



CANADA
4-H Ontario

www.4-hontario.ca

4-H ONTARIO PROJECT



Careers

REFERENCE MANUAL

THE 4-H PLEDGE

I pledge my Head to clearer thinking,
my Heart to greater loyalty,
my Hands to larger service,
my Health to better living,
for my club, my community,
my country, and my world.



CANADA
4-H Ontario

THE 4-H MOTTO

Learn To Do By Doing

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4-H Ontario is pleased to be able to provide project resource reference manuals for use by volunteers in clubs. 4-H Ontario screens and trains volunteers to equip them with the tools to serve as positive role models for youth. With so many topics to choose from, 4-H volunteers are trusted to use these resources to provide safe and quality programming while using their judgement to assess the appropriateness of activities for their particular group of youth. By downloading any 4-H resource, you agree to use it for 4-H purposes and give credit to the original creators. Your provincial 4-H organization may have restrictions on the types of 4-H projects or activities which can be completed in your region.

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4-H Inclusion Statement

4-H in Canada is open to all* without discrimination based on race, national or ethnic origin, colour, religion, sex, age or, mental or physical disability.**

4-H is dedicated to providing a safe and inclusive environment that allows for universal access and participation. Where barriers to participation are identified, 4-H will, with reasonable accommodation, adapt programs, rules, policies, or expectations to reduce or remove the barriers.

Any accommodations, changes or exceptions will be assessed on an individual basis, taking into account the individual experience of the member and their family. The physical safety and emotional well-being of members, leaders, staff and volunteers is 4-H's highest priority, and is the ultimate consideration in final decisions.

4-H Canada and local 4-H organizations consider inclusion a priority. Leaders are encouraged to work with individuals and their families to identify and discuss accommodations as required, and to reach out to provincial or national office staff for help with unresolved concerns.

**This applies to youth members (ages 6 to 21), volunteers, leaders, staff and professionals.*

***Definition of discrimination as per Canadian Charter of Rights and Freedoms.*

Déclaration sur l'inclusion des 4-H

L'adhésion aux 4-H au Canada est ouverte à tous les jeunes* sans discrimination fondée sur la race, l'origine nationale ou ethnique, la couleur de la peau, la religion, le sexe, l'âge ou le handicap mental ou physique. **

Les 4-H ont pour mission d'offrir un environnement sécuritaire et inclusif qui permet l'accès et la participation de tous. Lorsque des obstacles à la participation sont décelés, les 4-H adapteront, à l'aide de mesures d'adaptation raisonnables, les programmes, les règles, les politiques ou les attentes afin de réduire ou d'éliminer ces obstacles.

Toute mesure d'adaptation, modification ou exception sera évaluée au cas par cas, en tenant compte de l'expérience personnelle du membre et de sa famille. La sécurité physique et le bien-être émotionnel des membres, des animateurs et des animatrices, des membres du personnel et des bénévoles sont la priorité absolue des 4-H et constituent le facteur ultime à considérer lors de la prise des décisions définitives.

Les 4-H du Canada et les organisations locales des 4-H considèrent l'inclusion comme étant une priorité. Les animateurs et les animatrices sont encouragés à collaborer avec les personnes et leurs familles afin de définir et d'examiner les mesures d'adaptation, selon les besoins, et de communiquer avec le personnel du bureau provincial ou national pour obtenir de l'aide en cas de préoccupations non résolues.

**Ceci s'applique aux jeunes membres (âgés de 6 à 21 ans), aux bénévoles, aux animateurs, aux membres du personnel et aux professionnels.*

***Selon la définition de discrimination en vertu de la Charte canadienne des droits et libertés*

INTRODUCTION

WELCOME TO 4-H ONTARIO'S CAREERS PROJECT!

The purpose of the 4-H Careers Project is to help the participants understand the features of the current labour market and how to adequately prepare themselves to be part of it. Each meeting will build upon the activities from the previous week.

By the end of the club participants will have information and job searching strategies as well as practical tools to help them obtain the job they want.

Encourage participants to treat meetings like 'work days' – show up on time, be presentable, participate and be mentally present. Consider encouraging business dress for the meetings to help them discover what is appropriate and what is not.

Having participants bring a binder or folder to each meeting will be beneficial as they may need to refer to documents and activities from previous meetings. The use of technology is also highly encouraged in this club.

Prior to the first meeting, it may be helpful to send a note to participants to share these suggestions.

The meetings are very content heavy. You may want to run the club over two sessions or adapt the program to best suit the age group of the participants or the activities they are most interested in completing.

There are several 'Leader notes' throughout the project meant to offer suggestions for the meeting and places you may add additional information or insight.

This project would be greatly enhanced by bringing in guests from the community to talk about their own jobs and career paths. Try to find people working in non-traditional fields that participants may not have considered as well as in fields that the participants have previously shown interest in.

Virtual Delivery

This project can be easily adapted to virtual delivery as a fair amount of the hands-on work already requires internet and computer access. If delivering the program virtually, consider paring down the meeting agendas and running the club over two sessions. This will ensure participants get the most out of the experience without overwhelming them. Collaborative documents (like Google docs) and sharing files electronically is encouraged and will make the project less 'paper heavy' and easier to deliver in a remote setting.

Objectives

1. Understand features of the current labour market
2. Preparation to be a part of the current labour market
3. Learn job searching strategies

4. Review interview techniques
5. Gain an appreciation for the work required to find a meaningful career
6. Realization that a person may have more than one career in their lifetime
7. Learn the proper use of parliamentary procedure
8. Develop communication, leadership and critical thinking skills

How to Use This Manual

Reference Manual:

The reference book is laid out into 6 meetings:

Meeting 1 – The Changing Nature of Work

Meeting 2 – Exploring Your Career Options

Meeting 3 – Planning Your Career

Meeting 4 – Applying For The Job You Want

Meeting 5 – Selling Your Skills

Meeting 6 – After You've Got The Job

There is more information in this project than what can be covered in 12 hours of a typical 4-H project. A member could take this project for multiple years and learn different content each year.

Each unit contains Setting Objectives, Suggested Learning Outcomes, Roll Call questions, a suggested agenda, Topic Information, Activities and a Digging Deeper section. Activities should be used in combination with the discussion of topic information to teach members in a hands-on, interactive learning environment.

INCLUDING STEM IN THE 4-H CAREERS PROJECT

What is STEM and why is it important?

Since 1915, 4-H in Ontario has engaged youth in science, technology, engineering, and math (STEM). This has traditionally meant a solid focus on agricultural science, mechanics, entrepreneurship, natural sciences and household science. Today, 4-H has grown to include rocketry, robotics, computer science, environmental sciences, and more. 4-H provides hands-on learning experiences to encourage learning about the world around us. Our lives are completely immersed in science and technology.

Understanding how science, engineering, and technology impact our lives, solve problems and create new ones makes it easier to navigate our modern world.

In school, science classes need to cover a broad range of topics in a limited amount of time while STEM in 4-H allows members and leaders time to dig deeper into ideas and concepts and to spend as much time as desired to work on projects based on personal interests, questions, and skills.

STEM in 4-H allows a person to work on their own questions, design their own tests, create their own models, build their understanding, and share their work with others – learn to do by doing. That’s what science and engineering are, trying to understand the natural universe and develop solutions to the problems faced in our world today. Science is inquiry that uses specific approaches and skills. But all learning is an inquiry process so working with science helps develop your learning muscles.

Within 4-H, the STEM process can go even further to include the Arts, thus changing the acronym to STEAM – Science, Technology, Engineering, Art & Math.

STEAM in 4-H Ontario Projects

As you work through the 4-H Careers Project, you will see STEAM appearing throughout the project when discussing various career paths. STEAM can be challenging but it can also be fun! Be sure to try out the activities. Observe what works and what doesn’t and how activities can be changed slightly to get different results. It’s all a part of the STEAM learning process!

PLANNING A MEETING

Plan your meetings well. Review all the information well in advance so you are prepared and ready!

Before Each Meeting:

- Read the topic information and activities and photocopy any relevant resources for the members' Record Books.
- Be familiar with the topic information for each meeting. Think of imaginative ways to present the information to the members. Do not rely on just reading the information out loud. Review available resources, plan the meetings and choose activities and themes that complement the ages and interests of your members. Gather any equipment and/or resources that will be needed to complete the meeting.
- At least 12 hours of club meeting time is required for every project; including club business, specific project information and social recreation. The delivery format for that material is left to the discretion of the leaders. Before each meeting, create a timeline to ensure that you are providing an adequate amount of instructional time for club completion. **Note:** the best practice recommendation is that a club have multiple meeting times for each project. Included on the following page is a Leader's Planning Chart to help with the planning of meetings. In addition to the chart, keep track of what went well and what could be changed next time. That way, each time this project is run, the content of the meetings can be different!

When planning each meeting, a typical 4-H meeting agenda should include the following:

- Welcome & Call to Order
- 4-H Pledge
- Roll Call
- Parliamentary Procedure:
 - Secretary's Report
 - Treasurer's Report (if any)
 - Press Report
 - New Business: local and provincial 4-H activities/opportunities, upcoming club activities
- Meeting content and activities
- Clean-up
- Social Recreation and/or refreshments
- Adjournment

Judging and Communications:

Each meeting must include either a judging or public speaking activity.

