On the Main page, click on Explore Careers and then Search By School Subject. Choose your favourite subject.

## School Subjects & Careers

**1**

**WORKSHEET**

Optional: You can also click on the level of education that you are planning to pursue – high school, community college/vocational, or university. The level you select will influence the list of careers. For example, if you select high school education, you will eliminate careers like lawyer, biologist, fashion designer, and engineering technologist, which typically require a university or college education.

###### Scroll through the list and click on a career that interests you.

###### Career:

1. Read the Job Description section. Answer the following questions:

What duties do people in this career typically perform?

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What skills do they require?

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2. Click on the Education button.

What education and training do you need to enter this career?

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What other qualifications are good to have?

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Which college and university programs are related to this career?

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###### Click on one of the two interviews.

## School Subjects & Careers

**1**

**WORKSHEET**

**1**

###### Person’s name:

3. Read the person’s interview and answer the following questions:

How did this person get into this career? *(see Questions & Answers #2)*

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What does this person say about opportunities to get into this career? *(see the last few questions in Questions & Answers)*

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What advice does this person have for people who want to get into this career?

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###### Summary – Your Views

4. Now that you have learned a little about this career and the education and training you need to get started, answer the following questions:

Do you think this is a tough career to get into? What is the most difficult part?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Would you be willing to complete the education and training necessary to work in this career?

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## Using School Subjects In The Workplace

**2**

**WORKSHEET**

On the Main page, click on Explore Careers, and then click on Search By School Subject.

###### Select a school subject.

###### Subject:

Optional: You can also click on the level of education that you are planning to pursue – high school, community college/vocational, or university. The level you select will influence the list of careers. For example, if you select high school education, you will eliminate careers like lawyer, biologist, fashion designer, and engineering technologist, which typically require a university or college education.

###### Scroll through the list and click on a career that interests you.

###### Career:

1. Read the Job Description, Working Conditions, Education, and Sample Career Path sections.

Try to find two or three examples of how people in this career use the school subject you selected.

Sample:

Subject Career Examples

English Lawyer Writing contracts, speaking with clients

Science Dental Hygienist Knowing about tooth/gum disease, using x-rays

Math Tilesetter Measuring spaces where tiles will be placed,

 calculating the cost of materials

Examples:

Subject Career Examples

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## Using School Subjects In The Workplace

**2**

**WORKSHEET**

###### Click on one of the two interviews.

###### Person’s name:

2. Click on A Day In The Life to read about the person’s workday.

Find two examples of the person using the school subject you have chosen.

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Note: If you are having trouble finding examples in this person’s DAY IN THE LIFE, try looking at the other interview and that person’s DAY IN THE LIFE. Use the grey BACK TO CAREER PROFILE button near the top of your screen to return to the career profile page and select the other interview.

###### Summary – Your Views

3. Now that you have learned a little about this career and how people in it use skills or knowledge associated with a school subject, answer the following questions:

Would you enjoy the tasks that people in this career do? Why or why not?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Which other school subjects do you think are important in this career? Why?

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## Using Career Matchmaker

**3**

**WORKSHEET**

On the Main page, click on the Assessments button in the menu bar at the top of the page, and then click on the Career Matchmaker link.

Read the instructions on the Introduction page, then click Start!

Answer the questions. (Do your best! The more thought you put into these answers, the better your results will be. If you need more information about a question, click on the More Info button beside the question.)

After you answer the first 39 questions, you will come to the Career Suggestions which lists the careers that are suitable for you based on your responses to the questions.

We **strongly** suggest that you answer the second round of questions as well. Click on the blue Answer More Questions link in the Improve Results section on the right side of the Career Suggestions page. Answer as many additional questions as you can, and then click the grey View Career Suggestions So Far button to see your updated list of career suggestions.

**Saving your results:** **When prompted, name your Matchmaker results and save your career suggestions to your portfolio. You can also save your results at any time by clicking on the grey Save To My Portfolio button. If you want to save your results but don’t have a portfolio, you will have to create one when you try to save. If you are not able to create a portfolio, ask your teacher or counsellor for help.**

###### Click on one of the suggested careers. (Those near the top are your best matches!)

###### Career:

1. Read the Suitable For You? information that appears for the career you have chosen. Answer the following questions:

What are the Central Aspects of this career?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What are the Central and Secondary Aspects to which you answered Like or Like Very Much?

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Did you answer Dislike or Dislike Very Much to any of the aspects?

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## Using Career Matchmaker

**3**

**WORKSHEET**

Click on the Back To Matchmaker Suggestions link near the top of the page.

###### Click on another career.

###### Career:

2. Read the SUITABLE FOR YOU? information that appears for this career.

Write down the Central and Secondary Aspects to which you answered Like or Like Very Much.

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3. Click on JOB DESCRIPTION and WORKING CONDITIONS.

