

# Online Career Exploration



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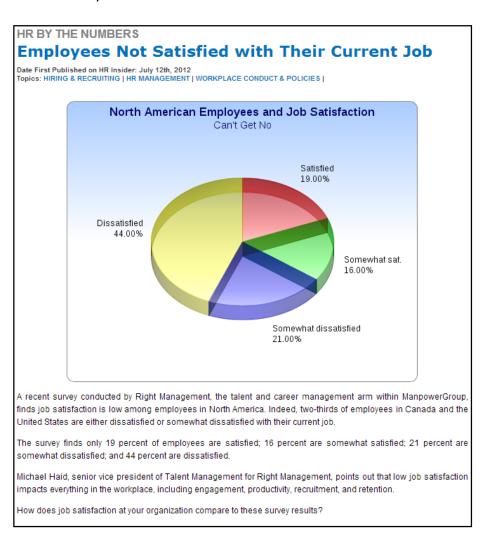
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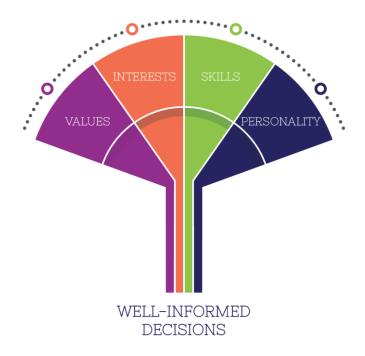
#### Introduction

We often tend to find fault with ourselves when we are unhappy in our jobs. If only we could change this, adjust that, or get along better with...it rarely occurs to us that perhaps the job, or the people, or the environment just isn't conducive to our job satisfaction—no matter how hard we try. If you can relate to this, you are not alone! As you can see from the statistics below, only 19% of employees in North America are happy in their jobs—81% are not!

What separates you from the 81% is that you are here today doing something about it. **Congratulations!** Give yourself this time to explore and dream about what career satisfaction is for you and believe that you can have it!



# **PART ONE:**



# CAREER EXPLORATION INVENTORY

#### My Values

Your values are your guiding principles that define what is purposeful and meaningful to you. Place a  $\checkmark$  next to your favourite values. Place an  $\thickapprox$  next to your least favourite values. Transfer your **TOP FIVE** to page 14.

□ Acknowledgement & Appreciation Be noticed; recognition for a job well done □ Belonging Be accepted as a member of a group □ A Lover of Beauty Abbreciating the splendor of surroundings □ Creativity & Innovation Work that allows for new methods and ways to be tried and implemented □ Nature & Outdoors Work outside or with living things □ Peaceful Environment Work where you feel peaceful and calm □ Privacy and Solitary Work Work alone, free from observation or attention □ Routine	☐ Clean & Orderly Work in areas that are organized and focused ☐ Detailed Work Perform work that is very exact or precise ☐ Ethical Workplace Conform to standards that are consistent with agreed principles ☐ Clear Directions Consistently provided with clear instructions ☐ Physical Ability Use physical strength and ability ☐ Achievement & Accomplishment Put in effort and being successful ☐ Advancement
Perform a regular sequence of activities	Move up or grow in responsibility
	☐ Authority
□ Assist People Provide others with assistance, help or direction □ Moral Fulfillment Believe strongly in the work that you are doing □ Humanitarian Work Make your community or world a better place □ Interaction with People Communicate with people on an on-going basis □ Persuade Others Influence others, change minds or try new things □ Relationships Importance of developing friendships □ Cooperation & Harmony Work effectively together to achieve a common goal	Be in charge of goals, activities, and people in the workplace  Challenging & Adventure Stimulates work that provides risk-taking, excitement and out-of-the-box thinking  Competence Carry out tasks that require a high level of knowledge, skills and training  Fast-Paced Environment Enjoy a dynamic and energetic workplace  High Standards Emphasis on reaching and maintaining the highest attainable standard  Learning & Knowledge Opportunity to increase knowledge and skills  Productive Productive Producing abundant and satisfactory results  Solve Problems Able to resolve concerns and difficult situations

#### My Interests

Your interests are tasks and topics that are enjoying and fulfilling to you.

Place a ✓ next to your favourite interests. Transfer your **TOP FIVE** to page 14.