- Judging gives the members an opportunity to use judging techniques as part of the learning process. Through judging, members learn to evaluate, make decisions and communicate with others. They also develop critical thinking skills, confidence and self-esteem. Many examples are used in this reference book but use your imagination! As long as members are setting criteria and critically thinking about where items fit within that set of criteria, they are learning the basic skills of judging!
- A communications activity has been provided for each meeting but can be included in the Roll Call or social recreation time. These activities do not need to involve the topic of careers as the outcome is more about understanding the concepts of effective communication.

Electing Your Executive

Elections can be chaired by a youth leader, senior member or club leader. The person chairing the elections is not eligible for any positions.

Procedure:

1. All positions are declared vacant by the chairperson, who indicates this by saying “I’d like to declare all positions vacant.”
2. The group decides on the method of voting (i.e. show of hands, ballot or standing).
3. The chairperson accepts nomination from members for each position being filled. Nominations do not require a seconder. Nominations are closed by motion or declaration by the chairperson.
4. Each member nominated is asked if he/she will stand for the position. Names of members who decline are crossed off.
5. Voting takes place by selected method and majority rules (i.e. member with most votes).
6. Announce the name of the successful member. Offer congratulations and thank all others that ran for the position.
7. If ballots are used, a motion to destroy the ballots is required and voted on.

Steps in Making a Motion

The motion is a very important key to having good meetings. Motions are a way of introducing topics for discussion and allowing each member to speak and vote. Any member can make a motion.

Steps in Making a Motion:

1. Address the chairperson (i.e. raise your hand).
2. Wait for the chairperson to acknowledge you.
3. Make the motion: “I move that...”

4. Another person seconds the motion: "I second the motion."
5. Chairperson states the motion.
6. Chairperson calls for discussion of the motion.
7. Chairperson restates the motion.
8. Chairperson calls the vote: "All in favour? Opposed?"
9. Chairperson announces the result of the vote: "Motion carried" or "Motion defeated."

LEADER PLANNING GUIDE:

Meeting #	Date/Place/ Time	Topics Covered	Activities	Materials Needed

As a club volunteer your responsibilities are to:

- Be a Volunteer in Good Standing by completing the volunteer screening process, attend a volunteer training session and adhere to the 4-H Code of Conduct.
- Notify the local association of the club, arrange a meeting schedule and participate in club meetings, activities and the Achievement program, assuring that all meetings and activities are accessible and inclusive for all participants.
- Review the project material in the Reference Manual and Activity Guide to familiarize yourself with the information and adapt it to fit your group. Be well organized and teach the material based on your group's age, interest and experience level.
- Organize the club so members gain parliamentary procedure, judging and communication skills.
- Ensure that members are registered for the club using the online registration system.
- Review the Participant Agreement Form (PAF) that members will be completing when registering online. Ensure that all members, leaders and parent helpers know the appropriate actions during any emergency. Check with members for any food allergies or dietary restrictions and plan snacks accordingly.

As a club member your responsibilities are to:

- Participate in at least 2/3 of his/her own club meeting time. Clubs must have a minimum of 12 hours of meeting time.
- Complete the project requirement to the satisfaction of the club leaders.
- Take part in the project Achievement Program.
- Fill in and complete the Record Book.
- Complete any other project as required by the club leaders.
- Adhere to the 4-H Code of Conduct at all times.

Achievement Program Ideas/Suggestions

- Consider a reverse career fair. Have participants display their completed resume and prepared elevator pitch and invite local employers to come and visit with them.
- Have members create an exhibit at a local fair/show.
- Have members make a presentation at school about the 4-H Careers Project.
- Create a skit about the proper way of finding a job and perform it at school.

Special Projects

These projects are done outside of meeting time and are for members interested in doing more – often senior members. Its up to you as the leader to decide if you will require members to

complete a Special Project for club completion. Some ideas include:

- Create a display about a topic related to careers and display at a local fair or community event.
- Create a video about a topic related to careers. Post on YouTube.
- Interview someone who has had a long-standing career. Write a blog or an article for your local newspaper about their career journey – where they started and the path they have taken to where they are now.

Tour & Guest Speaker Ideas

- Have guest speakers attend meetings to supplement the material in the Reference Manual.
 - Speakers could include a high school guidance counsellor, someone from an employment office, human resources manager, etc.
 - Speakers could also include people working in non-traditional fields that participants may not have considered as well as in fields that the participants have previously shown interest in.
- Visit an employment agency office

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my Heart to greater loyalty,
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MEETING 1: CHANGING NATURE OF WORK

The purpose of this meeting is to help club members to understand the changing nature of work and careers and start thinking about what that might mean when they are seeking a job. For the most part, gone are the days of a 'job for life'. It is estimated that today's generation will have upwards of 10-15 jobs throughout their career lifespan.

Instead, what we want to focus on is preparing for a non-linear career path by strengthening your transferable skills – the knowledge, tools, and abilities that will follow you throughout your career regardless of which job you're in at the time. This meeting will help you start to think about the types of skills you already have and how they might relate to the jobs you want in the future.

Meeting Outcomes:

After this meeting, members should be able to:

- ☐ Understand the different types of jobs (permanent, part time etc)
- ☐ Compare the labour market today vs. previous generations
- ☐ Describe their transferable skills

Meeting Activities:

- Popular jobs today – web search
- Transferable skills – worksheet
- Side Hustle – promo/flyer design
- At Home Activity – SIN and banking info

Sample Agenda: 2 hours, 5 minutes.

Item	Details	Time
Welcome, call to order, pledge		10 mins
Topic Information and discussion	Roll call, review key terms, discuss new world of work/labour market trends	15 mins
Activity: In Demand Jobs	If participants have smart phones/tablets/ computers bring them. If not, bring printouts of articles or sources	30 mins
Topic Information and discussion	Introduce idea of transferable skills	10 mins

Activity: Your transferable skills	Complete worksheet with 10 transferable skills and discuss results	20 mins
Topic Information and discussion	Side Hustles and Gigs	5 mins
Activity: Promote your passion	Create an ad (paper or electronic) to advertise your skill. Use electronic devices if available or bring art supplies	15 mins
Wrap up, adjournment and social time		15 mins
At Home Activity	SIN and banking information	5 mins

KEY TERMS:

Full-time job: generally considered to be a job between 30-40 hours per week. Specific hours and days of work will vary from company to company.

Part-time job: a job where you work anywhere between 1-30 hours per week. Part-time employees are typically not eligible for benefits unless they work a minimum number of hours. This would be determined by the employer's policies.

Contract job: a job with a defined start and end date. These jobs are often used in seasonal industries and to fill in for permanent employees who may be on leave (i.e. parental leave or illness). Employers may choose to extend or end a contract at their discretion.

Temporary job: similar to a contract job, these roles have defined start and end date and are often used to fill seasonal labour needs. In this case employees may actually work for a staffing agency or temp firm. Their employer may not be the company they physically work for but the staffing agency that hired them.

Permanent job: a job without a defined end date. However, this is not a guarantee as an employer has the authority to terminate employment for a number of reasons.

Union: a union is an organization of workers that come together to negotiate with their employer collectively on things such as wages, benefits, and working conditions. Some common careers that have unions associated with them are teachers, nurses, and autoworkers.

THE NEW WORLD OF WORK:

Employers today are favouring short term and temporary contracts as opposed to hiring on full time permanent employees. Many entry level positions are contract roles.

Why?

Having a temporary or seasonal staff allows employers to respond better to changing markets and labour requirements. They can increase their staff during their busy season and then decrease on the off season.

It also costs employers much less money. Contract and temporary employees are often not entitled to benefits or other paid employee programs (i.e. company pension plans).

The wages for these jobs may also be less.

What does this mean for the job seeker?

You may go through a number of jobs early on in your career.

You will also need to start saving on your own for retirement – your bank can help set you up with this!

Let's start with a Roll Call:

What jobs do your
parents do?

How long have they been
at these jobs?

What did they need
to do to get these jobs
(training, experience
etc)?

You may also want to consider paying for health and dental benefits on your own – your HR department can help find options for you.

Contract roles aren't necessarily bad – they are a great way to gain experience and skills in a variety of different jobs. It also allows you to try different industries and companies and see what you like and where you want to go. They can also give you increased flexibility to do things like travel or work in a family business. Plus, if a full-time option does become available, employers will often look to their contract staff first!

How do you prepare for multiple jobs?

As a job seeker, how do you prepare for different jobs that might require different skills and experiences?

Highlight your transferable skills! These are skills and abilities that are relevant across different careers and areas of your life. They are not tied to one job or task but are portable. For example: leadership, teamwork, writing ability, research, or a second language would all be considered valuable transferable skills.

These are especially important early on in your career when you may not have a lot of 'on-the-job' or career related experience.

You may have acquired these from school, home, extra curricular activities, and most certainly from your 4-H experiences!

