



Career Exploration TIP SHEETS

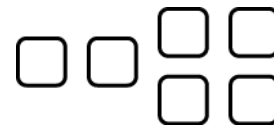
CODE	TITLE
CE - 1	10 Steps to Career Exploration
CE - 2	How to Research Different Jobs
CE - 3	What are Transferable Skills?

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10 STEPS TO

Career Exploration



STEP 1: Self-Evaluation

Know your interests, values and personality. Try these websites:

- Career Cruising™ (www.careercruising.com) and
- Choices™ career planning software (both FREE in the resource centre!)

STEP 2: Identify your favourite subjects, fields and occupations

Think back to what you have always enjoyed doing and what people always said you were good at. Make a list and identify your top 5 interests.

STEP 3: Identify all of your transferable skills

These are usually verbs and can be grouped into 3 categories: data, people, and things.

STEP 4: Research Occupations (do lots of research!)

Research occupations that match your interests, values, personality (in step 1) and your favourite subjects (in step 2). Brainstorm different occupations- do this on your own and with a friend. Try these websites:

- <http://alis.alberta.ca/ec/cp/oi/ocinformation.html>
- www.canadiancareers.com/sector.html
- www23.hrdc-drhc.gc.ca
- <http://www.tcu.gov.on.ca/eng/labourmarket/ojf/findoccupation.asp>
- See CE – 2 Tip Sheet – How to Research Different Jobs

STEP 5: Future Trends

Don't forget to research the future of these occupations! Are there plenty of jobs once you get the training you need? This is called labour market research.

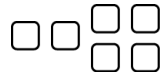
- <http://www.tcu.gov.on.ca/eng/labourmarket/ojf/findoccupation.asp>
- www.workinginCanada.ca – Click on Explore Careers by Wages and Outlook

STEP 6: Training & Education

Narrow down your list of possible occupations to 2-3. Research what kind of education & training you may need.

- www.schoolfinder.com
- www.canlearn.ca
- www.iwin.on.ca
- www.careercruising.com (FREE in the Resource Centre!)

STEP 7: Research companies where people in your chosen occupation might work.



- Scott's Directory (Visit our Employment Resource Centre for the web version!)
- www.strategis.ic.gc.ca – Under 'Just for Businesses' tab, Click on 'Find Canadian businesses by industry'
- www.ctidirectory.com

STEP 8: Conduct Information Interviews to find out as much as you can about these occupations.

This is where you interview someone who is working in the field/occupation in which you are interested.

STEP 9: Networking & Experience

Ask and tell everyone you know about the new career/job you want- someone may have a job lead for you! Volunteer to gain work experience. Join professional associations to meet people.

STEP 10: Job Search

- Our Resource Centres have a variety of resources, including popular job search websites, business directories, tip sheets, knowledgeable staff and more. Visit us - use our resources to help you reach your goals!
- Self-Assessment Websites
- Want to learn more about yourself, your strengths and areas for improvement? Check out these websites for some fun and interesting self-assessment tests.

Emotional Intelligence

- www.queendom.com
- <http://testyourself.psychtests.com>
- Employability Skills ("soft skills")
- www.queendom.com – Listed under Career Tests

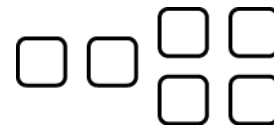
Career Exploration

- www.nextsteps.org/nextsteps - Under Career Planning Section
- www.jobsetc.ca
- www.quintcareers.testingroom.com
- www.careerplanner.com – Try the free personality tests
- www.stewartcoopercoon.com/jobsearch/career-values/

Personal Development

- www.outofservice.com/bigfive/

HOW TO



Research Different Jobs

If you are interested in finding a job that meets your needs and that you will enjoy, there are 3 steps to get you started.

Using the following 3 steps, you can identify your strengths and skills and match these with the work that you might be interested in doing. Researching job descriptions, working conditions, salary ranges, and required education or training are all a part of the process. This can be done independently, with the help of qualified staff, or in a group with other job seekers in your community or a community near you.

3 Steps to Career Exploration

STEP 1: Self-Evaluation

Figure out which jobs are a good match with your skills, interests and values.

What skills have you enjoyed using in past jobs, volunteer work, or in your hobbies? These skills can be transferred to a new position or even to that “dream job” you have always thought about.

Instead of trying to fit into a job, take control by figuring out who you are and what you can offer to a potential employer/type of work.

Below are some resources to help you with this step:

Websites

- www.jobsetc.ca - Helps to identify career options through assessment quizzes
- www.careerplanner.com - Try the Free Personality test
- www.canadiancareers.com - online interests and skills test to identify career options
- www.queendom.com - online career tests for self-evaluation

Computer Programs (available in the resource centre for free)

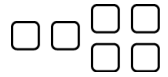
- Career Cruising™ www.careercruising.com - offers an interest inventory survey to help determine which careers are best suited for you
- Choices® - offers assessments on interests, work preferences and transferable skills

At the end of this step, you should have a few occupations that you are interested in researching.