In the Job Description and Working Condition sections, try to find a job task or working condition that relates to two of the aspects you wrote down above.

Example

 **Career:** Website Designer

 **Aspect:** Having your own creative ideas about designs and styles

 **Examples:** Designing computer websites

 Deciding on colours, patterns, layout, and graphics

For Your Career:

 **Aspect:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Examples:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 **Aspect:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Examples:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## Using Career Matchmaker

**3**

**WORKSHEET**

###### Click on one of the two interviews.

###### Person’s name:

4. Click on A DAY IN THE LIFE and BREAKDOWN OF ACTIVITIES.

See if you can find other examples of the aspects you have chosen in this person’s workday activities.

 **Aspect:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Examples:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 **Aspect:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Examples:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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## Your Career Ideas & Career Matchmaker

**4**

**WORKSHEET**

STAGE 1:

###### Your Career Choice

On the Main page, click on Explore Careers.

In the box beside Search For Careers, enter the name of a career you would like to pursue or have seriously considered for yourself *(e.g. lawyer, carpenter, fashion designer)*. Then click Go!

###### Once you have found a career, write the name below.

###### Career:

1. Before learning more about your career choice, write down three things you think you would like about this career. *(e.g. on-the-job activities, work environment, or other interesting aspects)*

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Note: At this stage of the activity, you do not have to do any research; just write down your thoughts on this career. In the third stage, you will learn more about this career and how it matches up with your interests.

STAGE 2:

###### Identifying Your Interests

Click on the Assessments button in the menu bar at the top of the page, and then click on the Career Matchmaker link.

Read the instructions on the Introduction page, then click Start!

After you answer the first 39 questions, Career Matchmaker will suggest careers that match your answers.

We **strongly** suggest that you answer the second round of questions as well. Click on the blue Answer More Questions link in the Improve Results section on the right side of the Career Suggestions page. Answer as many additional questions as you can, and then click the grey View Career Suggestions So Far.

## Your Career Ideas & Career Matchmaker

**4**

**WORKSHEET**

**Saving your results: When prompted, name your Matchmaker results and save your career suggestions to your portfolio. You can also save your results at any time by clicking on the grey Save To My Portfolio button. If you want to save your results but don’t have a portfolio, you will have to create one when you try to save. If you are not able to create a portfolio, ask your teacher or counsellor for help.**

STAGE 3:

###### Matching Up Your Interests with Careers

**1. Does your career choice appear in the list of career suggestions?**

 **Yes** \_\_\_\_ **No** \_\_\_\_

If your answer is **Yes**, click on it.

If your answer is **No**, click on the blue See How Other Careers Match Up With My Answers link in the Other Options section on the right side of the page. Enter the name of your career choice in the box beside Search For Careers. Click Go! Click on the career name.

2. Once you have clicked on the career, a chart titled Suitable For You? will appear. From this chart, write down any Central and Secondary Aspects to which you answered Like or Like Very Much.

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3. Write down any Central and Secondary Aspects to which you answered Dislike, Dislike Very Much, or Does Not Matter.

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## Your Career Ideas & Career Matchmaker

**4**

**WORKSHEET**

###### Summary – Your Views

Now that you have learned about your interests and how they match up with a career that you have considered, answer the following questions:

4. In Question 1, you wrote down three things that you thought you would like about this career. Are any of these similar to the Central or Secondary Aspects of the career? Are you surprised by any of the aspects of this career? Why?

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5. How did your original career choice match up with your interests? Do you still think it is a good career choice for you? Why or why not?

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6. Do you think interests are important for career choices? Why or why not?

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## Your Career Ideas & Career Matchmaker

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###### Optional – Checking out one of your Career Suggestions

Click on the Back To Matchmaker Suggestions link near the top of the page. Click on one of your top five career suggestions. *(Choose one that you think might interest you, but not the one you already looked at.)*

###### Career:

7. Write down the Central and Secondary Aspects to which you answered Like or Like Very Much.

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8. Write down any Central and Secondary Aspects to which you answered Dislike, Dislike Very Much, or Does Not Matter.

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###### Summary – Your Views

9. Are you interested in this career? Have you ever considered it before? What could you do to

learn more about it?

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## Using Career Selector

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On the Main page, click on Explore Careers, then click on Career Selector.

Select your favourite school subjects *(preferably 2 to 3).*

Click on the Career Clusters button (or the grey Next button). Select 2 to 3 areas in which you would be interested in working.

Click on the Type Of Education button (or the grey Next button). Select the type(s) of education you plan to pursue.

Click on the Core Tasks button (or the grey Next button). Be sure to read all 20 core tasks. Choose 3 to 5 tasks you would like to do regularly at work.

Click on the Earnings button (or the grey Next button). Select the minimum level of income you would like to make. (Remember that selecting high levels of income may eliminate many careers that you might otherwise find interesting.)

Click on the Working Conditions button (or the grey Next button). Select working conditions you could **NOT** tolerate.