Here are some examples of transferable skills and where you may have picked them up:

- Do you have a part time job or help with chores around the farm while you're going to school? You are dependable, organized, and have good time management.
- Have you helped coach a soccer team? You have leadership and teamwork skills.
- Did you start a new club or group at your school? You show initiative and are good at planning and organization.

Side Hustles & Gigs

A side hustle is something you do on top of your full-time job to earn extra income. It's usually flexible and often piecework. It can be a way for you to make some money from your passions (i.e. woodworking, painting, knitting etc). Other side hustle opportunities would be things like ride sharing, fast food delivery or courier services. The digital economy has dramatically

ACTIVITY:

Try to find some of the most 'in demand' jobs in your region or in Ontario in general.

Where to look: Statistics Canada, LinkedIn, Job boards (Workopolis, Indeed), Employment or Staffing Agency websites, AG Careers.com

Compare this to 10 years ago. What has changed? What is the same?

What do you think it might look like 10 years from now?

What you might notice:

- An increase in 'green jobs' as climate change becomes a focus
- Emphasis on healthcare jobs due to aging population
- Tech sector jobs that didn't exist a few years ago
- Flexible/remote work options for some jobs

expanded the opportunities for this type of work (think of Uber).

This is also an opportunity for you to explore whether the entrepreneurial life is for you. While this may be a great way to earn some extra cash on a schedule that works for you be careful to allow time for rest and recovery and avoid burning yourself out.

Next meeting: we will be exploring different career options and helping you discover what type of job you might be interested in.

ACTIVITY:

List 10 transferrable skills you think you have and how they might be beneficial to an employer.

For example: Time Management, the ability to prioritize tasks and remain on deadline. Gained through successfully managing busy schedule of school, baseball, volunteering, and farm chores.

*see attached worksheet

ACTIVITY:

What are you good at? What do you like to do that people might pay money for?

Create a flyer or ad to describe it. (either paper or online)

TRANSFERABLE SKILLS WORKSHEET

While you may not have a lot of ‘on the job’ experience yet, you most certainly have transferable skills. These are skills that you possess that are useful and will benefit you regardless of the job you have and will follow you from job to job. They are things you have learned from school, volunteering, work, sports, or just life in general.

Complete the worksheet with 10 transferable skills and describe why that might benefit an employer.

If you’re having trouble completing this assignment - work as a team to figure it out!

Transferable Skill	Why is it important
<i>i.e. communication</i>	<i>Able to clearly share and understand information in writing and orally.</i>

DIGGING DEEPER:

Do you have a passion for agriculture?

AGCareers.com has identified the following in-demand and emerging careers in the agricultural sector:

In-Demand Careers	Emerging Careers
Sales	Data Analyst/Data Scientist
Educator	Digital Farming Lead
Marketing/Communications	Social Media Strategist
Trades/Skilled	Diversity and Inclusion Lead
Production	International Business Development Manager
Operations	Drone Technician
Finance/Accounting	Automation/Robotics Engineer
Information Technology	Digital Transportation Manager
Engineering	Urban Farm Producer
Food Scientist	Alternative Energy/Sustainability Specialist

Checking out the options on this list might give you a good idea of some careers that might interest you and develop a plan for how to get there.

REFERENCES:

The Top 15 jobs in Canada 2019, <https://www.randstad.ca/best-jobs/top-15-jobs/>

Hiring to rise by ten per cent in the first quarter of 2020: survey, <https://www.hrreporter.com/focus-areas/recruitment-and-staffing/hiring-to-rise-by-10-per-cent-in-first-quarter-of-2020-survey/323927>

The future is temporary: what the gig economy means for you, <https://careers.workopolis.com/advice/future-temporary-gig-economy-means/>

Careers in Agriculture-CanadianVersion 2018, AGcareers.com

MEETING 2: EXPLORING YOUR CAREER OPTIONS

This meeting is all about you – the job seeker – and exploring your likes and dislikes and strengths and weaknesses and how that can shape your career options. We will look at some of the more traditional roles and jobs as well as some industries you may not have thought of.

We will discuss different ways you can determine your strengths and skills and discover some insight into your personality.

*Leader note: this meeting is a good place to bring in a special guest or community member to talk about the work they do and how they got there.

Meeting Outcomes:

After this meeting, members should be able to:

- ❑ List their likes/dislikes/strengths/opportunities for growth
- ❑ Gain some insight into their personality types and how that may factor in the jobs they choose
- ❑ Have an idea of industries or jobs they may want to consider

Meeting Activities:

- Strengths and weaknesses – worksheet
- Personality Test – electronic or paper based
- Networking in your field

Sample Agenda: 2 hours, 5 minutes

Item	Details	Time
Welcome, call to order, pledge		10 mins
Topic Information and discussion	Roll call, review key terms, understanding your likes/dislikes and strengths/weaknesses	15 mins
Activity: Identify your strengths	Complete the worksheet and share your results	30 mins
Topic Information and discussion	Personality testing	10 mins
Activity: Personality Test	Complete test and discuss results	25 mins
Topic Information and discussion	Cautions when using personality tests	10 mins
Wrap up, adjournment and social time		15 mins
At Home Activity: Networking	Discuss as a group who might be a good person to talk to and how to set up that meeting	10 mins

KEY TERMS:

Personality Test: these are typically a set of questions or scenarios used to assess your personality characteristics and strengths. Employers use them to help determine suitability for certain jobs or help people work better in a team. We'll go through some popular ones during this meeting.

Networking: the process of meeting people and building relationships and contacts in a professional context. It's a great way to help you get the job you want now or in the future!

WHO ARE YOU?

How do you even begin to think about the type of job you want or industry you might be interested in? If 'the world is your oyster' how do you narrow down your focus and decide what you truly want?

One way to do this is to discover your strengths and abilities and the things you like to do. Once you have an idea of this information you can use it to help tailor your job search.

We obviously will not be able to completely capture 'you' and your unique personality in one meeting – and this will change too as you gain different perspectives and experiences throughout your life. This is just an exercise to help you get thinking about who you are and what you might want for your future.

LOOKING TO THE FUTURE:

Compare the skills that you identified with the list of 'hot jobs' from Meeting 1. Do your skills line up with any of the in-demand jobs?

Based on what you learned in Meeting 1 about labour market trends, do you think any of the skills or jobs you identified might be disappearing soon? If you answered yes, what might this mean for you?

PUTTING YOUR SKILLS TO WORK:

Once you've identified your strengths and weaknesses you can start to think of some occupations or industries where these skills are in high demand. For example – if you listed mechanical competence, you might want to look at a skilled trade. Similarly, if you listed computer programming you might want to look at something in web development.

Leader note: here might be a good idea to discuss the idea of 'weaknesses' and how they aren't negative - but an opportunity for growth and learning. We all have things we aren't good

LET'S START WITH A ROLL CALL:

If money, skill, or geographic location were no object – what type of career or job would you like to have?

Think back to when you were a little kid - what did you want to be 'when you grew up'?

ACTIVITY:

Complete the attached worksheet describing your strengths and weaknesses.

Here, we're looking for you to be more specific and direct than you were in the transferrable skills exercise.

Review your results – do you see your skills leading you towards any specific career path? Is there something you should avoid based on your weaknesses or things you dislike?

at but what's important is how we use this information to help us move forward.

DISCOVERING YOUR PERSONALITY:

Another way for you to help guide your career search is to complete a personality test (or a few of them). These can sometimes be useful to highlight certain features of your personality that may make you more likely to be successful in one occupation or another. For example, if your personality tests reveal you are a highly social person who is motivated by interactions with other people, you are less likely to be successful in a role that requires you to work alone, isolated from your colleagues.

Employers will also use these tests to reveal team dynamics and problems that are likely to arise based on what personalities can be found within the group. Understanding who you are working with and what motivates them can be beneficial when figuring out how to work together as a team.

Some common personality tests:

Meyers-Briggs (MBTI): the theory behind this test is that your preferences shape the way you make decisions and interact with the world. Are you an introvert or extrovert? Are you a thinking person or a feeling person? It divides people into 16 personalities based on their answers.

DiSC: this test uses four basic personality traits of human behaviour (dominance, influence, steadiness, and compliance/conscientious) to determine and predict people's behaviour and actions. You may have heard this of this test when people describe 'what colour' they are.

Enneagram: this test argues that there are nine different personality types. Your dominant personality type (or types) are determined based on your answers to each question. The test includes statements like 'I see the positive side of every situation' and you answer whether you agree or disagree.

Leader note: a good way to break the ice might be to share your personality test results. Remember - there are no bad or wrong personality types.

A word of caution:

While interesting and fun to complete, these personality tests certainly have their limitations. Your answers may vary from day to day and be influenced by things like whether you're in a good mood. You may also be tempted to change your answers from who you really *are* to who you would *like* to be to try and get a certain result.

If the test answer reveals something you don't agree with or like – don't be discouraged. The test is a snapshot of a moment in time, based on how you were feeling and your self reflection at that instant. This test does not predict your future success in whichever career you choose and it is not scientific.