DOING	ORGANIZING
<ul> <li>Producing tangible results</li> </ul>	☐ Using or creating databases
☐ Fixing, constructing, or	☐ Keep records and files
building	□ Writing reports
$\square$ Using tools	<ul> <li>Activities that require accuracy and</li> </ul>
$\square$ Being outdoors	attention to detail
☐ Action-oriented activities	☐ Using computer software
☐ Working with my hands	☐ Conducting financial analysis
o Solving concrete problems	□ Organizing office procedures
$\square$ Repairing, refinishing	☐ Performing calculations
<ul><li>Physically demanding activities</li></ul>	□ Following clear rules
<ul> <li>Operating equipment or machinery</li> </ul>	ANALYZING
	_
	□ Solving abstract or
CREATING	intellectual problems  ☐ Analyzing information
$\square$ Performing	☐ Conducting research
$\square$ Designing	☐ Collecting research ☐ Collecting and organizing data
<ul> <li>Drawing, sketching, or painting</li> </ul>	
☐ Cooking and entertaining	<ul><li>Designing systems or processes</li><li>Working in a lab or scientific setting</li></ul>
	The secting in a lab of scientific setting
HELPING	LEADING
$\square$ Supporting people	☐ Speaking in public
<ul><li>☐ Building relationships</li></ul>	☐ Fundraising
☐ Communicating with people	☐ Persuading or convincing
$\Box$ Listening to others' needs or	☐ Chairing committees, groups, or
problems	organizations
<ul><li>□ Encouraging and empowering</li></ul>	☐ Competing against others
☐ Helping, nurturing, or caring	11
for others	☐ Managing people and projects
$\square$ Training, instructing, or	☐ Marketing ideas, products or services
coaching	☐ Entrepreneurial ventures
☐ Teaching or explaining	☐ Negotiating contracts
<ul> <li>Organizing social events</li> </ul>	
☐ Volunteering or community	
service	
☐ Interacting with others	

#### My Skills

Your favourite skills are tasks and duties that energize you and intrigue you.

Place a  $\checkmark$  next to skills you like to do. Place a  $\bigstar$  next to the skills you would like to learn. Transfer each of your **TOP FIVE** to page 15.

DOING  Assembling  Building  Driving  Growing  Installing  Mixing  Operating  Repairing	ADMINISTRATING  Arranging Charting Documenting Filing Organizing Processing Recording Updating	
CREATING  Cooking Creating Decorating Designing Drawing Performing Visualizing	TECHNICAL  Computing Engineering Inspecting Operating Processing Programming Solving Surveying Testing	FINANCIAL  Administrating  Analyzing  Auditing  Balancing  Budgeting  Calculating  Inspecting  Reconciling  Tracking
HELPING  Advising  Advocating  Caring  Counselling  Empathizing  Encouraging  Facilitating  Helping  Instructing  Mentoring  Serving  Supporting  Teaching	Troubleshooting Fixing  COMMUNICATING Corresponding Explaining Editing Interpreting Negotiating Promoting Recruiting Speaking Writing	LEADERSHIP  Advising Coordinating Deciding Delegating Directing Enforcing Overseeing Planning Supervising Strategizing

#### My Attributes

Your attributes are your characteristics that define your authenticity and professionalism. Place a  $\checkmark$  next to your favourite attributes. Transfer your **TOP FIVE** to page 15.

WORK HABITS	
□ Accurate □ Methodical   □ Dedicated □ Orderly   □ Diligent □ Persistent   □ Efficient □ Productive   □ Focused □ Punctual   □ Meticulous □ Systematic	PROBLEM SOLVING  Analytical Persuasive Perceptive Problem Solver Imaginative Quick Learner Investigative Trouble Shooter Logical Sincere Solution-Oriented
FLEXIBILITY  Adaptable Creative Flexible Original Proactive Resourceful Self-Starter Versatile Thorough	ATTITUDE  Ambitious Devoted  Assertive Energetic  Calm Genuine  Cheerful Honest  Confident Open-minded  Conscientious Passionate  Consistent Positive  Dependable Practical  Professional Reliable
RELATING TO OTHERS	☐ Professional ☐ Reliable
<ul> <li>□ Articulate</li> <li>□ Competent</li> <li>□ People-oriented</li> <li>□ Cooperative</li> <li>□ Personable</li> <li>□ Courteous</li> <li>□ Proven-Negotiator</li> <li>□ Diplomatic</li> <li>□ Respectful</li> <li>□ Empathetic</li> <li>□ Supportive</li> <li>□ Good listener</li> <li>□ Tactful</li> <li>□ Helpful</li> <li>□ Trustworthy</li> </ul>	ENTHUSIASM  Ambitious Enthusiastic  Assertive Enjoys Challenges  Competitive Leader  Determined Motivated  Diligent Positive  Energetic Profit-Oriented  Self-Motivated

#### **Occupational Sectors**

Occupational sectors are branches of our economy that provide materials, goods, and services. Place a  $\checkmark$  next to your favourite sectors. Transfer your **TOP THREE** to page 15.

