

# CAREER PLANNING WORKBOOK





6. When something is in a box with questions, put your answers in the spaces below the question. Use your own paper if there isn't enough space provided.
7. When there is a paper copy of a handout, you will see the word **APPENDIX** with a number. Each appendix is in a separate list of appendices. These appendices are also found on the Prairie South website.
8. When there is a reference to an online resource, you will see the word **RESOURCE** near the margin on the right side of the page. Most of the references to a resource will be to the Prairie South website.

### **THINGS TO START IN GRADE 11**

#### **WHAT TO DO, WHAT TO DO?: CAREER PLANNING AND PREPARATION**

##### **What do you think you'd like to do in your life?**

In trying to figure out what you want to do after grade 12 it can be useful to start



x What did you come up with for ideas about your:



x



x What suggestions came up on ChatterHigh and myBlueprint?

x Did you like any of these? Explain why.

x Do they align with what you thought about your own possible career



- x What ideas were kind of stupid? Explain why you think they don't work for you.

The ideas suggested by myBlueprint are based on how you answered the questions. For some people, the results are not things they want to do. Sometimes, it's important to look just at a career cluster or two, rather than a specific occupation. For example, if something like bicycle mechanic and vending machine repair person come up as suggestions, think of the larger category of mechanics or things where you take things apart and fix them, rather than those specific occupations that seem unusual or really unique.

Go to the list of occupations in the cluster that most interests you, and use myBlueprint or a similar program to research your top three occupational choices. For each complete the following:

- x Summarize the occupation (no more than ten words)
  
  
- x What are the three best parts of the occupation?







Doing one or more of these three things may not show you what you'd like to do. Although it may not seem so, it can be very valuable to find out what you DON'T want to do. That's what you may discover by trying an occupation, or talking to someone about it, or researching it. Use **APPENDIX 6 "Goal Setting"** to help you.

It's okay to change your mind about a program or job you have started. Hopefully, you have researched the program or the job so that you know as much as possible about it, and then you don't have to change your mind. However, you might not be able to know you like it or dislike it until you try it or investigate and research it thoroughly.

If you plan on going to post-secondary, skip to the post-secondary section, several pages ahead.

### **HEIGH HO, HEIGH HO, IT'S OFF TO WORK I GO: ENTERING THE WORKFORCE**

Some people don't want to go to school after grade 12. Some occupations don't require any post-secondary training of any kind. It's not always necessary to get a certificate, degree, or diploma to be qualified to do a job. Maybe you just need a couple of safety courses, or forklift operator, or something that only takes a few hours or days to complete. If you don't need to go to school to be qualified to do



- x If not, how might you find something that you enjoy rather than just whatever comes along? Refer to your results from myBlueprint to help you decide what you might like to do as well as what you will be good at doing.

### **WHAT? I NEED A RESUME, AND IT HAS TO HAVE STUFF IN IT?: RESUMES, COVER LETTERS, AND PORTFOLIO BUILDERS**

Putting together a resume, cover letter, and portfolios should take some time. myBlueprint has information on these, and you can create them from scratch using the resume and cover letter generator under the “Work” section. You can even create an entire portfolio. The formats are not necessarily the best looking, so you should export them to a Word Doc or other template to make them look visually appealing to potential employers. Read over **APPENDIX 7** “An Effective Resume” to learn about creating a resume. “The Cover Letter” (**APPENDIX 8**) will help you get started on the cover letter. There are also numerous websites that will assist you with resume, cover letter, and portfolio writing.

There are many courses you can take and certificates you can earn to help improve your resume. Many of them are free. “Career Safety Education” (**APPENDIX 9**), Saskatchewan Youth Apprenticeship, Young or New Worker Readiness Certificate, and many more courses and programs can help you expand your resume. Check the Prairie South website for access to these, or ask your teachers. There is a great deal of additional training and courses that can help you get you a job. Short courses that you can take on weekends and in evenings are offered by community colleges, and these may help you get a job.

#### **RESOURCE**

As well, keeping a career portfolio updated, whether you started one in Career Education in grades 6-9 or CWEX or if you haven’t started on one yet, it is a good idea to have one ready to show prospective employers. N .90 (e)-2 (r)E0 (y)-1 (i)-2.50 feaN .dr (



- x Do you feel as though you have a good resume, cover letter, and portfolio? Write down three things you think you could do to improve either, then go make the changes. Are there some certificates or courses you could take to help you get a job?

### **HOW DO I FIND WORK?: APPLYING FOR A JOB**

Many websites provide information to assist you in getting a job, both inside and outside Saskatchewan. Search sites such as Sask. Jobs.ca, the Canadian Job Bank, and The Balance Careers. myBlueprint uses Indeed and several others, so you can use those as well. Some job search sites will require you to register and pay a fee to get fully into the site. It wouldn't necessarily be a good idea to start out paying for these services, unless you have tried hard and are still unable to get a job. Search the internet to find out more information about job searching skills.

