. The aim of this may be to see how you cope in both situations and how you react to criticism. Sometimes you will be interviewed by a team of people. Each member of the team may have something in particular that he or she is looking for. A team interview means that you will face a variety of approaches and objectives all in the same interview.

And there are other interview techniques. Be prepared for a variety of approaches. This is another reason to be yourself – you never know the type of situation that you may face.

BE PREPARED:

Sample Questions Employers May Ask in a Job Interview

1. Why do you want to work in this field?
2. Why do you specifically want to work for this company?
3. What do you know about our company?
4. Why do you feel you are the right candidate for this job? What do you think you can bring to this company?
5. What things are important to you in the type of position you want?
6. How has your education prepared you for this type of job?
7. Which school courses did you like most and why?
8. Do you plan to continue your education?
9. What are your short-term goals?
10. Where do you see yourself in 5 years?
11. What do you like to do in your leisure time?
12. What are a couple of accomplishments in your life that have given you the most satisfaction and why?
13. What are some skills that you feel you have gained from your past employment and education?
14. What motivates you to put forth your best effort?
15. What is your greatest strength?
16. What is your greatest weakness?
17. What are your salary expectations?
18. What hours are you willing to work?
19. Are you flexible in these hours? Can you work overtime if necessary?
20. Are you willing to travel?

Questions Employers Cannot Legally Ask in a Job Interview

1. What health problems do you have?
2. Do you have any disabilities?
3. Have you ever been denied health insurance?
4. When were you hospitalized the last time?
5. Is any member of your family disabled?
6. Do you have AIDS?
7. Have you ever been addicted to drugs?
8. When was your last medical checkup?
9. How old are you?
10. When were you born?
11. When were you married?
12. How old are your children?
13. Where were you born?
14. What church are you a member of?
15. Does your religion prevent you from working weekends or holidays?
16. Are you a member of any religious group?
17. What's your sexual orientation?
18. Are you married, divorced, separated, or single?
19. Were you ever arrested?
20. What is your economic situation or status?
21. What is your race, ethnicity, colour?
22. What is your gender, gender identity, gender expression?

Source: The Government of Manitoba

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- Go to as many interview situations as you can to become familiar with the processes/styles that employers use. This will help you to become more confident. Each interview can be a learning experience.
- If you are turned down after an interview, try to follow up. If the interviewer will take the time, ask for suggestions about how you could improve your interview skills; ask if you might be considered again in the future; and so on. Learn as much as possible from each interview experience.
- Role play in advance. That is, work with someone if you can to rehearse an interview. Ask a parent, teacher, counsellor, or friend to ask you questions so you can practice your responses.
- Be enthusiastic. Appear as if you want the job.
- Don't be long-winded. Keep your answers informative, concise, and to the point. Be sure to answer the question asked but don't go on and on. Try to avoid yes and no answers. The interviewer is trying to find out about you and will become frustrated by yes and no responses.

Suppose you have been successful in getting an interview for the job at Camp Buckhorn. Imagine how you would answer the following questions.

- Why do you think that you would be able to work effectively with these children?
- What do you think are your greatest strengths?
- Do you foresee any situations in which you would have problems?
- What experience have you had with children?
- If you are given the opportunity to develop some programs for these children, give me an example of something you might do.
- What would you do if a child refused to do what you told him/her?
- Do you feel your education has prepared you in any way for this job?
- What would you see as your major responsibilities in this position?
- Do you take criticism well?
- In which situations are you “your own best friend”?
- In which are you “your own worst enemy”?



That concludes our tips on career planning, résumés, job search, and interviews. These will hopefully help if your goal is to get a job working for someone else. But maybe you are interested in creating your own job – and starting a business. That is, maybe you are interested in becoming an entrepreneur. Let's turn our attention to the topic of entrepreneurship. And, even if you aren't interested in starting and running your own business, you may be interested in developing your entrepreneurial and enterprising skills. They can help you in any job or career.

Changes in the Nature of Work

A very dramatic change is occurring. But it is not change that is obvious to many people.

Those who are on the front lines of change in major industry areas of our economy are witnessing very significant changes – the nature of work, and the skills, attitudes, and attributes that are being sought and valued by employers. The types of jobs that are being created and those that are disappearing also show that the job market is changing.

Various aspects of technology impact jobs and how businesses do what they do – robotics, artificial intelligence, virtual reality, and so on all have an impact on the way businesses produce goods and services.

For young people in school this is a very significant development. Decisions have to be made about education and training with the outcome being that youth make the right choices so that they can secure and sustain a good job – or create a new business that can succeed in such a changing world.

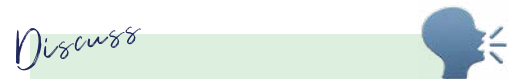
It is extremely difficult for teachers to keep up with or anticipate the dramatic changes going on in the job market. Teachers have a full-time job preparing for instruction, providing instruction, evaluating work, and providing additional assistance to those who need it. That makes it very difficult to keep in touch with all the changes occurring in the job market that are impacting the skills and talent that are in demand.

If you want to gain more insight into what is happening in the workplace to help with your education and career choices, the following is a link to help get you started.

From Policy Horizons Canada (Government of Canada) – “The Changing Nature of Work”

<http://www.horizons.gc.ca/en/content/changing-nature-work>

A search on the Internet for topics such as “The Changing Nature of Work” will lead to other sources of information and insight.



Discuss

If you have the opportunity, talk with family members and friends about their jobs and the places they are working. Do they see changes occurring? Are their jobs changing as a result?

*Take Action.
Take Control!*



Try not to depend on others to provide you with information on how the world of work and jobs are changing. Be proactive and try to learn about the changes going on. It will help you in making your education and career choices.