Now click on the View Results button to see careers that match your selections. (Note: If you receive 0 matches, try clicking on the View Close Matches tab.)

###### Scroll through the list and click on a career that interests you.

###### Career:

1. Read the Job Description. Answer the following questions:

What do people in this career do?

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What skills do they have?

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## Using Career Selector

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**WORKSHEET**

2. Click on WORKING CONDITIONS. Answer the following questions:

Where do people in this career work?

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What kind of hours do they work? (Do they work days, nights, or shifts? Do they often have to work overtime? How many hours do they work per day/week?)

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###### Click on one of the two interviews.

###### Person’s name:

3. Click on A Day In The Life.

Write down three important work activities this person performs during the day.

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4. Click on Breakdown Of Activities.

List the three activities this person spends the most time on.

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## Using Career Selector

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**WORKSHEET**

5. Click on Likes and then Dislikes.

What does this person like about the job?

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What does this person dislike about the job?

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###### Summary – Your Views

6. Now that you have learned a little about this career, answer the following questions:

What are three things that you think are good about this job *(e.g. interesting work activities, people interaction)*?

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What are three things that you think are bad about this job *(e.g. long hours, some boring tasks, stress)*?

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Could you see yourself doing this job in the future? Why or why not?

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## Comparing Careers

**6**

**WORKSHEET**

On the Main page, click on Explore Careers. Use the Search For Careers function to search for careers that interest you but that you may not know much about, and select two. Write the names of the careers in the spaces provided at the top of every worksheet in this activity.

 Career One Career Two

If you had to pick one of these careers based solely on what you think you know about them right now, which would you choose and why?

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1. Click on Job Description in each career profile. Answer the following questions:

What do people in these careers do? (Describe at least three typical work tasks for each career.)

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If you had to pick one of these careers based solely on the tasks that you would perform, which would you choose and why?

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## Comparing Careers

**6**

**WORKSHEET**

 Career One Career Two

2. Click on Working Conditions in each career profile. Answer the following questions:

What are the working conditions like for people in these careers? *(e.g. full-time or part-time hours, employment location, frequent travel, etc.)*

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If you had to pick one of these careers based solely on the working conditions that you described, which would you choose and why?

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3. Click on Earnings in each career profile. Answer the following questions:

How much do people in each career typically earn on a yearly basis? *(If annual salary figures aren’t available, how much do they earn per hour or per contract?)*

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What other kinds of compensation or benefits can people in each career receive? *(e.g. health and dental benefits, contributions to retirement savings plans, performance bonuses, etc.)*

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## Comparing Careers

**6**

**WORKSHEET**

 Career One Career Two

If you had to pick one of these careers based solely on how much you could earn, which would you choose and why?

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4. Click on Education in each career profile. Answer the following questions:

What are the education and training requirements or recommendations for people in each career? *(e.g. high school diploma, college or university degree, apprenticeship, on-the-job training, additional licensing or certification etc.)*

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Approximately how many years of training or education are required for people in each occupation?

If you had to pick one of these careers based solely on the amount of education and training you need, which would you choose and why?

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## Comparing Careers

**6**

**WORKSHEET**

###### Summary – Your Views

5. Now that you have evaluated your interest in these two careers based on work tasks, working conditions, potential earnings, and education and training requirements, answer the following questions:

Did you change your mind about the career you chose at the beginning of the activity as different types of information became available to you? What new information caused you to change your mind and why?

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Which of the criteria that you used to compare your career choices is most important to you and which is the least important? Put them in order from **1** (the most important) to **4** (the least important) and explain why you have ranked them that way:

**Criteria**  **Rank** **Why**

**Work Tasks:** \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Working**

**Conditions:** \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Earnings:** \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Education**

**& Training :** \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What other factors may influence your career decision? (*e.g. parents, friends, favourite school subject, job outlook, etc.*) Do you consider any of them to be more important than the ones you ranked above? Why?

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## Career Interview Project

**7**

**WORKSHEET**

Stage 1: Career Cruising Interview

On the Main page, click on Explore Careers and then click on Search By School Subject. Select your favourite school subject, and click on the button.

###### Scroll through the list of careers and click on a career that interests you.

###### Career:

1. Read the Job Description. List three things that people in this career do.

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2. Click on Earnings. How much money do people in this career typically earn? What factors determine their salary or income? *(e.g. seniority, hours, expertise)*

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3. Click on Education. What kind of education, training, or other preparation do you need to get into this career?