ACTIVITY:

Individually complete one of the above (or an alternate) personality test.

If you're comfortable, share your results with the group and discuss whether anything surprised you.

Next meeting: we'll be talking about what you can do to prepare for the career that you want, the training you might need and how you can take advantage of part time jobs to help build the skills you'll need for your future.

AT HOME ACTIVITY:

Who do you know? Find someone who works in an industry that interests you or does a job you've always wanted to do.

Talk to them about how they got there, what they needed, and what it takes to be successful at that job.

Bring your report with you to the next meeting and be prepared to share it with the group!

*Remember: someone is taking their personal time and energy to work with you on this project. Be courteous and respectful, be on time for meetings or calls and be prepared.

STRENGTHS AND WEAKNESSES EXERCISE

It is common in an interview for an employer to ask you about your strengths and weaknesses. Start thinking ahead to this question by identifying your own strengths and weaknesses. These traits can come from knowledge (i.e. computer programming skills), transferable skills (i.e. teamwork), or your personality (i.e. adaptable).

Be specific and include detail wherever possible.

A few notes about weaknesses: we all have them. Your future employer isn't going to expect you to know everything and have all the answers. When you are interviewing it's important to be genuine and authentic.

Acknowledging your weaknesses is a strength! What employers are looking for is the awareness of your own weaknesses and what steps you can take to improve on them. You want to show that you are continually interested in refining your skills, growing, and learning new things.

For example, if your weakness was time management you could elaborate and say something like – in the past I have struggled with time management but I've found that keeping a notebook with key dates and information really helps me stay on track and I also use an App on my phone to send me reminders.

Strengths	Weaknesses

REFERENCES:

Personality Test examples:

<https://www.myersbriggs.org/my-mbti-personality-type/mbti-basics/home.htm?bhcp=1>

<https://discpersonalitytesting.com/free-disc-test/>

<https://www.truity.com/test/enneagram-personality-test>

*please note there are many versions (both free and paid) of these tests and each version usually has slight variations. Pick one that works best for you and the group – it is meant to be illustrative only. It is not a scientific process.

List of Strengths and Weaknesses: what to say in your interview, Carol Martin, 2019, <https://www.monster.com/career-advice/article/greatest-strengths-and-weaknesses>

MEETING 3: PLANNING FOR YOUR CAREER

Now that you've identified some of your transferable skills and your strengths and weaknesses you might have an idea of what type of job or industry you might want to explore further. The question now becomes: how do you get there?

You need to start thinking about the path that gets you towards the jobs that you want. Will you require postsecondary education? An apprenticeship? Different specialized training?

This meeting we will be exploring some of those different paths and what it might take to get there.

***Leader note:** this meeting is a good opportunity to bring a 4-H related guest speaker. You could consider a staff member who can speak to other 4-H career opportunities (Career Mania, FLIA etc) or someone within the community who can speak to what 4-H has given them or how it helped to prepare them for the future.

Meeting Outcomes:

After this meeting, members should be able to:

- ☐ Know where to look for volunteer and part time job opportunities
- ☐ Understand some of the different paths to the career they want
- ☐ Have an idea of the programs available to help them on their path

Meeting Activities:

- Explore other 4-H career related opportunities
- Seek out a volunteer position or part time job
- At Home Activity: where are you going and how do you get there?

Sample Agenda: 2 hours, 5 minutes

Item	Details	Time
Welcome, call to order, pledge		10 mins
Topic Information and discussion	Part time jobs and volunteer opportunities	15 mins
Activity: Volunteer Opportunity	Think about an industry or organization you care about and contact them to see if they have any volunteer opportunities	30 mins

Topic Information and discussion	Police checks, special training, high school options	10 mins
Activity: Explore 4H	Explore other 4-H Career related opportunities. *good spot for a guest speaker	20 mins
Topic Information and discussion	Future focus: where are you going after high school?	15 mins
Wrap up, adjournment and social time		15 mins
At Home Activity: Focus on the future	Research where you think you might want to go after high school and determine whether you're on track to get there.	10 mins

KEY TERMS:

Prerequisite: a requirement needed in order for something to happen. For example, grade 12 biology is a prerequisite for applying to a university nursing program.

What you do now matters for tomorrow.

It is easy to think of part time jobs as just a way to earn some extra cash. Yes, the money comes in handy but these jobs can be a great opportunity for you to get some practical experience that will help you in the future and make some connections with people who can act as references for future jobs or education opportunities.

WHERE TO LOOK FOR A JOB:

Who do you know?

Talk to your friends and family and let them know you are looking for a part time job and see if they have any leads.

Get social.

Post on your social networks that you are looking for opportunities. Be cautious here – if someone reaches out to you and something sounds too good to be true – it likely is.

Get out in the community.

Municipal buildings (arenas, libraries, community centres, summer camps, sports fields etc) often hire students part time.

Look to your skills.

Use your skills and interests as inspiration. Are you a hockey player? Maybe you could coach. Do you enjoy cooking? What about looking at a restaurant? If you are a math whiz, how about tutoring?

Before you embark on getting a part time job you need to ask yourself if you can take on the extra work. Be sure you can commit to the hours and schedule that will be required of you. Can you take time away from schoolwork for your part time job? Are you ok with missing out on activities with your friends? Consider your answers to these questions before you move forward with a part time job.

It may be helpful to plan out a weekly schedule (SEE ATTACHED SAMPLE) that outlines the commitments you already have to see where you might be available to work.

VOLUNTEER OPPORTUNITIES:

Aside from being a high school requirement, volunteer opportunities are another excellent way to gain skills and experience that can help you in the future. It can also be a great way to try out something new you may not have considered before.

LET'S START WITH A ROLL CALL:

What work experience do you already have that might be helpful in your future?

It doesn't have to have been a paid position – were you a coach? Have you done work around the home or farm? What about school clubs or projects?

Where to look for opportunities:

- Schools
- Churches
- Youth sports teams and clubs
- Your local 4-H association!
- Local charities/shelters/community groups

Not for profit and charitable organizations often rely on volunteers to function. If you are volunteering with an organization, you need to treat it seriously – as if it were a ‘paid job’. You should be on time, be accountable for your work, and follow the policies of the organization.

Your managers and supervisors from your volunteer opportunities can be invaluable resources in the future when it comes to getting other jobs!

Police Checks and special training:

Many organizations, especially ones that work with youth, require a police check to be completed prior to starting work or volunteering. This can be easily obtained and if the organization you are working with requires one, they will likely provide you with instructions on how to complete it.

Sometimes other training might be required (for example Smart Serve or First Aid). The employer or organization should let you know what you are required to have and will often provide opportunities to obtain this training. These are great skills to have and will always come in handy in the future!

If you are already working or volunteering with an organization – ask if there are opportunities for additional training. This shows your employer or supervisor that you are engaged and interested in improving yourself and can also help you further develop your skills for this or other jobs in the future!

MOVING TOWARDS THE JOB YOU WANT:

Did you know that the Ontario Secondary School Curriculum supports some programs outside the classroom that can help you explore your interests and skills and prepare you for the future?

Some of these programs include: Co-op programs, Specialist High Skills Major (SHSM), Ontario Youth Apprenticeship (OYAP). These can be a great opportunity for you to develop your skills and experience what it is like to work in a particular industry or organization. Speak to a

ACTIVITY:

Think about a cause or organization you feel passionate about or something you are interested in learning more about.

For example: are you passionate about ending homelessness or have you always wanted to try out acting?

Look for a local opportunity to get involved. Contact them to find out what you need to do to become a volunteer.

Keep this in mind for next meeting when you build your resume!

ACTIVITY:

4-H has lots of other career related resources and programs that might be helpful for you.

Spend some time as a group researching what’s available this year and what the requirements are.

Maybe speak to a 4-H Ontario staff member for more information.

guidance counsellor at your school for more information.

Many professional organizations will also offer the opportunity to job shadow someone for a day. Explore this idea if it interests you!

THINKING ABOUT POST SECONDARY EDUCATION?

Many jobs today will require you to have some post secondary education. Here are some factors you may want to consider when deciding where to go and what to apply for:

- **Cost:** can you afford it? The average cost for one year of university (including books, living expenses, tuition, etc) in Ontario is between \$22,000 and \$27,000.
- **Responsibilities:** do you have family or other obligations that would require you to be close to home?
- **Grades:** do your grades meet your specific program minimum requirements?
- **Availability:** what do you want to study and where are these programs available?
- **Prerequisites:** do you have courses necessary to apply to your program of choice?

Spend some time looking at the schools and programs you are interested in. talk to former students, guidance counsellors, university representatives. If you can – go visit the campus and get a feel for it. Often tours will match you up with current students who can help give you a sense of what life is like there. Attending a presentation at your high school or going to a university/college fair can be a great way to learn more about your options.

A note about cost:

Yes, post secondary education is expensive. However, there are lots of opportunities for funding including bursaries, scholarships, grants, and loans. Some of these funds go unclaimed simply because no one applied for them! With a little research and effort, you can find lots of options to help cover costs.