Natural and Applied Sciences
Management
Social Services, Education, Government Service and Religion
Sales and Service
Trades, Transportation and Equipment Operators
Business, Finance and Administration
Arts, Culture, Recreation and Sport
Farming, Fishing, Forestry, Landscaping, and Mining
Process, Manufacturing and Utilities
Health



#### My Working Conditions and Wages

Preferences in your working conditions, such as environment, culture, and compensation, can deeply affect your sense of career satisfaction. Consider your past experiences in previous jobs and academics and ask yourself the following questions:

Did you prefer to work among <b>objects</b> or <b>people</b> ?	
Did you prefer <b>practical instructions</b> or <b>innovative theories</b> ?	
What <b>management</b> styles brought out your best self?	
Did you find <b>risks</b> to be thrilling or discomforting?	
Did you prefer working <b>alone</b> or with <b>teams</b> ?	

Transfer your working conditions to page 16.



#### **Wages**

Identify a salary scale you would like to earn, from a range of entry-level to experienced.

LOW: \$\_\_\_\_\_ per hour to HIGH: \$\_\_\_\_\_ per hour

Transfer your desired hourly salary to page 16.

#### **Education and Training in Winnipeg**

Here is a list of local post-secondary education institutions. We recommend you familiarize yourself with programs offered at each institution. Locate the contact information for a course advisor. Remember that there is often further training offered by sector councils and unions. Talk to your career counsellor to learn more!



















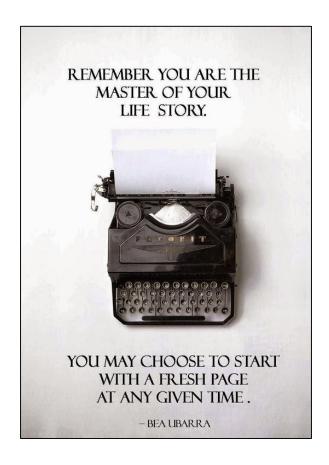








# **PART TWO:**



# Career Exploration Results

#### **Values and Interests**

	1	2	3	4
INVENTORY	Occupation	Occupation	Occupation	Occupation
<b>1</b>				
Strongly Value:				
I.				
2.				
3.				
4.				
5.				
TOTAL				
Don't Value:				
1.				
2.				
3.				
4.				
5.				
TOTAL				
		1	1	l
Strong Interests:				
1.				
2.				
3.				
4.				
5.				
TOTAL				

#### Skills, Attributes, and Sectors

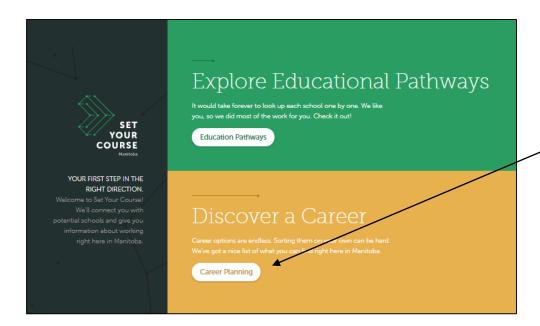
INVENTORY	Occupation	Occupation	Occupation	Occupation
<b>1</b>				
Skills:				
Like to Do				
1.				
2.				
3.				
4.				
5.				
TOTAL				
Skills:				
Would Like to Learn				<u>                                       </u>
1.				
2.				
3.				
4.				
5.				
TOTAL				
		1	T	
My Top 5 Attributes				
1.				
2.				
3.				
4.				
5.				
TOTAL				
		I	I	
My Top 3 Occupational Sectors				
1.				
2.				
3.				
TOTAL				

	I	2	3	4
INVENTORY	Occupation	Occupation	Occupation	Occupation
<b>↓</b>				
Working conditions:				
Desired salary: \$	\$	\$	\$	\$
to	to	to	to	to
\$	\$	\$	\$	\$
Education				
and Training:				
The labour market	GOOD	GOOD	GOOD	GOOD
outlook for this field is:	FAIR LIMITED	FAIR LIMITED	FAIR LIMITED	FAIR LIMITED
	SHORTAGE BALANCE	SHORTAGE BALANCE	SHORTAGE BALANCE	SHORTAGE BALANCE
	SURPLUS	SURPLUS	SURPLUS	SURPLUS
Potential job titles:				
Potential				
workplaces:				