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## Career Interview Project

**7**

**WORKSHEET**

###### Click on one of the two interviews.

###### Person’s name:

4. What does this person do and how did this person get into this career? *(see Questions & Answers #1 and #2)*

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5. What personal characteristics are required to be successful in this career? *(see Questions And Answers #3)*

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6. What changes to the career does the person foresee in the future? *(see Questions & Answers #6)*

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7. What does the person like most about this career? *(see Likes*)

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## Career Interview Project

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8. What does the person dislike most about this career? *(see Dislikes*)

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9. What advice does this person have for someone who wants to get into this career? *(see Advice)*

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Stage 2: Live Interview

Now that you have viewed one of the interviews in Career Cruising and learned about the kinds of questions you can ask in a career interview, the next step is to try an interview with an adult you know *(e.g. a parent or a friend of your family).*

When doing the interview, remember that it is important to be well-organized and professional. The person you interview is taking time out of his/her busy day to help you. Listen carefully to what the person says; you may be surprised by what you learn! You can use the Interview Question sheet provided to help you with the interview.

## Career Interview Project

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Interview Question Sheet

###### Career name:

###### Person’s name (optional):

1. What are your main tasks or responsibilities at work?

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2. What kind of education, training or other preparation do you need to get into your career? *(e.g. university degree, college diploma, high school diploma, apprenticeship, on-the-job training)*

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3. How did you get into this career? *(When you were young, did you want to do anything else? Did you have other types of jobs before this one?)*

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4. What personal characteristics are required for someone to be successful in your career? *(e.g. being organized or creative, writing or speaking clearly, being strong, or good with your hands)*

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## Career Interview Project

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5. Have any recent changes affected your job? What changes to your career can you foresee in the future? *(e.g. changes in technology, economic changes)*

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6. What do you like most about your job and the career you have chosen? *(In what way(s) is it better than other types of jobs/careers?)*

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7. What do you dislike most about your job and the career you have chosen? *(What are the toughest parts, compared to other jobs/careers?)*

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8. What advice do you have for someone who wants to get into this career?

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## Discovering Your Work Skills

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Step 1: A Day in My Life

Fill in the A Day In My Life chart. In the Activities column, write down the things you do in a typical day. Be sure to include all classes, sports, social events, clubs, hobbies, chores, after school jobs, etc. (*You may use the Activities and Work Skills chart as a reference.)*

Step 2:

Using the Activities and Work Skills chart, match your activities with the related work skills.

Step 3:

Now go back to your A Day In My Life chart and write down the work skills that match your activities *(put the work skills beside each activity, in the right hand column).*

Step 4:

**1. Write down the work skill that appears most often in your day:**

Work Skill #1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Write down the work skill you would most enjoy using in a job:**

Work Skill #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Write down the work skill you think would be most important in getting a good job:**

Work Skill #3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Step 5: Using Career Cruising / Work Skill #1

On the Main page, click on Explore Careers, then click on Career Selector.

Click on Core Tasks and select the work skill/core task that appears **most often** in your day *(Work Skill #1 above).*

Click on View Results. Career Cruising will show you a list of careers where people use the skill you selected.

## Discovering Your Work Skills

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**WORKSHEET**

Step 6: Researching the Career

###### Scroll through the list and click on a career that interests you.

###### Career:

4. Click on Job Description. Write down examples of how people in this career use the work skill you selected.

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###### Click on one of the two interviews.

###### Person’s name:

5. Click on A Day In The Life. Write down examples of how the person uses the skill you selected in his/her workday.

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Use the grey Back To Career Profile button near the top of the page to return to the career profile page.

###### Click on the other interview.

###### Person’s name:

6. Click on A Day In The Life. Write down examples of how this person uses the skill you selected in his/her workday.

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## Discovering Your Work Skills

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Step 7: Using Career Cruising / Work Skill #2

Use your browser’s Back button to return to the Career Selector screen. Click on Core Tasks.

Deselect the work skill/core task you chose before *(i.e. click on it once to delete the checkmark).*

Now select the work skill that you would most enjoy using in a job (*Work Skill #2 above).*

Click on View Results.

###### Scroll through the list and click on a career that interests you.

###### Career:

7. Read the Job Description and each of the interviewees’ Day In The Life. Write down examples of how people in this career use the work skill you selected.

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Step 8: Using Career Cruising / Work Skill #3

Repeat Step 7, except this time select the work skill that you think would be most important in getting a good job *(Work Skill #3 above).*

###### Career:

8. Read the Job Description and each of the interviewees’ A Day In The Life. Write down examples of how people in this career use the work skill you selected.