AT HOME ACTIVITY:

Spend a little time researching where you might want to go after high school.

Look at what you will need to get there and compare that to what you are currently taking in school.

If you need to, make adjustments – speak to your counselors at school. They can help make sure you're on track for the path you want to take.

DIGGING DEEPER:

Looking to get a better idea of some of the careers available in the Agricultural Sector in Ontario?

AGCareers.com has developed incredible resources to help you understand what some of the options out there are and what you need (in terms of education and experience) to qualify for them. Check out some of their resources:

Agricultural Careers Profiles:
<https://www.agcareers.com/career-profiles/>

Top Agricultural Careers in different sectors: <https://www.agcareers.com/infographics/>

Some places you could look for funding: your local religious organization, local clubs (i.e. Lion's or Rotary), 4-H, your current employer or volunteer organization. Speak to your guidance counsellor at school – they are likely a wealth of inside information!

Not for you?

That's ok! There are plenty of other opportunities for learning and development.

Consider skilled trades and apprenticeships. These jobs are high paying and often in high demand. These careers span far beyond just electrician or plumber and encompass hundreds of occupations. In the construction sector alone, estimations include there are more than 200, 000 jobs that will need to be filled.

Have a passion for travel or what to work for yourself? Skilled trades are a great option for this. The skills are often transferrable (especially if it is a Red Seal recognized trade) and naturally lean towards entrepreneurship.

Many skilled trades organizations have partnered up with high schools to provide more information and courses on trades and technology in Ontario. Some examples of programs to research include:

- The Ontario Association of Certified Engineering Technicians and Technologists online course: Exploring Careers in Technology
- The Ontario Youth Apprenticeship Program

Looking for more info?

<https://www.ontariocolleges.ca/en/apply/skilled-trades> has great information on the types of trades available, training programs, funding options and course requirements.

Did you Know: 4-H Ontario offers many other great career related programs? Depending on your age and the year, you may be able to take advantage of things like: Future Leaders in Action (FLIA), Career Mania, Dairy Sen\$e, and more! Talk to your local VS Coordinator for more information about upcoming programs or opportunities

FEELING THE PRESSURE:

It can definitely feel like you are being asked to decide your entire future right now. The bottom line is, that you want to keep your options open and not close off any pathways before you are ready. Plan carefully to ensure you are set up for whatever path you choose. But also, know that if you change your mind and want to go in a different direction – you can! It is never too late to change direction, get more education, or try something new. The oldest person to graduate university in Canada was 89!

If you want to change direction and think you may not have the required courses or prerequisites you need, speak to a guidance or career counselor. They may have some suggestions of how to catch up or move forward.

Next meeting: our next meeting will focus on developing the tools you need to apply for the job you want. If you already have a resume started – bring it!

REFERENCES:

Finishing Highschool: what to do after graduation, Kid's Help Phone, <https://kidshelpphone.ca/get-info/finishing-high-school-what-do-after-graduation/>

Ontario Secondary School Curriculum includes a Career Studies course. The government has a lot of supporting materials listed to help students and parents think about preparing and planning.

Creating Pathways to Success. An Education and Career/Life Planning Program for Ontario Schools, Ontario Public Service, 2013 <http://edu.gov.on.ca/eng/document/policy/cps/CreatingPathwaysSuccess.pdf>

Careers in Demand, Ontario Colleges, 2019, <https://www.ontariocolleges.ca/en/apply/skilled-trades/careers>

Common University Data Ontario, Annual Student Expenses, Council of Ontario Universities, 2019 <https://www.ryerson.ca/about/data/g-expenses/>

MEETING 4: APPLYING FOR THE JOB YOU WANT

This meeting we will get into the details surrounding actually applying for jobs you want. We will cover everything from resume and cover letter creation to the etiquette around applying for the job.

There are lots of tasks for you to complete this week and a lot of information to cover. It may seem daunting at first, but once you are finished you will have the basic building blocks of a resume that you can expand on and customize as you need it. Your resume may be the first impression an employer has of you, so it is worth spending the time and energy into getting it right!

***Leader note:** there is a lot of information and activities in this meeting. It is not the ideal place for a guest speaker. Encourage participants to bring along resumes they have previously completed, if applicable.

Meeting Outcomes:

After this meeting, members should be able to:

- ☐ Have a basic resume they can use and build on
- ☐ Have a sense of what employers are looking for from a resume
- ☐ Know how to write a basic cover letter
- ☐ Understand the role (benefits and downfalls) of social media in the employment world

Meeting Activities:

- Explore LinkedIn profiles and build your own
- Start resume template
- Active Verbs and Impact
- At Home Activity: fill in resume details and create a LinkedIn profile

Sample Agenda: 2 hours, 15 minutes

Item	Details	Time
Welcome, call to order, pledge		10 mins
Topic Information and discussion	Resume purpose and making the most of your six seconds	15 mins
Activity: Active verbs and impact	As a group, have each person come up with two skills to include in a mock resume	15 mins
Topic Information and discussion	Reviewing Sample Resumes	20 mins
Activity: resume template	Start to fill in the resume template	15 mins
Topic Information and discussion	The importance of cover letters	10 mins

Topic Information and discussion	Social Media	20 mins
Activity: LinkedIn	Start to build a LinkedIn profile	15 mins
Wrap up, adjournment and social time		10 mins
At Home Activity:	Complete resume and LinkedIn profile	5 mins

KEY TERMS:

Resume: a short (2 pages) document that outlines your skills, education, job history and other accomplishments. It is typically used to apply for a job.

Let's get to work!

WHAT IS THE PURPOSE OF A RESUME ANYWAY?

Many people think that a resume is what gets them the job when in fact, the purpose of the resume is to get the employers attention, so they bring you in for an interview. The resume is merely the first step in getting the job you want.

The average recruiter or human resources professional spends about six seconds – that's right – six seconds on a resume before deciding whether it is a go or no go. You need to make every second count!

Here is how to make the most of those first few seconds:

- Make your resume easy to read and logical to follow – use a clear font (Ariel or Calibri) in 11pt, **bold** titles, and bulleted lists
- Make your points clear and succinct
- Have your contact information easily visible at the top of each page
- Ensure your timelines make sense and show a clear progression (no gaps)
- Use section headings (education, job history, skills etc)
- Keep it less than 2 pages

Some general rules of what to avoid:

- No spelling and grammar mistakes!
- Unprofessional email addresses (i.e. sk8rboi@hotmail.com)
- Do not include pictures of yourself
- Pronouns (I, we, you, etc)
- Short form or industry jargon
- Negative comments about previous employers

LET'S START WITH A ROLL CALL:

What do you think is one of the top thing employers are looking for in a resume?

What do you think employers dislike seeing on your resume?

ACTIVITY:

When describing your skills and accomplishments you should be using 'active verbs' like led, planned, created, designed etc.

Have each person come up with two points to include on a mock resume.

Start with your active verb (in past tense) and tell me (the employer) why I care.
For example:

Instead of saying: I coached soccer.
Try: Led youth soccer club to regional championship through dynamic coaching style and team motivation

Instead of: Volunteered for local animal shelter.

Try: Actively volunteered at local animal shelter while balancing a full course load, demonstrating the ability to multitask and prioritize

Showing an employer 'the why' helps them see what you can do for them – how you could be a valuable member of their team.

Remember: you are not trying to get the job at this point. You are only trying to get the person recruiting to spend more than 6 seconds with your resume.

WHAT SHOULD YOUR RESUME LOOK LIKE?

Your resume should be your highlight reel. It showcases your top and strongest skills and accomplishments in a way that tells the prospective employer why YOU are the right person for the job.

There are many different formats you can choose but common among them should be the following sections (listed in no particular order):

- Name and contact information: full addresses and qualifiers like Ms./Mr. are not necessary. Ensure you have a professional email address and a working phone number
- Your education and training background: include degrees or certificates obtained, program of study, and institution
- Job history: employer, job title, some key tasks, and dates. You can include volunteer and co op positions here too.
- Skills: show specific examples relevant to the job and include measurables or impact wherever possible
- Professional summary: not always necessary, but a good way to catch your readers attention up front and showcase your best one or 2 skills. This is sometimes listed as Objective (note- do not say your objective is 'to get a job'. It should be specific to the role you are applying to).

Below are examples of different types of resumes: one organized by skill and one organized by job history.

SKILL BASED/FUNCTIONAL RESUME:

Best for: people just starting out in the job market or who have gaps in their job history or a number of short-term different jobs. It highlights your skills and abilities while removing the focus from your job history.

Drawbacks: it can be harder for a recruiter to follow your progression, so you need to ensure you are concise and to the point and that you accompany it with a strong cover letter.

Tips:

- When choosing categories for your skills look to the job ad for inspiration
- Try to keep categories balanced (don't have 10 points in one category but only 3 in another)
- Some common skill categories: customer service, administration, communication, sales, leadership, project management
- Remember to show impact!

CHRONOLOGICAL/JOB BASED RESUME:

Best for: people with a more established job history. It is a good way to show progression and career development. This is generally the most common format.