#### **RESOURCE**

### **DID I REALLY POST THAT?: YOUR ONLINE PRESENCE**

Have you Googled yourself? What's on your Twitter (X), Instagram, or Facebook page? Employers often search the name of potential employees on the internet. If you have ever put anything on a social media site, or if you have or contribute to a blog or website, assume that everything that you put on the internet, regardless of whether you delete it later, is saved FOREVER somewhere by someone. Snap Chat and similar platforms don't necessarily keep a record of what you have posted, but someone who took a screen shot has a record. Pictures or comments posted on social media keep many people from being hired daily. If you ever doubt this, have a look at the number of political candidates who get turfed before or during election campaigns.



- x Look over your social media and see if you have posted any pictures, comments, or material that could be deemed as inappropriate. If you wouldn't want your grandma to see it, your potential employer probably won't hire you because of it. Write down what you have decided to change.

### **I'M SO STRESSED: JOB INTERVIEWS**

One of the most stressful things in life for people is job interviews. In most cases, the stress comes because you're not sure what questions will be asked. If you want to alleviate a great deal of that stress, research commonly asked interview questions for the occupation you are trying to acquire. The Prairie South website under Students, and Career and Work Exploration has information on how to be successful in a job interview and "Nailing the Interview" (**APPENDIX 10**) will help you be successful and prepared for a job interview.

- x If you are going into the workforce, research how to be successful in a job interview. This job interview will likely be a little more intensive than one you may have done for a part time job in high school or a CWEX placement. Research the kind of questions that are often asked at that kind of interview or for that kind of job. Write down some here.



Thoroughly research the company before the interview. Be knowledgeable about them. Tell them why you want to work for them. Answer their questions completely. Understand why they are asking the questions and what they are really trying to find out about you. Many websites will assist you in preparing for interviews. Search Royal Bank Career Planning. It has many resources, and you don't have to be looking for a job at a bank. Another excellent resource can be found on the Ken Coleman website. Look for "How to Win the Interview" on his site. Ask good questions of the interviewer. If you don't ask any questions during an interview when the interviewer gives you the opportunity to ask them, it may look like you are not interested in the job.

**RESOURCE**

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- x Write down at least three questions you should ask a potential employer during your interview.

### **WELL, THAT'S A WEIRD QUESTION: NON-TRADITIONAL INTERVIEWS**

Behavioural, situational, and other non-traditional interviews are very common in all sectors of employment. The companies that use them are typically large, rather than mom-and-pop operations. The reason for this is to determine the kind of person you are. If you are a good person, hard worker, good listener, etc., you can be trained to do most anything. If you're not co-operative, have a bad attitude, and don't get along with people, companies may not want to hire you, regardless of your skills or abilities. Behavioural or situational questions can include: Describe a time when you needed to accomplish a task, and explain how you went about completing this task and the results of it, or tell about how you would deal with a crisis situation. Being prepared for an interview is important for students furthering their education as well as those entering the work force. Some universities, colleges, or technical schools have an interview as part of the entrance requirements.

- x If you're going into the workforce, and the company or organization to which you're applying for a job is reasonably large or a government, research behavioural and situational interview questions. Pretend you are the employer who potentially wants to hire you. Write down three to five questions that you think may be asked at an interview. Come up with answers to these questions.

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for students to write or draw their responses to the question below.

**TRUSTED TO SERVE: INTERESTED IN JOINING THE MILITARY?**







- x Are you interested in working at a job where you're moving around, fixing, building, and being physically active? If so, what kind of trades interest you?

### **A GREAT HEADSTART ON THE TRADES: SASK YOUTH APPRENTICESHIP (SYA)**

Saskatchewan Youth Apprenticeship (SYA) is a great way to fast track your apprenticeship. SYA requires you complete 12 challenges (short assignments) related to the trades. The three benefits of SYA are: waiver of a \$250 registration fee; no charge for Level 1 technical training, saving you \$110 per week, up to up to nearly \$900 and you acquire up to 300 hours that count towards the first year









Read **Relevance Magazine** learn about the experiences of people working in a variety of occupations, find scholarships, understand labour market trends, and get an idea of about how much money you can make in a wide variety of jobs in Saskatchewan.

**RESOURCE**

x Write down three things you learned from Relevance Magazine

**I'M READY BUT NOT QUITE THAT READY: I WANT TO GO TO POST-SECONDARY, JUST NOT YET**



- x What is your plan to transition yourself from the work force to post-secondary?

### **WHERE DO I GO AND WHAT DO I TAKE?: MAKING A POST-SECONDARY CHOICE**

There are numerous ways to choose an institution. You may want to choose a program, and then decide where to take it. Or you may wish to choose a location, and then find a program that fits your needs, because you already have a place to stay. You may want to play a sport while taking a post-secondary program and decide based on the best team or sporting opportunity.