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## A Day in My Life

**8**

**WORKSHEET**

|  |  |  |
| --- | --- | --- |
| Time | Activity | Work Skills |
| 7:00am – 8:00am |  |  |
| 8:00am – 9:00am |  |  |
| 9:00am – 10:00am |  |  |
| 10:00am – 11:00am |  |  |
| 11:00am – 12:00pm |  |  |
| 12:00pm – 1:00pm |  |  |
| 1:00pm – 2:00pm |  |  |
| 2:00pm – 3:00pm |  |  |
| 3:00pm – 4:00pm |  |  |
| 4:00pm – 5:00pm |  |  |
| 5:00pm – 6:00pm |  |  |
| 6:00pm – 7:00pm  |  |  |
| 7:00pm – 8:00pm |  |  |
| 8:00pm – 9:00pm |  |  |

## Activities and Work Skills

**8**

**WORKSHEET**

|  |  |
| --- | --- |
| SCHOOL SUBJECT | WORK SKILLS |
| Biology | Doing Research Inspecting, Measuring, or Monitoring Keeping Accurate RecordsWorking with Animals or Plants  |
| Business(e.g. Accounting, Entrepreneurial Studies, Marketing)  | Communicating Information or Persuading PeopleKeeping Accurate RecordsSelling or Promoting |
| Canadian and World Studies(e.g. Canadian History and Politics, Canadian and World Issues, Law, World History) | Communicating Information or Persuading PeopleDoing ResearchWriting |
| Chemistry | Inspecting, Measuring, or MonitoringKeeping Accurate RecordsProgramming, Analyzing Data, or Doing Calculations |
| Computers | Programming, Analyzing Data, or Doing CalculationsIdentifying/Diagnosing Problems |
| Dance | Artistic Expression Physical Training or Performing |
| Technology(e.g. Design and Technology, Construction Technology, Communication Technology) | Operating Machines or VehiclesBuilding or Creating ObjectsInspecting, Measuring, or Monitoring |
| Drama | Artistic Expression Communicating Information or Persuading PeopleWriting |
| English | Artistic Expression Communicating Information or Persuading PeopleWriting |
| Family Studies(e.g. Parenting, Fashion, Individuals and Families in a Diverse Society) | Caring for or Treating PeopleOrganizing People or Planning ActivitiesMaking sure that things are Clean and Organized |
| Geography(e.g. Geography – Physical, World Issues) | Doing ResearchWritingCommunicating Information or Persuading People |
| Health and Physical Education | Physical Training or PerformingOrganizing People or Planning Activities |
| History(e.g. Canadian History, Society: Challenge and Change, Modern Western Civilization, etc.) | Doing ResearchWritingCommunicating Information or Persuading People |
| Languages(e.g. French, Japanese, Latin) | Communicating Information or Persuading PeopleWriting |
| Math  | Programming, Analyzing Data, or Doing CalculationsInspecting, Measuring, or MonitoringIdentifying/Diagnosing Problems |
| Music or Visual Art(e.g. Band, Strings, Musical Theatre, etc.) | Artistic ExpressionBuilding or Creating ObjectsDesigning or Drawing Things  |
| Physics | Inspecting, Measuring, or MonitoringKeeping Accurate RecordsProgramming, Analyzing Data, or Doing CalculationsDesigning or Drawing Things  |
| Science | Inspecting, Measuring, or MonitoringKeeping Accurate RecordsProgramming, Analyzing Data, or Doing Calculations |

## Activities and Work Skills

**8**

**WORKSHEET**

|  |  |
| --- | --- |
| OTHER SCHOOL ACTIVITIES | WORK SKILLS |
| Assemblies (e.g. organizing, participating in) | Artistic ExpressionCommunicating Information or Persuading OthersOrganizing People or Planning Activities |
| Clubs(e.g. chess club, outdoors club, environment club) | Communicating Information or Persuading OthersOrganizing People or Planning ActivitiesSelling or Promoting |
| Dances (e.g. organizing, attending) | Organizing People or Planning ActivitiesPhysical Training or PerformingSelling or Promoting |
| Fundraising (e.g. raising money for a charity or school trip; you may hold an event, have a car wash, sell chocolates) | Organizing People or Planning ActivitiesSelling or PromotingCommunicating Information or Persuading PeopleKeeping Accurate Records |
| Independent Study Project/Unit (e.g. research essay on a topic of your choice) | Doing ResearchKeeping Accurate RecordsWriting |
| Journal (e.g. keeping a daily journal for English class) | Writing |
| Library(e.g. finding books in the library)  | Doing Research |
| Lunch/Recess | Communicating Information or Persuading People |
| Peer Editing(e.g. reading and correcting other students’ work) | Communicating Information or Persuading PeopleWriting |
| Peer Tutoring/Helping(e.g. helping students with school work or problems) | Teaching or TrainingIdentifying/Diagnosing Problems |
| Presentations or Seminars | Communicating Information or Persuading PeopleTeaching or Training |
| Projects(e.g. researching and presenting information in a visually appealing way) | Doing ResearchWritingDesigning or Drawing Things Building or Creating Objects |
| Sales (e.g. bake sales) | Selling or PromotingCommunicating Information or Persuading PeopleOrganizing People or Planning Activities |
| School Newspaper(e.g. being a reporter, taking photos, doing layout) | WritingDoing Research |
| School Shows (e.g. plays, music night) | Artistic ExpressionCommunicating Information or Persuading PeopleSelling or PromotingBuilding or Creating Objects |
| Science Project | Doing ResearchInspecting, Measuring, or MonitoringProgramming, Analyzing Data, or Doing CalculationsWriting |
| Sports (e.g. playing on, coaching, or helping out with a team) | Physical Training or PerformingOrganizing People or Planning Activities |
| Student Council(e.g. being a student council member such as school president or treasurer) | Communicating Information or Persuading PeopleOrganizing People or Planning Activities |
| Yearbook(e.g. writing for, taking photos, doing layout) | WritingArtistic ExpressionDesigning or Drawing Things  |