Drawbacks: it will highlight if you have switched jobs frequently or if there are gaps in your work history. While you may be able to explain the reasons why during your interview, your resume will not tell that story for you.

Tips:

- Summarize your work experience in reverse chronological order (most recent first)
- Highlight your top achievement and skills from each job
- Show impact: specifics and measurables wherever possible
- It is acceptable to include an 'additional skills' section at the end with a few points that are relevant but don't fit with any particular job (i.e. if you can speak another language or have a special driver's licence)

It can be tempting to over exaggerate your skills, especially when you are new to the job market and do not have a lot of career related experience. Don't do this! If employers do not catch it when they read your resume, it will certainly come out in the interview. It is not worth the risk. Be honest and truthful.

Remember – your resume isn't getting you the job. It's getting you an interview. You need to be strong, concise, and direct in your resume to get your prospective employer's attention. Your interview is the time to elaborate.

THE IMPORTANCE OF COVER LETTERS

Your cover letter is your first opportunity to grab the reader's interest. This is a brief snapshot of why you are the right person for this job. Your cover letter is what determines whether a recruiter is going to actually look at your resume or toss it aside.

Here are a few tips on how to make your cover letter stand out:

- Keep it short – a few paragraphs at most
- Personalize it to each job – it should list the position you are applying for, the company name, the hiring manager's name (if known)
- Do not use the same generic cover letter for each job!
- Highlight your strongest skills (3 at most and tie them directly to the job posting)

ACTIVITY:

Review the attached resume samples. Determine what style you think might work well for your purposes. It is also very easy to find samples and templates online.

Take a few minutes to start to fill in the information.

You'll be building on this as the meeting goes on and later on at home.

*Leader note: it may be helpful to provide participants with an electronic copy of the template so they can complete on their own at home.

- Avoid short forms or industry jargon
- Edit meticulously!

Your cover letter gives you a chance to explain who you are and tell your story in more of a conversational (narrative) way. You can show a little personality but always remember to be polite, concise, and professional.

SOCIAL MEDIA AND EMPLOYMENT

These days, most of us spend a lot of time on our phones, particularly on social media. Recruiters and hiring managers are no exception. One thing they are likely checking out: you. The job seeker.

According to a US survey, 70% of recruiters and hiring managers will look at their candidate's social media presence before hiring them.

It is fairly safe to assume that whatever you post on your social media sites may be viewed by your employer so you may want to review your accounts prior to applying for any job.

Here's what to look for and avoid:

- Any statements or remarks that disparage your current or former employer or manager
- Unprofessional photos that show intoxication or illegal acts
- Statements or sharing articles that could be considered racist, sexist, or homophobic
- Taking a strong political or religious stand can be ok – just understand these topics can be divisive and may cause a potential employer to consider another candidate
- Make sure you frequently review and update your privacy settings

LinkedIn

If you haven't used it before, LinkedIn can be described as a Facebook for business. It was created to be a social network for people to connect professionally and help advance your career.

It is an opportunity for you to put out a social media account that is more professional and career oriented and less about sharing pictures of the latest party you went to.

Some tips for creating your LinkedIn profile:

- Use your full name
- Have a **professional** looking picture – of your head and torso, in business attire
- Mirror what's in your resume (consistent dates and job titles)
- Keep your statement short
- Include awards, recommendations, promotions

- Include charitable and volunteer work
- Engage frequently – comment on other posts, send messages for work anniversaries or promotions, share relevant articles

These documents and tools you've created this week will evolve and develop throughout your career. Even when you are not actively job searching, it can be beneficial to update your resume and profile from time to time so you make sure you are capturing the highlights and you remember that great project you just completed or the big award you just received.

Creating a great resume and writing about your skills is a great first step in learning how to sell and promote yourself to actually land that dream job! More on that next week...

Next meeting: our next meeting will focus on selling yourself – once you've applied for the job, how you convince the employer in the interview that YOU are the right person!

ACTIVITY:

Review some LinkedIn profiles.

Check out: people you know, people working in the job or industry you want to be in, and 'influencers'.

Take a look at the kind of information they share and the interactions they have with other people.

Now, create your own profile using the above tips. Once you finish it (at home, if necessary), start to make some connections with people who may be helpful in your job and career search.

AT HOME ACTIVITY:

Complete your LinkedIn profile and your resume template. Bring your completed resume to the next meeting.

While you are at it, you may want to consider reviewing your other social media accounts, changing privacy settings, and removing anything that shouldn't be there.

FUNCTIONAL RESUME SAMPLE:

Alice Waters

awaters@gmail.com 519 123 4567

Profile: experienced and enthusiastic professional with a strong background in administration and customer service

Relevant Skills:

Administrative:

- Processed daily mailings and correspondences for more than 200 employees across Canada, ensuring deadlines were met and confidentiality maintained
- More examples...
- More examples...

Customer Service:

- Main point of contact for employee benefits program, answering questions and processing payments with a focus on timely and accurate claims payments
- Some other point...
- Additional skills...

Communication:

- Developed and delivered various legislatively required and company policy training on topics such as Accident Investigation, New Hire Orientation, Supervisor Training, ensuring compliance with provincial and federal laws
- Something else...
- Etc...

Employment History:

Senior Administrative Assistant, ABC Logistics, June 2017 – Present

Reception Volunteer, Blacksmith Veterinary Clinic, April 2015 – May 2017

Education:

OSSD, St. James Secondary School, 2016

Additional Skills:

- First aid and AED
- Fluent in French (writing and speaking)

CHRONOLOGICAL RESUME SAMPLE:

Alice Waters

awaters@gmail.com 519 123 4567

Profile: experienced and enthusiastic professional with a strong background in administration and customer service

Relevant Experience:

Administrative Assistant, ABC Logistics, June 2017 – Present

- A top thing I was responsible for...
- An achievement I had...
- The scope of my role (i.e. how many people you looked after)
- Other important points showing specific and measurable impact

Customer Service Representative, TV on the Radio Repairs, April 2014 – June 2017

- A few key points about what I did
- Why it was important
- How it would be relevant to the prospective employer
- Specific examples of my tasks

Another job I had, The company I worked for, from this date to this date

- Etc
- Etc

Education:

Diploma in Purchasing and Supply Management, Ontario School of Professionals, 2010

RESOURCES:

70% of Recruiters Check Their Candidates' Social Media, Marjorie van Elven, 2018, <https://fashionunited.uk/news/fashion/70-percent-of-recruiters-check-the-candidates-social-media-here-s-what-not-to-post/2018080931189>

This Is Exactly What Hiring Managers & Recruiters Look For When Scanning Resumes, Glassdoor, 2017, <https://www.glassdoor.com/blog/scanning-resumes/>

There are many websites and tips on how to write a great resume. This site includes samples from many different industries (food service, customer service, healthcare, etc). <https://resumegenius.com/blog/resume-help/chronological-resume>

MEETING 5: SELLING YOUR SKILLS

By now you might have an idea of the types of jobs or industries you want to look at. You also have the tools (the resume, cover letter, and social media profiles) to help you. Let's say something comes up that sparks your interest. What do you do?

We talked previously about how the resume doesn't get you the job, the interview does. The resume gets your foot in the door and what happens next is up to you.

It can be daunting to think about actually sending your resume to an employer and – even scarier – having them call you back for an interview!

This meeting we will help you with these skills so you can be confident in yourself and your abilities.

Knowing what to say or write, how to answer questions, and when to follow up are all key skills in the job getting process. It can be small things that help set you apart from other candidates and make you successful. So, let's get started!

Meeting Outcomes:

After this meeting, members should be able to:

- ❑ Know what to do before, during and after an interview
- ❑ Understand appropriate etiquette when sending job applications, follow ups and thank you

Meeting Activities:

- Compile List of Common Interview Questions
- Mock Interviews
- Develop your Reference List
- Work at Home: Your Elevator Pitch

Sample Agenda: 2 hours, 10 minutes

Item	Details	Time
Welcome, call to order, pledge		10 mins
Topic Information and discussion	Submitting your Application	10 mins
Activity: Common Questions	As a group, compile a list of common interview questions you are likely to be asked	15 mins
Topic Information and discussion	Preparing for your Interview	15 mins
Activity: Mock Interviews	Work in pairs and take turns conducting interviews	25 mins
Topic Information and discussion	Your turn for questions and following up	15 mins
Topic Information and discussion	Your reference list	10 mins
Activity: Who is on your list	Create a reference list with 3 names on it	10 mins
Wrap up, adjournment and social time		10 mins
At Home Activity: Your Elevator Pitch		10 mins

SO YOU HAVE COME ACROSS A JOB YOU ARE INTERESTED IN. WHAT'S NEXT?

Your first task should be to reread the job ad carefully looking for the following information:

- What is required to apply? Do they want a resume, cover letter, references, copy of a certificate?
- Is there a specific application you need to complete?
- How do they want you to apply? Electronically or in person? By a certain date or time?
- What information can you learn from the ad that will strengthen your application (key words, specific skills or experience you already have)

LET'S START WITH A ROLL CALL:

Every interviewer will have some horror stories of things that have happened to them or candidates during an interview.