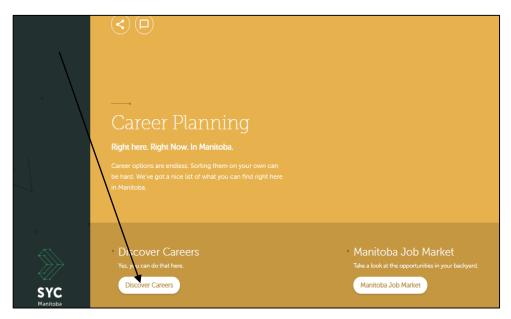
#### **Exploring Occupations with Set Your Course**

You are now ready to explore occupations by using the **Set Your Course** website. To get started:

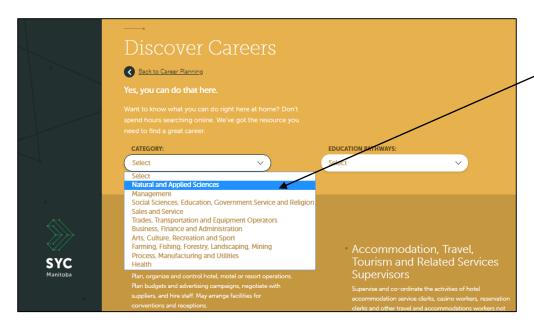
- Go to www.setyourcourse.ca
- Scroll down and you will see Discover a Career.
- Click on Career Planning.



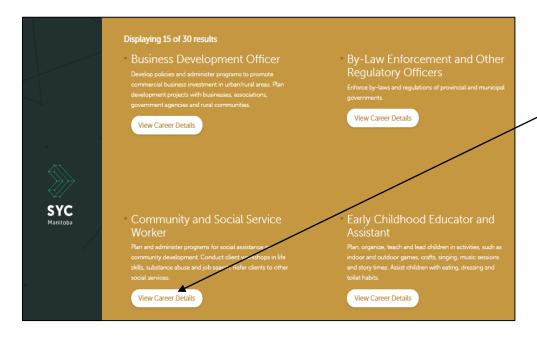
• Click on **Discover Careers**.



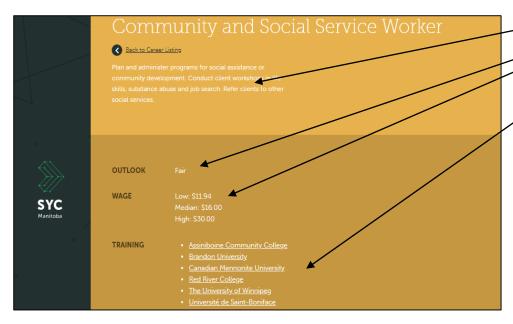
- Select the dropbox labelled **Category**. Here you will find a list of sectors.
- Select a sector that interests you.



- Here you will find a variety of career profiles within your chosen sector.
- For a sample career profile, please select the
  - o Category Social Sciences, Education, Government Service and Religion
    - Select the occupation Community and Social Service Worker.
- Under the career profile description, click View Career Details.



Here is where you will find information for your selected career, including a **Description**,
 Outlook, Wage, Training, and Places of Employment.



Decisions. We can think about things, turn them over in our minds a million times, play out possible scenarios, but really when it comes down to it, you have to go with your heart and move forward. Maybe things will go well. Maybe they'll turn out poorly. Every decision brings with it some good, some bad, some lessons, and some luck. The only thing that's for sure is that indecision steals many years from many people who wind up wishing they'd just had the courage to leap.

~Doe Zantamata

#### First Glance: Careers I Like

When you first start discovering career profiles in **Set Your Course**, it's natural to be excited with several ideas. Use this list to record job titles that you are interested in researching.

- 2. \_\_\_\_\_ 4. \_\_\_\_\_ 9. \_\_\_\_
- Now select **one** sample career profile to begin your research.
- Remember to use a pencil you might change your mind!



FUNTUS.COM

- Turn to page 14 in this booklet and locate the top row where it says Occupation.
- Record your selected career profile title in column #1.