Look online to help you learn what's available--order brochures and print materials; gather information on calendars, application forms, residence, distance learning opportunities, financial assistance information, the application and admission process, locations where you can study, programs offered, and links to numerous services and information about the post-secondary institution(s). Ask lots of questions. Post-secondary institutions want you in their buildings. They have people there that can assist you with questions on everything from the application process to living in residence and everything in between.

- x If you think you might want to go to a post-secondary program like a technical school or university, write down three questions you have for someone such as the program or department head about the program you're interested in taking.









**Are you taking any modified classes?** If so, this can make you ineligible for many, if not all programs in some universities. As well, modified classes may make you ineligible for many Sask. Polytech and other technical programs.











Take note of certain opportunities for target groups when you apply. For instance, sometimes, seats are saved for students from Saskatchewan, people with disabilities, females, visible minorities, etc. You can sometimes self-identify on the application form, or you may need written proof of things such as Treaty or Metis status. If you are First Nations or Metis, and you don't have paperwork to demonstrate proof of that, you need to acquire that documentation. Speak to your Metis Local or your First Nation as soon as to begin that process, as it may take a long time. The New Southern Plains Metis Local in Moose Jaw can help you with Metis citizenship applications. Look them up.



Check out the Prairie South website for a link to the Ministry website as well as a



### **I'M SO EXCITED TO ATTEND POST-SECONDARY, I WANT TO START EARLY: POST-SECONDARY CLASSES IN HIGH SCHOOL**

Some universities or technical schools allow you to take one or more university classes while you are still in grade 11 or 12. Check the website of the specific institution or contact the recruiter for your school for more information.

Generally, you can take English, Psychology, Business, Anthropology, Indigenous Studies, and other first year classes when you're still in high school. This allows you to get a bit of an understanding of post-secondary requirements and expectations of instructors and professors, and it allows you to take one class out of your first year to permit you to have an open spot in your schedule in a particularly heavy semester. As well, some institutions will give you credit for a high school class at the same time as you take a post-secondary class. The Career Newsletter will have up to date information for specific opportunities.

### **COUCH SURFING FOR A YEAR AIN'T COOL BRO. WHERE YOU GOING TO CRASH?: LIVING ARRANGEMENTS**

If you are attending a post-secondary program in person (not completely online), your options are residence, with family, or a rental apartment or house, alone or with roommates. Figure out the costs associated with each. Although residence might cost somewhat more than some apartments, there are significant benefits





Some places like the U of R offer a special program called Living Learning Communities (LLCs) where students taking similar programs are placed on the same floor residence to give you the chance to meet people and create friendships with like-minded people in university. You will be able to create a supportive network of peers. There are planned activities and events throughout the year to promote personal and social development.

None of the four Saskatchewan Polytechnic campuses has a residence option for



Housing and rental costs are always increasing, so finding an affordable apartment or house can be difficult in some cities. Plan well in advance when you are securing accommodations, some time between September and December of the year before you plan on attending the post-secondary institution. Depending on the rental market, you may have to sign a lease or pay rent for a year even though you are only in school for eight months. Most post-secondary websites provide information to help you find an apartment or house. Kijiji and similar websites are great places to search for housing. Student unions at the post-secondary institution may also be helpful.

If you live off campus, or you live on campus and you have a vehicle, you may need to buy a parking pass. There is typically a limited number of them available, and they are usually sold on a first come, first served basis.

- x How much is a parking pass at the school you wish to attend?

**MOM, CAN I LIVE IN YOUR BASEMENT FOR AWHILE? I PROMISE I'LL TAKE CLASSES.**  
**ONLINE LEARNING OPTIONS**

Learning online can be a good thing for those who are good at learning independently. There are financial benefits to doing this. If you can live at home, you will be able to save some substantial accommodation costs. Or, you can become a part-time student, and take classes while you work full or part-time. Some universities grant entire degrees without you ever setting foot on campus. Athabasca University is one of the more popular universities to offer all courses via distance learning.

- x Do you want to take classes online, or would you prefer to be on campus with an instructor at the front of the room?
  
- x If you want to take classes online, where would you like to enrol? Write down where, and then research whether that institution has the online offerings you want.