What is one thing you can think of NOT to do during an interview?

Once you have this information you can revise your cover letter and resume to highlight your skills and abilities that are most suited to this role. For more information on this refer to your notes from Meeting 4.

Submitting your Application Electronically:

This is likely the most common way you will apply for a job. Most ads you see will reference an email address to send your application to by a certain date. Be mindful of this date. Send out your application as early as possible before the closing date. If you send it after the closing date it makes you look unprepared and unobservant and you will likely not be considered.

Attach your resume and cover letter in a single document in PDF form. Ensure it is titled with your name (i.e. JSmith resume) and not something generic like 'Final Resume'. This way if your resume gets detached from your email the prospective employer can still know who you are.

If you are submitting by email, always include an email to the hiring manager (by name if you know it) instead of just a blank email with a resume attached. The subject should quote your name and position you are applying for (i.e. John Smith, Dishwasher application).

The body of your email can closely resemble your cover letter as they are essentially serving the same purpose.

A few tips when applying by email:

- Be concise and to the point
- Be polite and avoid short forms, jargon, or slang
- Use your 'professional' email address
- Edit for grammar and spelling

ACTIVITY:

While we will explore this in more depth in the next section, make a list of common questions you think you might be asked in an interview.

Applying in Person:

There are a few times when you may find yourself applying for a job in person – for example at a job fair or perhaps when you are targeting multiple businesses (at a shopping mall, for example) looking for a part-time job.

If you are responding to a specific job ad and they asked you to apply in person – you should follow that request. If they asked you to apply electronically and you show up – you will not likely be considered.

When you apply in person you should always dress for success! Business attire may be expected depending on the role but at the very least ensure your appearance is neat and tidy with clean and pressed clothes.

A few more tips for applying in person:

- Bring copies of your resume and cover letter to distribute (keep these neat in a folder, not crumpled in your backpack)
- Be on time if you are attending a job fair
- Be respectful of busy times – applying to a restaurant during lunch or dinner rushes will not help you
- Ask to speak to the hiring manager and if it is ok to leave your resume
- Be polite to everyone you speak with – you never know who has influence over the hiring decisions
- Thank them for their time and if they are not accepting resumes – do not leave one

SUCCESS! YOU’VE GOT A CALL FOR AN INTERVIEW! NOW WHAT?

Your interview is your time to shine – it is your chance to explain who you are and why you are the perfect person for this role.

Preparing for the Interview:

Putting in some time and energy into preparing for the interview will help you to feel calm and prepared and set you apart from other candidates. Here are a few things you should do to prepare:

- Reread the job ad again – know the skills they are looking for and be prepared to share examples of those skills
- Research the company – look at their website and social media profiles. Look at other people who work there. Look at common salaries for that role and your area. This will help you understand the role and give you some idea of good questions to ask during the interview (more on that later)
- Know where you are going – know your route ahead of time, including where to park and where the interview location is. Know if you need to leave extra time to account for

bus schedules or traffic etc.

- Bring with you: a few copies of your resume and references (on a separate page), a notebook and pen to take notes or write questions (even if you never use it – it helps you look prepared and engaged)
- Dress appropriately for the interview and avoid wearing any strong scents or perfumes. If you are unsure – ask the person who scheduled the meeting with you what is expected.

When you arrive for the interview:

- Be on time and not more than 10 minutes early
- Your interview starts when you walk through the door so be courteous to everyone you meet
- Do not look bored or talk on your phone while you are waiting
- Do not eat or drink while you are waiting
- When the hiring team comes to see you stand up and greet them with a smile and handshake

During the interview:

- Be aware of your body language and posture – try to be relaxed and open
- Don't rush – we often talk fast when we are nervous
- Learn the names of people interviewing you (and use them)
- Answer questions with lots of detail but try not to stray from the original topic
- Do not be negative about previous experiences or employers (you never know who knows whom)
- If you don't have a qualification try to reframe it in a positive way (i.e. if you are asked about computer programming and you know nothing about it say 'I haven't had the opportunity to try that before but I am really interested in it and learn new things quickly')
- Be truthful in your answers and do not exaggerate

There are many different interview styles and most employers use a combination of different types of questions and scenarios. They are trying to draw information out from you so will often ask for situations or specific examples rather than just a yes/no answer.

ACTIVITY:

Mock Interview Time!

Divide the group into pairs and provide each pair with a sample job and a list of common interview questions (see attached).

Have each pair take turns being the interviewer and interviewee.

Review as a group – what was easy, what did they have trouble with, what would they do next time?

You might be asked things like:

- Why do you want to work here?
- Tell me about your weaknesses and strengths
- Why did you leave your last job?
- What does your perfect job look like?
- Tell me about a time you worked with a team
- Tell me about a time when you failed
- What would your coworkers say about you?
- Where do you see yourself in 5 years?
- tell us about a time when you were in a conflict with a coworker
- tell us about a time when you were asked to do something you did not agree with

A quick internet search will show you many examples of common interview questions. While the exact questions may take many different forms, your interviewers are likely looking to get a sense of who you are as a person, how you handle yourself in stressful situations, and how you will fit into their team.

Virtual Interviews:

With today's global workforce virtual interviews are becoming more common. You should prepare the same way you would for an in-person interview. It is still important to be on time, dress appropriately and come prepared to answer questions. A few more points for online interviews:

- Test your technology (microphone, camera, speakers) beforehand and have a back up plan
- Minimize all other windows and programs on your computer so you remain focused
- Be aware of what's in the background behind you
- Ensure you have a private space free from disruption
- Try to remain engaged and concentrate on what is happening (this is much more difficult to do in front of a computer than it is in front of a real-life person)

A note about money:

Employers will ask for salary expectations and this makes people uncomfortable, so it is best to be prepared. Employers really just want to know your expectations are aligned with what is being offered. For example, if your salary expectations are \$100,000 but the job is an entry level position that requires no education or experience then there is likely a disconnect. Research what the common salary is for that position. You can look online at places like salary.com or glassdoor.com or talk to other people who have done the job. It is appropriate to suggest a

range that you are comfortable with (i.e. \$40-\$50,000) rather than an exact number.

No Go Questions:

Canadian law prohibits interviewers from asking questions on the following topics:

- Country of origin, race or ethnicity
- Religion
- Age
- Gender or sexual orientation
- Health and disability
- Marital status (including whether you have children)
- Pardoned offences

Employers asking these questions may be basing them on prejudicial assumptions of who they think can do the job. This is illegal and irresponsible. You should not be asked questions based on the above topics. If you are, one way to deflect it would be to say something like ‘can you please explain how my (race, religion, marital status etc) will impact my ability to do this job?’

YOUR SAFETY IS IMPORTANT!

It is important to trust your gut in situations and if something does not sit right – listen to it. Do your research on the company and see what their reputation is like. Typically, your interviews will take place with more than one person in the room.

If you are asked to meet privately alone and you are uncomfortable don’t go or suggest meeting in a neutral location like a coffee shop where other people are around. Most employers will understand this hesitation and will have no problem with your suggestion. If they do have a problem with it, you may want to consider whether this organization is the right fit for you.

Similarly, during your interview if the employer asks you to do something you feel to be unsafe or something you have not been trained for this should be a red flag. Workers who are new to the job are three to four times more likely to be injured during their first month than more experienced workers.

YOUR TURN FOR QUESTIONS:

Typically, an employer will conclude an interview by asking whether you have any questions for them. Your answer should always be yes. Saying yes shows that you have done your research and investigated the company and the role. It also shows you are engaged and eager to learn more about the role and continue the conversation with the employer. Based on their answers, you can also take the opportunity to elaborate on your skills or qualifications to help convince them that you are the right fit for the job.

What to ask:

- What type of person are you looking for to fill this role?
- What does it take to be successful with this organization?
- What is the top priority for this job?
- Are there opportunities for growth and development?
- Tell me about the team I will be working with.
- What are the next steps in the process?

What not to ask:

- Any questions that make it look like you are not interested in working (can I leave early, when can I use my vacation etc)
- Why did the previous person leave?
- How much will I be paid (this negotiation comes AFTER you have a job offer)
- Do not ask to see the offices or breakroom and do not ask to use the washroom before you leave

Once everyone's questions have been answered ensure you thank the interviewer by name for the opportunity, stand to shake their hand, and promptly leave.

Following up:

After your interview a short email follow up can go a long way in helping you to stand out from other candidates. Send this as soon after the interview as possible – while you are still top of mind for the interview panel. Keep it brief, polite and to the point. For example:

Dear Ms. Pearson,

Thank you again for the opportunity to meet with you today. I enjoyed learning more about the Material Handler role and the culture of XYZ Distribution. I look forward to working with you and helping bring your vision of a 'Zero Waste' distribution centre to life!

If there are any more questions I can answer for you or anything else you would like to know about my qualifications please do not hesitate to contact me.