	Valu	es And Skil	le .	
	l valu	2	3	4
Occupation	+			
Strongly Value: p 3				
I.				
2.				
3.				
4.				
5.				
6.				
TOTAL				
·				
Don't Value: p 3				
I.				
2.				
3.				
4.				
5.				
6.				
TOTAL				
Skills - like to do: p 4				
I.				
2.				
3.				
4.				
5.				
6.				
TOTAL				

• Continue to fill in your occupation's title on **Column #1** on pages 3, 4 and 5.



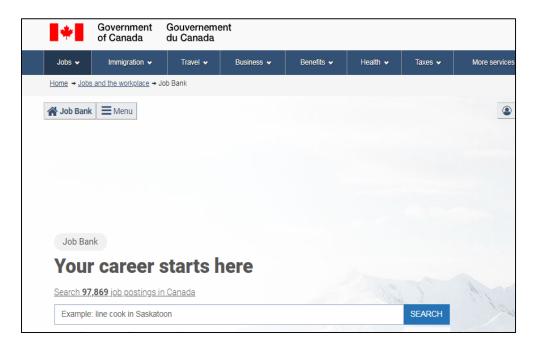
#### www.setyourcourse.ca

has MORE to help you with career exploration and decision making.

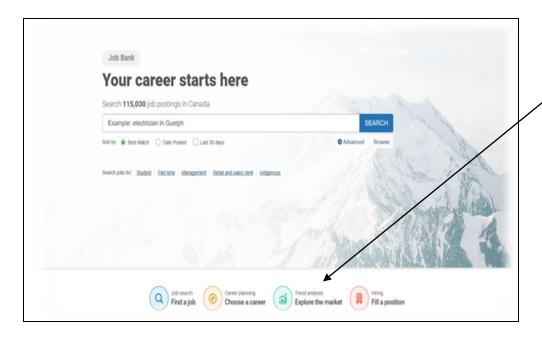
- Universities and Colleges
- Apprenticeship Programs
- Online Education
- Manitoba Job Market
- Manitoba Student Aid

### **Exploring Careers**With the Government of Canada Website

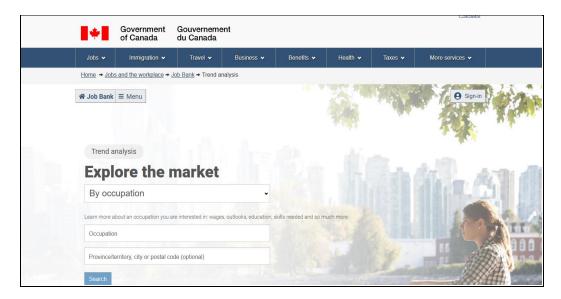
• Go to www.jobbank.gc.ca



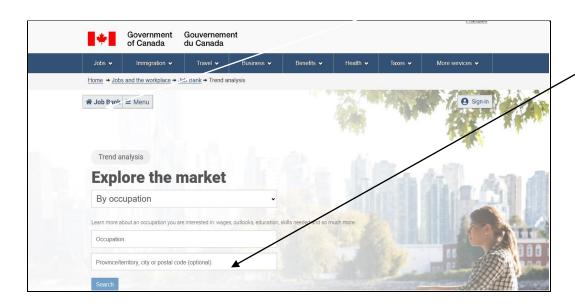
• Scroll down and click on Trend Analysis: Explore the Market.



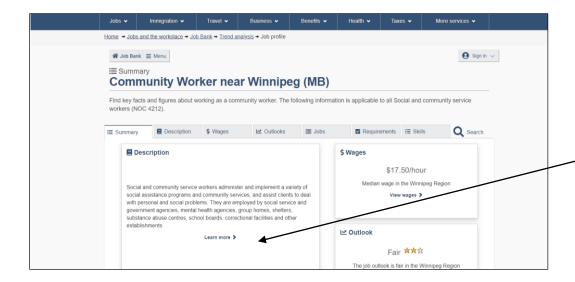
• Here you will see the front page for **Explore the Market.** 



- Type in the job title you wish to research.
- Underneath, type in Winnipeg, MB.



- Here you will find the career profile information for the occupation you wish to research.
- In the opening paragraph, click **View More** to view the job duties and description.