## **I DON'T WANT TO STAY HOME, BUT I DON'T WANT TO GO FAR AWAY: ALTERNATE CAMPUSES AND REGIONAL COLLEGES**

There are other options such as alternate campuses like the various regional colleges, which offer many university and Saskatchewan Polytechnic programs. St. Peter's College which is a second U of S campus, offers all first and some second-year courses at its small campus near Humboldt at Muenster. Class sizes are much smaller and you're eligible for U of S and St. Peter's scholarships. Also, there are distance learning programs specific to certain post-secondary institutions. As well, you can take first year university and first year or full Sask. Polytech programs in many of the regional colleges in the province such as Great Plains College in Swift Current, Southeast College in Weyburn and Estevan, among other places in the province. Benefits to regional colleges include smaller class sizes, potentially closer to home, potentially lower tuition for the same



- x Is the program you wish to take offered by a federated college? If so, have you decided to take advantage of the scholarships, individual academic advising and other benefits of this federated college?

**GET YOUR PICK OF THE LITTER: REGISTRATION FOR UNIVERSITY CLASSES**









Composite High School is one location where you can arrange to write them. Search up ACT/SAT on the internet to learn about writing dates, locations, and practice tests.

- x Do you want to go to the States? What program and/or sport do you want to take? Where do you want to go?
  
- x Do you need to write ACTs/SATs or other standardized tests? If so, have you made arrangements to write them? Write down the date(s) you plan on writing those.

Always ensure that you carefully consider what you might like to do after you are done a year or two or a full certificate, diploma, or degree in the United States. Some things are very transferrable back to Canada, and some are not. Generally,





- x How much is the tuition at your school of choice? Remember that tuition is often considerably higher for students from out of state or country.

### **GOING ACROSS THE POND, DARLING? STUDYING OVERSEAS**

Similar to studying in the United States, there will likely be higher tuition for students from out of the country. As well, you will want to calculate the cost of flights, residence, meals, and any other expenses when you make your budget.

Some students don't want to get a whole degree in another country. This is where study abroad options come into play. Most universities provide the chance for students to study in another country and take classes for a week or two, semester, full year, summers, or exchanges. There is a wide variety of programs that will suit most preferences. Type in the name of the university of interest along with "study abroad" in the search engine to learn more about the options. In some cases, the tuition and residence costs are no greater than they are to stay in the university in Canada.

You may need to get vaccinated for certain diseases that are common in other countries, depending on where you wish to go. Make sure you arrange for those ahead of time.

### **SAY WHAT? SCHOOL IS GOING TO COST HOW MUCH?: TUITION AND OTHER COSTS**

Tuition costs vary, but typically, the total cost of being away from home for one year in Saskatchewan, including books, tuition, living expenses, and common post-secondary fees will be between \$15, 000 to \$30, 000, depending on the course you take, where you live, and your social life. Tuition costs can be higher for certain specialized courses. Some post-secondary institutions can be less expensive, but it depends on the program. Gather information and create a budget. See **APPENDIX 20**





Post-secondary is expensive, so research many scholarships. Make a note of the scholarships that you can apply to receive. Make note of the work that is required (letter with your career goals, reference letters, etc.). Use the Scholarship Application







- x Have you signed up for Atila, Student Awards, Scholarships Canada, Scholar Tree, and Scholarships.com?
  
- x Have you done all those other things above?

**WHAT YOU HAVE TO BEFORE YOU APPLY FOR SCHOLARSHIPS:**

There are five main things that are considered when scholarship sponsors look at your application.

1. **What you do:** Volunteers and people who do good things for others will have the opportunity to get many scholarships. Usually, the largest number of scholarship dollars goes to students who have good, solid marks and are great citizens—community-minded leaders and people who work hard and give back. Even if your marks aren't as high as those of others, you may still be



x Start your list here:







- 5. The marks you have:** High marks are very important. Always work to get the highest marks you can get. Solid marks, combined with the other



\$10,000. After you do the financial assistance estimator, you find Can-Sask Student Loans will give you \$5000. Of that, you may only need to pay back \$3000 or \$4000. The rest is a grant. Then, you can go to a bank or a credit union to get the remainder. Those institutions don't typically use a means test (how much money you or your parents make), so most student loans will be approved. If you believe you are ineligible for a Canada Saskatchewan Student Loan, you should apply anyway, because the only way to receive the free grant money is to apply for the loan. When you get to the end of the application, check off that you're applying for grants only. Depending on the current interest rate, a bank or credit union loan might provide a better interest rate than Canada-Saskatchewan student loans. When you apply for a student loan and your parents have set aside some savings or RESPs to help pay for your costs, indicate on the form only the maximum savings that can be taken out in one year. If you complete the application form with the total number of dollars in savings, you might not be eligible for the loan.





- o Attend open houses, spend-a-day events, career spotlight events (RDIEC website).
- o Volunteer, try out a job, take a CWEX class, talk to people to help you decide what to do.
- o Begin your Sask. Youth Apprenticeship if applicable.
- o Research scholarships and make a list of them using the Scholarship Application Organizer spreadsheet.
- o



- o Attend a career fair. Ask lots of good questions.
- o Apply for university as early as October, as late as February (to be eligible for scholarships).
- o Update your resume and cover letter.