## Activities and Work Skills

**8**

**WORKSHEET**

|  |  |
| --- | --- |
| LEISURE ACTIVITIES AND HOBBIES | WORK SKILLS |
| Athletic activities (e.g. hiking, swimming, skating) | Physical Training or Performing |
| Being interested in professional sports(e.g. following a sports team; watching sports on TV, keeping track of players’ stats, discussing sports) | Doing ResearchCommunicating Information or Persuading People |
| Building things(e.g. models) | Building or Creating ObjectsDesigning or Drawing things |
| Camping | Physical Training or PerformingOrganizing People or Planning |
| Card or Board Games | Programming, Analyzing Data, or Doing CalculationsCommunicating Information or Persuading PeopleIdentifying/Diagnosing Problems |
| Collecting things (e.g. baseball cards, stickers) | Doing ResearchKeeping Accurate RecordsMaking Sure Things are Clean and Organized |
| Computer(e.g. using a paint program, installing new software, fixing problems) | Programming, Analyzing Data, or Doing CalculationsIdentifying/Diagnosing ProblemsOperating Machines or Vehicles |
| Diary (e.g. writing down your thoughts in a diary) | WritingArtistic Expression |
| Drawing (e.g. pictures, cartoons, etc.) | Artistic ExpressionDesigning or Drawing things |
| Driving (e.g. driving the family car) | Operating Machines or Vehicles |
| Friends (e.g. hanging out with, helping with problems) | Communicating Information or Persuading PeopleOrganizing People or PlanningIdentifying/Diagnosing Problems |
| Internet(e.g. surfing the net, downloading music, making a web page) | Doing ResearchDesigning or Drawing thingsProgramming, Analyzing Data, or Doing Calculations |
| Making crafts (e.g. bracelets) | Artistic ExpressionDesigning or Drawing thingsBuilding or Creating Objects |
| Music (e.g. listening to, singing, playing an instrument) | Artistic ExpressionCommunicating Information or Persuading PeopleDoing Research |
| Playing on a sports team (e.g. baseball, soccer) | Physical Training or PerformingCommunicating Information or Persuading People |
| Reading (e.g. magazines, novels, comic books) | Doing Research |
| Riding a Bike  | Physical Training or PerformingOperating Machines or Vehicles |
| Shopping | Doing Research |
| Skateboarding | Physical Training or PerformingFixing/Repairing Things |
| Talking on the Phone | Communicating Information or Persuading People |
| Video or Computer Games | Identifying/Diagnosing ProblemsPhysical Training or Performing |
| Writing letters or emails  | WritingCommunicating Information or Persuading People |

##  Activities and Work Skills

**8**

**WORKSHEET**

|  |  |
| --- | --- |
| HOUSEHOLD ACTIVITIES | WORK SKILLS |
| Babysitting (e.g. younger sister/brother, neighbours’ kids) | Caring for or Treating People |
| Cleaning (e.g. your room, bathroom, garage) | Making Sure Things Are Clean and OrganizedIdentifying/Diagnosing ProblemsOperating Machines or Vehicles |
| Cooking or Baking  | Inspecting, Measuring, or MonitoringBuilding or Creating Objects |
| Mowing the Lawn  | Operating Machines or VehiclesPhysical Training or PerformingWorking with Plants or Animals |
| Helping in the Garden (e.g. planting flowers, pruning bushes, weeding) | Physical Training or PerformingWorking with Plants or AnimalsArtistic expression  |
| Shovelling Driveway | Physical Training or Performing |
| Taking care of a pet (e.g. walking the dog, feeding cat) | Working with Plants or Animals |
| Taking Phone Messages  | Keeping Accurate RecordsWriting |
| Vacuuming  | Operating Machines or Vehicles |
| Washing the Dishes | Making Sure Things Are Clean and Organized |

|  |  |
| --- | --- |
| OTHER | WORK SKILLS |
| Part-time job - Cashier | Assisting Customers or the PublicProgramming, Analyzing Data, or Doing Calculations |
| Part-time job - Food Services(e.g. working at a fast food chain, waiting tables, bussing) | Assisting Customers or the PublicMaking Sure Things Are Clean and Organized |
| Part-time job - Recreation(e.g. lifeguard, sports instructor, camp counsellor) | Teaching or TrainingCaring for or Treating People |
| Part-time job - Retail (e.g. working in a clothing store) | Assisting Customers or the PublicKeeping Accurate ReportsMaking Sure Things Are Clean and OrganizedSelling or Promoting |
| Volunteering (e.g. volunteering at a hospital, charity) | Assisting Customers or the PublicCaring for or Treating PeopleCommunicating Information or Persuading PeopleTeaching or Training |

## Using My Skills

**9**

**WORKSHEET**

On the Main page, click on the Assessments button in the menu bar at the top of the page, and then click on the Career Matchmaker link.

