

Use this to track your progress towards your employment goal. Even if you are unsure of your goal, this task will help you with goal setting and planning. This task can be helpful even if you are working towards a goal path that isn't employment.

There are directions for you as you move through the task. It could take you several days/weeks to work through the sections of this task.

## Sections

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## Websites

To get to a website, open an Internet browser and type the address in the bar at the top of the screen.

- To print from a website**
1. Right click on the page – click on “Print” – click “Print” from the window
  2. Press “Ctrl” and “P” – click “Print” from the window

## Portfolio

You will be collecting resources as you work through the task. Keep these to create an employment goal portfolio.



## Instructor Check-Ins

There are also places to check in with your instructor.



# 1. About You

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Name	
Task Start Date	
Current Goal Path	
Education Goals	
Short Term Employment Goal	
Long Term Employment Goal	

**Short Term Employment Goal:** This could be a part-time job that you want to get while you are upgrading. If you don't have one or already have a job, put "N/A"

**Long Term Employment Goal:** Example Plumber (7251)

If you are unsure of your goal put "Undecided" or put down jobs you might be interested in. If you have an employment goal, find the Employment Title and National Occupation Classification (NOC) code. NOC codes are a way of organizing job titles. You can use them to search for specific jobs. You can also use them to explore jobs and job categories.

To search for a NOC code

1. go to <http://www5.hrsdc.gc.ca/noc/english/noc/2011/SearchIndex.aspx>
2. search by "Index of Titles" and click next
3. search by "Keyword" and click next
4. type in the employment goal (in "keywords") and click "search"
5. read through the list and click on your employment goal
6. print the profile
7. task - enter your employment goal name and NOC code into the chart



## 2. Career Exploration

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This section helps you to explore jobs that might be right for you. If you already have an employment goal, it can help to make sure it is the right fit.

### Step 1 Employment Surveys

Take a Career Quiz

Date Completed \_\_\_\_\_

1. go to [http://www.tcu.gov.on.ca/eng/quizzes/workpreference\\_quiz.html](http://www.tcu.gov.on.ca/eng/quizzes/workpreference_quiz.html)
2. complete the survey and click "Get Results"
3. print the report (at the top of the page hit the  PRINT button)



#### Results

What are your top 3 preferred methods when working?	1. 2. 3.
What are 3 jobs that are listed that match your results?	1. 2. 3.
If you have an employment goal, is it listed there? If so, write it in the box.	
List 3 jobs that interest you from the occupations that match your results.	1. 2. 3.

**Explore Careers by Skills and Knowledge**      **Date Completed** \_\_\_\_\_

1. go to  
[http://www.jobbank.gc.ca/report\\_skillknowledge-eng.do?action=search\\_form](http://www.jobbank.gc.ca/report_skillknowledge-eng.do?action=search_form)
2. complete the checklist and click “View Results”
3. print the report
4. go to [www.google.ca](http://www.google.ca)
5. for each job listed, type in “NOC 2011 job title” – for example, “NOC 2011 Material Handlers” (the NOC code should come up in the results)
6. on the report you printed, write the NOC code of each job title beside the Occupation name on the list of results from the checklist



The first # of a NOC code is the job category. Using the checklist with the NOCs added in, enter the number of matches for each job category.

<b>NOC Code - 1<sup>st</sup> Number</b>	<b>Job Category</b>	<b># of Matches to this Category</b>
0	Management Occupations	
1	Business, Finance and Administrative Occupations	
2	Natural and Applied Sciences	
3	Health Occupations	
4	Occupations in Education, Law and Social, Community and Government Services	
5	Occupations in Art, Culture, Recreation and Sport	
6	Sales and Service	
7	Trades, Transport and Equipment Operators	
8	Natural Resources, Agriculture	
9	Manufacturing and Utilities	

## Results

If you have an employment goal, is it listed there? If so, write it in the box.	
List 3 jobs that interest you from the occupations that match your results.	1. 2. 3.

## Transferable Skills - Skills and Knowledge that I Have

The report also includes skills and knowledge that you have that can be used in other jobs (marked with a ✓). Enter your skills and knowledge in the chart below from your results. Some skills and knowledge will be repeated in the report. You only have to enter it once in the chart.

Skills that I have	Knowledge that I have

Note If you need more space, use another sheet.

## Skills and Knowledge that I Need

Skills and knowledge marked with an ! are things that you will need for those jobs.

Enter the skills and knowledge you need in the chart below from your results. Some skills and knowledge will be repeated in the report. You only have to enter it once in the chart.

Skills that I Need	Knowledge that I Need

Note If you need more space, use another sheet.

## Reflection

Date Completed \_\_\_\_\_

If you have an employment goal

1. Was your employment goal listed in the surveys? If so, check

- Take a Career Quiz
- Explore Careers by Skills and Knowledge

2. If your original employment goal has changed due to the survey results, explain why.

If you do not have an employment goal

1. Did you find job categories that interest you? If so, which ones?

2. Did you find specific jobs that interest you? If so, which ones?

**If you still need some support with career exploration see Step 2 (page 8).**

## Step 2 Employment Services

Employment Services offer

- resources (computers, printers, fax, phones, etc.)
- information (job postings, workshops, information sessions, etc.)