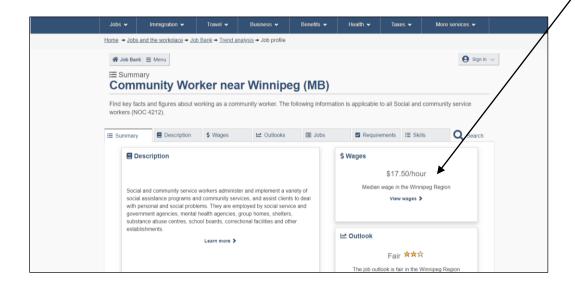
- Here you will find a list of **duties** required in the occupation.
- Turn to **page 14** in this booklet and refer to your OWN values, interests, skills, and attributes.

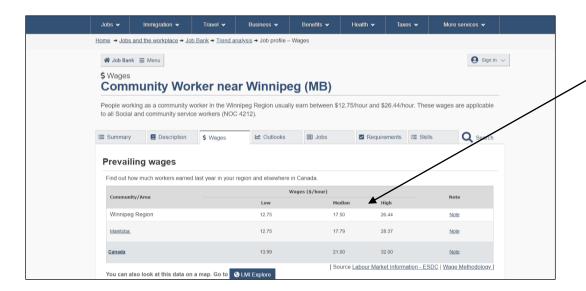


- Scroll down beneath the duties and you will find job titles.
- Turn to **page 16** and **record potential job titles** for the occupation you have chosen for the first column.

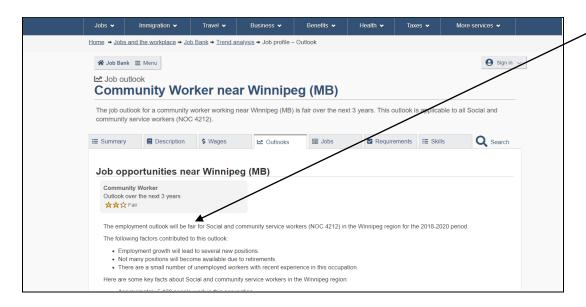


- Return to the front page of the job profile.
- Click wages to learn more about average salaries for this career.
- Record the Winnipeg region expected wages on page 16.





- Return to the front page of the job profile.
- Click the Prospects box.
- On page 16, circle the employment outlook for the occupation in column #1.





- CONGRATULATIONS! You have now finished your first column of occupational research.
- Now, select **THREE more careers** from your First Glance list on Page 20 and assign each occupation a column of its own.

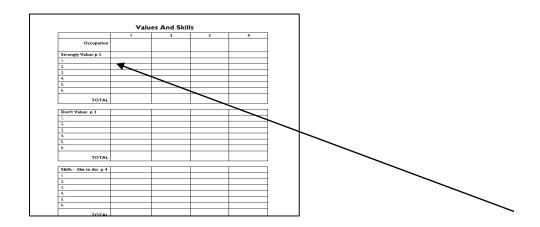
#### **Making Decisions**

- Documenting your research is an important part of decision making.
- Place a ✓ in the column of your selected career when you find **a match** between your self-assessment and a feature of the career description.
- Place an \* where you find a clash between your self-assessment and a feature of the career description.
- When you have completed documenting your research for each career in the four columns, add up your checkmarks and place the total sum in the box at the bottom of each column.



- How closely do the duties and skills listed **match** to your own values, interests, skills, and attributes?
- Place a ✓ or × in the column below the occupation title in Column #1.

1. Assist Others	✓
2. Solve Problems	<b>√</b>
3. Competition	×
4. Relationships	✓



#### **Next Steps**

- Spend time reviewing your research and discuss your ideas with your support network.
- Book a follow-up appointment with your career counsellor.
- If you are considering post-secondary training or professional development, book an appointment with an academic advisor, attend an orientation, or request a tour.
- Be proud of yourself! You have done GOOD WORK!



### More OVRC Services to Help You with Career Exploration

#### **Career Branding**

Discussing your career goals can be very challenging to some people. When you can effectively articulate your employment needs, people in your network know how to help you. OVRC can help you design an answer to "So, what do YOU do for a living?"

#### **LinkedIn Development**

LinkedIn is a professional social media created to develop connections in your industry. OVRC can help you design a LinkedIn account to start building your career network.

#### **Developing a Target Company List**

A different approach to career development is creating a list of companies you want to work for. OVRC will introduce you to free resources that will help you generate a target company list and get the job you want.

#### Informational Interviews

Informational interviews are an efficient and effective job search strategy where you request career advice and wisdom from industry professionals. OVRC has a step-by-step guide that will help you prepare for informational interviews.

Book an appointment with your career counsellor to learn more!

#### **Additional Notes**


#### **Additional Notes**