Read the instructions on the Introduction page, then click Start!

After you answer the first 39 questions, you will come to the Career Suggestions page which lists the careers that may be suitable for you based on your interests. Take a few minutes to look through the careers on your list.

###### Select a career from the list that you are interested in.

###### Career:

1. Click on the career that you are interested in and read through the information that is available (Job Description, Working Conditions, Interviews, etc.).

Write down five things about this career that you find appealing.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Click on Back To Matchmaker Suggestions to go back to your career suggestions list. Now click on the Complete My Skills link in the My Skills section on the right side of the page to begin the skills assessment component. Read the introduction and then click Go! to begin answering the skills questions. Answer all 45 questions.

After answering the skills questions, you will return to the Career Suggestions page where you will notice that all of the careers on your list have been assigned a skills score.

2. What is the skills score that appears beside the career you wrote down above?

 \_\_\_\_\_ A – Very Good Match

 \_\_\_\_\_ B – Good Match

 \_\_\_\_\_ C – Fair Match

 \_\_\_\_\_ D – Questionable Match

 \_\_\_\_\_ E – Poor Match

## Using My Skills

**9**

**WORKSHEET**

3. Click on this career and then scroll down the Suitable For You? screen until you get to the My Skills information.

Look through your responses to the skills that are important for this career and add up the number of responses of each type.

 \_\_\_\_\_ I Am Highly Skilled

 \_\_\_\_\_ I Am Skilled

 \_\_\_\_\_ I Have Some Skill

 \_\_\_\_\_ I Don’t Have This Skill

 \_\_\_\_\_ I Can’t Answer This

4. Write down any three skills to which you answered “I Don’t Have This Skill” or “I Have Some Skill.” (If you didn’t respond this way to three of the skills, just choose any three of the skills listed.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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For each of the skills you wrote down, try to think of school subjects and activities outside of school that could help you increase your skill level.

Example:

 **Skill:** Presenting ideas and information in writing

 **Ways to improve my skill level:**

 Work hard on all of my written assignments in school

 Try to read the newspaper every day

 Write a short story on why I love sports

 Ask my English teacher to recommend some books on writing

For Your Skills:

**Skill 1:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Ways to improve my skill level:**

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## Using My Skills

**9**

**WORKSHEET**

**Skill 2:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Ways to improve my skill level:**

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 **Skill 3:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Ways to improve my skill level:**

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**Summary – Your Views**

5. After completing the skills assessment, are you still interested in this career? Why or why not?

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6. What do you think the difference is between interests and skills?

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7. Do you think it is helpful to consider your skills when choosing a career? Why or why not?

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## Exploring Apprenticeship Training

**10**

**WORKSHEET**

On the Main page, click on Education & Training, and then click Apprenticeship Training.

Click on About Apprenticeship.

1. Browse through this section to learn the basics about apprenticeships. Answer the following questions:

How much do apprentices earn?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What is the first step in becoming an apprentice?

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What education do you need to begin most apprenticeship programs, and to be taken on by most employers?

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2. In some trades, certification through an apprenticeship or other means is mandatory if you want to work in that trade. In other trades, certification is voluntary. Use the information in the Trade Certification section to answer the following questions:

Why might you want to get certified through an apprenticeship even if you don't have to?

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What does the additional Red Seal Certification allow you to do?

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## Exploring Apprenticeship Training

**10**

**WORKSHEET**

Using your browser’s Back button, return to the Explore Apprenticeships page.

Click on Select A Province and select your province.

3. Click on the blue Local Offices button. Find the nearest apprenticeship office.

Write down the contact information for that office: *(If there is no local office in your area, write down the main office contact information.)*

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Click on the blue Apprenticeship Search button. Choose an area that interests you and click on it.

Select a specific apprenticeship program from the list that appears.

###### Apprenticeship:

4. Read through the Apprenticeship program profile. Answer the following questions:

What do people in this trade do? *(brief description)*

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Is certification mandatory or voluntary?

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## Exploring Apprenticeship Training

**10**

**WORKSHEET**

Using your browser’s Back button, return to the Explore Apprenticeships page.

Choose another area that interests you and click on it. Select a specific apprenticeship program from the list that appears.

###### Apprenticeship:

5. Read through the Apprenticeship program profile. Answer the following questions:

What do people in this trade do? *(brief description)*

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Is certification mandatory or voluntary?