If you are eligible they can also work with career exploration 1-to-1.



### 2. Career Exploration

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#### Instructor Check-In

**Date Completed** \_\_\_\_\_

1. set up a time to talk with your instructor about your work in this section
  - a. are there learning activities that can help you develop the skills and knowledge that you need?
2. if you need support with Career Exploration or finding a job, search for an Employment Service near you

Search for an Employment Service

1. go to <http://www.tcu.gov.on.ca/eng/search.asp>
2. scroll down to “What services are available near me?”
3. in Step 1 - Looking for Work dropdown - select “Employment Service including Second Career”
4. in Step 2 - Tell Us Where You Are - write in your postal code, town or city
5. in Step 3 - choose any option that is appropriate from the list (if any)
6. click “Go!” (if you don’t get many matches because you chose from the list in Step 3, click the back arrow and choose “all groups”)
7. find an Employment Service close to you and click to view the details
8. print the page



## Employment Service Summary

Complete this chart if you need further support from an Employment Service for

- exploring careers
- finding a job

Be sure to read the profile of the Employment Service carefully. Also, discuss the service with your instructor. This will make sure the service is right for you.

Employment Service	
Phone	
Address	
<b>Visit Date (s)</b>	<b>What did you do during the visit?</b> <b>What did you learn?</b>

## Summary of Career Exploration

Short Term Employment Goal	
Long Term Employment Goal	

### 3. Employment Goal Profile

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You have done some career exploration to find what job is best for you. Now it's time to look at the profile of that job. Profiles will outline what is needed for the job and the outlook.

1. go to [http://www.jobbank.gc.ca/occupation\\_search-eng.do](http://www.jobbank.gc.ca/occupation_search-eng.do)
2. in "Occupation" start writing in your employment goal - a list will pop up - select your employment goal from the list
3. in "City or Postal Code" write in your city and province or your postal code
4. click "Search"

5. print the profile

- a. click "🖨 Printing Options" - top right corner of the page



- b. select the options you would like to print

Header section	select All
Jobs	select Local Information
Wages	select Local Information
Outlook	select Local Information
Education and Job Requirements	select National Information

- c. click "Print Preview"

- d. print the profile

6. complete the tasks below

**Date Completed** \_\_\_\_\_

How many jobs are available in your area?	
What is the median (average) wage for this job?	
Are the employment outlook and prospects limited (★), fair (★★) or good (★★★) for this job?	
Education and Job Requirements - click on the Canada tab - what are the employment requirements?	

### Essential Skills

From **Working In Canada** - Employers place a strong emphasis on essential skills in the workplace. Essential skills are used in nearly every occupation, and are seen as 'building blocks' because people build on them to learn all other skills.

Each profile contains a list of example tasks in the 9 essential skills that is generally performed by the majority of workers in that job. Tasks are rated between 1 (basic) and 5 (advanced). Essential Skills levels 1-3 match OALCF (Ontario Adult Literacy Curriculum Framework) levels 1-3.

You will find the Essential Skills needed for your employment goal under Education and Job Requirements.

From the printed report

1. check off all of the tasks that you are currently able to complete - these are your transferable skills that you can use on your resume
2. circle the tasks that you need to work on or learn

**Date Completed** \_\_\_\_\_



### 3. Employment Goal Profile

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#### Instructor Check-In

Date Completed \_\_\_\_\_

1. set up a time to talk with your instructor about your work in this section
2. together, fill out the charts below

Essential Skill Tasks I Can Complete

Note If you need more space, use another sheet.



## 4. Preparing for Employment

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While you are completing your upgrading you can also look into employment preparation.

Employment Services offer

- workshops (such as job searching, resume building and interview skills)
  - training (such as WHMIS, SmartServe and computer workshops)
1. to find what is available in your area Search for an Employment Service (find the instructions on page 8)
  2. visit their websites to find their calendar or workshops or training sessions



### 4. Preparing for Employment

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Instructor Check-In

Date Completed \_\_\_\_\_

Employment Service	Workshop/Training	Date Completed

## 5. Making the Transition

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When you transition from Literacy and Basic Skills to your next step, you may want to consider connecting with Employment Services (to search for an Employment Service please see the instructions on page 8).

### 1. Resource and Information Centre

You may be looking for a part-time job while you are working on your next step.

Employment Services have

- computers, printers, fax, photocopiers, phones, etc.
- workshops/information sessions
- short-term training
- job postings and employment resources

### 2. Assisted Services

You may be eligible for assisted services.

This could include

- assisted job search and support
- on-the-job training
- wage incentives
- work experience support
- apprenticeship scholarships

Employment Service	Service	Date