The key element is to try and understand the accelerating changes that are underway which could impact your future career and your ability to secure a good income. Understanding the changes that impact the career in which you are interested will help you as you make decisions that will likely affect the rest of your life. Try and talk with those who are already working and experiencing the changes going on. Talk with family members that may help provide you with insight. Encourage your teacher to invite one or more guest speakers who may be able to shed some light on the various changes that could impact your education and career decisions.

You, in the end, will be responsible for the education and career choices you make. Get as much help as you can from parents, teachers, other contacts, online references, etc., so that you can make informed decisions and choices. Don't look back in three, four, ten, or 25 years and say, I wish I had made other choices back when I had the chance – now is your chance!

Discuss



Try and generate in-class discussion about changes occurring in the world of work. Hearing from others about their experiences, and experiences of family members, can help broaden your understanding of the changes that are occurring.

Module Summary

Say What? Possible New Terms!

1. **Career plan:** the steps and strategies taken to explore career options, set career goals, and obtain the required education, training and experience to achieve career goals.
2. **Career path:** various career stages over the course of one's life. Many people will have multiple jobs over time building up to a career path.
3. **Covering letter:** a letter written to accompany a résumé and is written specifically for a job for which you are applying.
4. **Résumé:** sometimes called a "curriculum vitae," or "CV," this is a summary of your work, education, and experience as well as other abilities you have that make you a candidate for a particular job.
5. **References:** letters or comments from people you know regarding your abilities, characteristics, skills, etc. that an employer may refer to in making a hiring decision.

Did It Stick? Can You Recall?

1. Why is it important to have confidence in yourself?
2. How can school experiences affect one's self-confidence, goals, and hopes?
3. What are some key tips in putting a career plan together?
4. What are some key tips when trying to find a job?
5. What are some key tips when putting together a résumé?
6. What are some key tips when preparing for, or participating in, a job interview?
7. What are some questions that employers are not able to ask you in a job interview?

Thinkabout... or Discuss:

- Overall, has your school experience had a positive or negative effect on your self confidence?
- How could schools do a better job of reaching, engaging, and motivating a broader range of students?
- To what extent do you think schools should be preparing students for careers and work compared with other responsibilities assigned to education?
- How would you assess the quality of career counselling provided to students? How do you think it could be improved?
- What are the most important steps in a career plan?
- What are the most common mistakes young people make with résumés and in job interviews?

Tips & Suggestions

- Self-confidence is key in getting a job and succeeding in the workplace. Find ways to build your self-confidence.
- Don't pressure yourself at an early age "to know" what you are going to do in terms of a career in life. You may know – and that's great. But many people don't get into their ultimate career field until post-secondary years – and beyond. Keep your eyes, ears, and options open.
- Do what you can to explore a range of career options. Don't find out years later about a career possibility that you would have loved to pursue.

Tech Talk

You may wish to do Internet searches to learn more about:

- Career planning
- Looking for a job
- Preparing a résumé
- Preparing for a job interview
- Career networking

The following are some web sites that might be helpful to you.

Federal Government Service Centres

www.servicecanada.gc.ca/offices

To find information about a location, you can search the web site. You may search centres by province or territory, city or town, or postal code.

Web Sites Providing Job and Employer Information

Alberta Jobs

www.albertajobs.com

British Columbia Jobs

www.britishcolumbiajobs.com

Canada Jobs

www.canadajobs.com

Manitoba Jobs

www.manitobajobs.com

New Brunswick Jobs

www.newbrunswickjobs.com

Newfoundland Jobs

www.newfoundlandjobs.com

Northwest Territories Jobs

www.nwtjobs.ca

Nova Scotia Jobs

www.novascotiajobs.com

Nunavut Jobs

www.nunavutjobs.net

www.nunavutjobs.com

Ontario Jobs

www.ontariojobs.com

Prince Edward Island

<https://workpei.ca>

Quebec Jobs

www.quebecjobs.com

Saskatchewan Jobs

www.saskjobs.com

Yukon WorkinfoNET

www.yuwin.ca

List of Job Search Sites

Canada Job Bank

www.jobbank.gc.ca

Canada Jobs

www.canadajobs.com

CanJobs

www.canjobs.com

EmployCanada

www.employcanada.com

JobBoom

www.jobboom.com

Monster

www.monster.ca

Workopolis

www.workopolis.com

Current “Hot Jobs”

Government of Canada Job Bank

<http://www.jobbank.gc.ca>

Making Career Sense of Labour Market Information

www.makingcareersense.org

Alberta Occupational Profiles

www.alis.gov.ab.ca/occinfo

Canadian Careers Industry Information

www.canadiancareers.com/sector.html

National Occupational Classification (NOC)

www5.hrsdc.gc.ca/NOC/

The Conference Board of Canada

www.conferenceboard.ca

Associations in Canada Helping Those with Disabilities to Find Employment

National Educational Association of Disabled Students

www.neads.ca

Neil Squire Society

www.neilsquire.ca

Persons with Disabilities Online

<http://www.pwd-online.gc.ca/>

Workink

www.workink.com

Helpful Organizations if You Are Interested in Volunteering

Charity Village

www.charityvillage.com

Charity Village Volunteer bulletin board posts current volunteer positions available across the country.

Volunteer Canada

www.volunteer.ca

Volunteer.ca is Volunteer Canada's Web Site for information on volunteering. Volunteer Canada is the national voice for volunteerism and has provided leadership on issues and trends in the Canadian volunteer movement since 1977. Volunteer Canada actively engages in research, training, and other national initiatives designed to increase community participation across the country. Volunteer.ca provides details and links to the Canada Volunteerism initiative, national events, a directory of organizations, and statistics and facts about volunteering in Canada.