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###### Summary – Your Views

Now that you have learned a little about apprenticeships and a few of the programs offered, answer the following questions:

6. What would you need to do if you wanted to get into one of the apprenticeships you explored above?

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7. Will you be considering apprenticeship as a career option for you? Why or why not?

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## Post-Secondary Research Exercise

**11**

**WORKSHEET**

On the Main page, click on Education & Training.

Click on the Search For Schools button.

Beside Search For A School, enter the name of a university or college that you have heard about or are interested in *(e.g. McGill University, Capilano College, Winnipeg Technical College, Ryerson University).*

Click Go! (Or, click on the province in which the university or community college is located and find it in the alphabetical list.)

###### Click on a school that interests you.

###### School name:

1. Click on the blue buttons to find the following information*.* If any of the information is not available for this school, write N/A.

Mailing Address:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Admissions Contact Information:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Enrolment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Financial Aid and Awards Phone Number or Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

###### Click on the Programs Offered button on the left side of the page. Scroll through the list of programs to find a program you are interested in.

###### Program name:

2. Click on the program name to get more information about it. Write down the credential granted (diploma, certificate, etc.) and other useful information available such as the length of the program, tuition, or whether a co-op/work placement is offered.

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## Post-Secondary Research Exercise

**11**

**WORKSHEET**

###### Summary – Your Views

3. Do you think that this school and program are a good choice for you? Do you need more information to make a decision? How will you go about getting this information?

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###### Optional – Internet Research

Click on the School Profile button on the left hand side of the page. Then click on the link listed below the website heading.

**4. Try to find information about the program you selected above in the school’s website.** *(Hint: look for sections like “admissions,” “academic programs,” “student resources,” or “course calendar.”)*

**Answer the following questions:**

What are the admission requirements or prerequisites for this program? *(i.e. specific high school courses or special application procedures that must be completed before you can enter the program)*

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**When is the application deadline?**

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What is the contact information for the person or department that can answer any questions you may have about this program?

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## Post-Secondary Research Exercise

**11**

**WORKSHEET**

###### Summary – Your Views

5. Are you still interested in taking the program you selected? Is it different in any way from what you thought it would be?

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6. Was any important information about this program not available on the school’s website? How can you find the information?

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## Learning Styles

**12**

**WORKSHEET**

**Complete the Learning Styles Inventory assessment.**

On the Main page, click on the Assessments button, then on the Learning Styles Inventory link. Enter your first and last name in the spaces provided and click Start Now!

Read the instructions on the Introduction page and start the assessment. Remember, there are no right or wrong answers; simply select the answer that you feel best applies to you.

**Saving your results: When prompted, save your Learning Styles Inventory results to your portfolio. You can also save your results at any time by clicking on the grey Save To My Portfolio button at the bottom of the page.**

**What kind of learner are you?**

**1. Read the Learning Styles profile. Answer the following questions:**

Which parts of the profile *best* describe the way that you learn and retain new information?

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Are there parts of the profile that *do not* accurately describe the way that you learn and retain new information? Which ones?

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**2. Think about how your learning style relates to your performance at school.** The Learning Styles profile offers lots of suggestions to help you learn in your preferred style.

Which suggested strategies do you already use? How successful do you think they are in helping you learn and remember information?

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Which suggested strategies can you begin using now to help you learn and remember information?

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## Learning Styles

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**3. Now try to think of some more learning styles tips that you could use in the following situations:**

You have a test in two weeks that is worth 30% of your final grade. What strategies could you use to help you study for the exam?

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You’re having a hard time absorbing information in class. What suggestions could you make at the next student-teacher conference that would help you and your teacher develop a learning plan to suit your learning style?

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You have to write a 5-page book report, and you’re feeling a little overwhelmed. What tips can help you prepare to tackle the project and write the paper?

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**4. Think about how understanding your learning style relates to career possibilities.** How can knowing how you learn help you make important career decisions and succeed in the workforce?

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**Click on the Careers button in the menu bar at the top of the screen, and search for a career that interests you, but that you may not know much about.**

**Career:**

**5. Read the Job Description section.**

Write down two or three tasks that people in this occupation perform.

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Describe how you could learn to perform each task in a way that complements *your* learning style. (*e.g. adjusting technical equipment: auditory learners could listen to someone explain how to adjust the equipment; visual learners could read the manual; tactile learners could test out the equipment*)

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**6. Read the Working Conditions section.**

Write down two working conditions that are common for people in this occupation.

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Describe how you could adapt the working conditions you listed above so that they support *your* learning style. (*e.g. working in an office: auditory learners could reduce noise distractions by closing their office door; visual learners could reduce visual distractions by clearing away clutter in their office or cubicle; tactile learners could take frequent breaks or walks.)*

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###### Summary – Your Views

**Now that you’ve learned a little more about your learning style, answer the following questions:**

What do you think are some of the challenges associated with your learning style?

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What do you think are some of the advantages of your learning style?

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