STEP 2: Research

Research the types of jobs that match your skills, interests and values.

In order to determine if this is the kind of job you think you would enjoy doing, you need to research occupations that match your interests, values and personality (as you determined in Step 1). Find out what the working conditions are like, how much the job pays and if the job will be in demand in the future. You should also look at the education and training you may need to do the work.



STEP 2: Research Continued

The information below will help you with your research:

- www.canlearn.ca offers different school options and programs
- www.tcu.gov.on.ca/eng/labourmarket provides profiles for over 265 job groups and educational programs
- www.canadiancareers.com explores different careers and labour market information
- www.workingincanada.gc.ca helps you to find information on the labour market and what salaries to expect in different jobs
- Career Cruising™ www.careercruising.com allows you to search by schools, programs or careers that interest you
- Search job banks for sample jobs and/or similar roles to understand qualifications, skills and salary ranges
- www.wetfeet.com provides salary data, career/industry profiles and articles
- Information Interviews allow you to talk to people who are doing the type of work that you are interested in. They can give you information on the working conditions, the industry, salary, education, and future demand. See JS-4 Tip Sheet - What is Information Interviewing

STEP 3 – Decision Making

In order to make the best decision for your future, it is important to have gathered enough information to properly compare your options. You will want to make sure that your choice is in line with your values, interests and abilities from Step 1. To work towards your goals, it is helpful to create an action plan in order to break down the goals into manageable steps and timelines.

Below is a resource to help with this step:

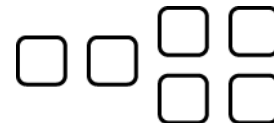
- http://www.mindtools.com/pages/main/newMN_TED.htm provides different techniques for assisting in the decision making process
- Employment Resource Centre's have a variety of resources, including computers, internet, job search websites, business directories, knowledgeable staff and more. Use these resources to help you reach your goal!

Career Exploration Checklist

- I have identified my skills, interests and values
- I have researched potential job options to find out about working conditions
- I have researched the demand for these jobs in the future
- I know the skills and education needed for the jobs I'm interested in
- I know the salary range of the jobs I am thinking about
- I have narrowed it down to the top 2-3 jobs to evaluate and determined which of these options would be the best for me
- I have selected the best job option, and created an action plan

WHAT ARE

Transferable Skills



Transferable Skills are skills that can be used in a variety of different jobs. They are developed through jobs, education, internships, volunteering or life experience. Transferable skills can be hard skills such as computer knowledge or skill with equipment, or they can be soft skills such as listening or communication.

Different jobs have different responsibilities but many jobs use similar skills. By identifying your transferable skills effectively you will show employers how you will help them be successful in their business.

Step 1: Identify your hard and soft skills

- Think about the skills you have used in: Jobs, School, Internships, Sports, Volunteering, Extra-Curricular Activities

Step 2: Identify the skills that employers want

- Talk to people who do the work that you want to do and find out what skills are needed
- Speak to employers and ask what skills they are looking for
- Read job postings in the newspaper and on the internet to see what the job requirements are
- Research labour market information for the description and requirements of jobs that are of interest to you

Step 3: Communicate your skills

- Use your resume and cover letter to explain how you have used your skills
- Practice speaking to people and explaining your unique skills

Step 4: Continue to develop your skills

- Identify any gaps between what skills employers require and what skills you have so that you can work on gaining those skills
- Pursue volunteer opportunities or internships
- Demonstrate lifelong learning through continuing education



EXAMPLES OF TRANSFERABLE SKILLS

Hard Skills

Technical Skills (Make sure to identify product, program or equipment by name)

- Used computer programs; software and hardware
- Used industry specific equipment (telephone systems, office equipment, cash registers, debit/credit machines)
- Obtained licenses, certificates and specialized training
- Operated vehicles, machines, power tools and measuring devices

Soft Skills

Management Skills

- Managed multiple tasks; planned and arranged tasks or events
- Delegated responsibility; lead or directed a team
- Assessed and evaluated your own work as well as that of coworkers

Communication Skills

- Listened well; answered questions, provided information, accepted input
- Presented information to large and small groups
- Wrote and edited correspondence, reports, records, and technical documents
- Used email to present and exchange information

Research Skills

- Identified where to find answers and searched for details
- Investigated and recorded findings
- Forecasted and predicted trends

Interpersonal Skills

- Motivated people into action and encouraged others to do their best
- Taught or trained peers
- Worked well with people from a range of backgrounds
- Developed rapport with customers, coworkers or clients

Problem-Solving Skills

- Identified several solutions to the same problem
- Used judgment to determine cause and effect relationships