Regards,

YOUR REFERENCES:

There is some debate in the Human Resources and Recruitment worlds as to the merit of references. After all, no one is going to put down someone's name who is likely to give them a bad reference. The fact remains they are still asked for in nearly every interview so you should come prepared with them.

Ideally, you should come with a list of contact information for at least three people who know you and can speak to your personality, skills, work ethic, and employment history.

They should not be immediate family members.

When you are just starting out in your career you do not have a list of former employers to draw upon. Here are a few other people you could consider:

- Teachers, principals or counsellors
- Coaches
- A religious leader
- Your 4-H leader
- A supervisor or manager from a volunteer role

Try to have a mix of different people if possible (i.e. not three teachers).

You should include their name, job title, contact phone number and email address, and relationship to you/how they know you.

Ensure you ask people permission prior to putting them on your reference list and let them know when you have interviewed for a job in case an employer will contact them.

Always follow up with a thank you to your references if you find out they were contacted (even if you did not get the job).

We covered a lot of ground this week and introduced a lot of concepts that may be new to you. Like most other things in life, interviewing is a skill that you will get better at over time.

Remember to be authentic to who you really are and be truthful in your answers. The more you prepare beforehand the more comfortable and confident you will be when the time comes.

Next Meeting: Our final meeting! We will be discussing what to expect once you get the job, your rights as a worker, and some other things to consider.

ACTIVITY:

Compile a list at least three people who could possibly act as a reference for you. Your 4-H leader is a good person to start with!

Remember to contact them prior to submitting your list to any employers!

AT HOME ACTIVITY:

Sometimes interviews happen outside the boardroom. You might find yourself at an event and be introduced to a potential employer or someone who can help your career along. They say: tell me about yourself.

This is your moment! What do you say?

Not to worry! You've got your elevator pitch!

Your elevator pitch is a 30 second speech about you. It very briefly highlights your education, experience, key strengths or specialties and what you're looking for. While it is something that you can prepare beforehand, it should sound conversational, be concise, confident and positive.

Look up some examples of Elevator Pitches and be prepared to deliver your own at the next meeting.

REFERENCES:

Illegal Interview Questions: what they are and what to do about them, KCY At Law, 2019,
<https://www.kcyatlaw.ca/illegal-interview-questions/>

New and Young Workers, Ontario Ministry of Labour, Training and Skills Development, 2016,
https://www.labour.gov.on.ca/english/hs/sawo/pubs/fs_youngworkers.php

LIST OF COMMON INTERVIEW QUESTIONS:

You will notice none of these are yes or no questions. This is intentional. The purpose is to get you talking about yourself, your job history, and your future plans so the employer can learn more about you. Remember to include lots of details but don't lose sight of the original question. A short and direct answer is preferable to a long-winded rambling one.

About YOU:

- Tell me about yourself
- What makes you unique
- What are you passionate about
- Who are your heroes
- Who inspires you
- What gets you up in the morning
- What keeps you up at night
- What is your favourite book
- What are your hobbies
- What do you do for fun

About your work style:

- What does your dream job look like
- What is your ideal working environment
- What do you value in the people you work with
- What are your greatest strengths
- What are your greatest weaknesses
- How would your coworkers describe you
- What do you look for from a boss
- Tell me about a time you disagreed with your boss

About your work history:

- Why are you leaving your current job
- Tell me about a time you worked as a team
- Tell me about a time when you failed
- Tell me about your first job
- Who has impacted you the most in your career
- What is your greatest accomplishment

About the job you are applying for:

- Why do you want to work here
- What interests you about this job
- Why are you the right fit for this role
- Where do you see yourself in 5 years

SAMPLE JOB DESCRIPTION FOR MOCK INTERVIEW: CUSTOMER SERVICE REPRESENTATIVE

*Leader note: club may also choose to use real jobs that are currently posted.

The Customer Service Representative at ABC Logistics is a key part of the team. They help attract and retain customers by answering questions and inquiries, recommending services and products and generally meeting the customer's needs to ensure satisfaction.

Key Functions:

- Answer phone, email, and in person inquiries on products
- Resolve customer problems or recommend follow up
- Maintain accurate records of all correspondence with customers
- Prepare monthly service report to managers
- Analyze call data for trends and make recommendations
- Follow up with customers to ensure satisfaction
- Assist with refunds and cancellations

Requirements:

- Minimum three years previous customer service experience
- Proven attention to detail
- Privacy and diplomacy
- Ability to remain calm in stressful situations
- Ability to adapt to changing needs and requirements
- Superior communication and presentation skills
- Familiarity with warehouse management systems and customer relationship management software
- College diploma or equivalent

MEETING 6: AFTER YOU'VE GOT THE JOB

Congratulations, you've got the job! Eventually you will get to this point and you will need to know what comes next. This week we are going to set some expectations of what happens once you are hired and you start working.

It is critical that you understand your rights as a worker and where to go for more information if you have questions. We will review some of the legal implications here as well.

You may also get to the point where the job is no longer working for you for whatever reason. It is important to consider how to leave your job well to avoid burning any bridges – our last section will address that topic.

Meeting Outcomes:

After this meeting, members should be able to:

- ☐ Know what to expect in their first few days on the job
- ☐ Understand their rights and where to go for information
- ☐ Know how to leave a job well

Meeting Activities:

- Review your elevator pitch....
- Explore continuing education opportunities
- Look at the cost of living
- Explore your rights

Sample Agenda: 2 hours, 10 minutes

Item	Details	Time
Welcome, call to order, pledge		10 mins
Activity: Elevator Pitches	Listen to each other's pitches and offer constructive feedback	15 mins
Topic Information and discussion	Roll Call and what to expect your first few days	15 mins
Topic Information and discussion	Understanding your paycheck	10 mins
Activity: the cost of living	Looking at local minimum wage, rent, phone, car and other costs	25 mins
Topic Information and discussion	Continuing education, getting ahead and asking for a raise	15 mins

Activity: growing your career	What learning opportunities can you find?	15 mins
Topic Information and discussion	Your rights at work	10 mins
Activity: know your rights	Take a look at the rights and responsibilities of both employers and employees in the workplace	15 mins
Wrap up, adjournment and social time		10 mins

BEFORE YOUR FIRST DAY:

It is understandable you would be nervous prior to your first day but like all the other parts of the job seeking process, the better prepared you are, the better things are likely to go. Here are a few ways to prepare for your first day on the job:

- Ensure you have asked any questions about the employment offer and have signed and returned it. Always keep a copy for your own records
- Know what time you start, what you should wear, and whether you need special equipment i.e. safety shoes
- Ask for information on who you will be working with and what the schedule will be like (employers will often have people on alternate or reduced hours while they are training)

LET'S START WITH A ROLL CALL:

How much money do you expect to make at your first job?

On your first day expect to spend some time filling out paperwork. You will likely complete an employee information sheet, tax forms, payroll forms and maybe more. It will be helpful to know your social insurance number and bring a direct deposit slip or void cheque with you.

You may also be asked to sign things like confidentiality agreements and review the employer's policies and procedures. If you are unsure about something – ask. Your employer should want you to understand what you are signing and the implications of it.

Your employer may take you through a full orientation, reviewing information about the company, staff, policies, procedures and more. Or they may pair you up with a co-worker and expect you to discover much of this information on your own. Either way – take notes and ask questions about anything that doesn't make sense to you.

It is not uncommon for employers to have probation periods where they set out a defined period (usually 3-6 months) in which they are evaluating whether you are a good fit for the role and the organization. It will depend on what your employment contract says but most will say the employer can terminate your contract without cause during your probation period.

IS YOUR PAYCHEQUE SMALLER THAN YOU EXPECTED?

As of October 2020, the minimum wage in Ontario is \$14.25/hour. You may think that the full amount will end up in your bank account. Many new workers are surprised to find this is unfortunately not the case. Your first pay often looks much lower than you expected it to due to required taxes and fees. Here are a few you may notice:

- Canada Pension Plan (CPP). This is a mandatory program run by the federal government. In the future, you may benefit from this program as it provides income for people over age 60. However, now you have no choice but to contribute to it. You could think of it as savings for the future
- Employment Insurance (EI). This is also a mandatory federal program. It is a wage loss replacement program if you are sick or unable to work for a period of time (i.e. if you are on parental leave). You are required to work a certain number of hours before you are entitled to claim EI benefits. Check out Service Canada for more information

- Federal and Provincial income taxes: these rates vary by year and by province and are dependent on the amount of money you make. If you work very few hours you may be exempt from paying

All of these payroll deductions are mandatory, and the amounts may vary based on the year, province of employment, and salary. In addition to your contributions, your employer also makes payments to CPP and EI on your behalf. It may seem like an inconvenience now, but it is a safety net for when you are unable to work for specific reasons.

Other Deductions:

These are not mandatory but are at the discretion of the employer. Details of these should have been outlined in your offer letter and your payroll or HR personnel should be able to explain them to you. Depending on your workplace you may or may not see any of the following:

- Pension or RRSP deductions
- Benefits premiums (this could be for health, dental, and/or long-term disability)
- Union dues
- Social committee fees (for holiday parties etc)

If you are unsure about any of the deductions – ask!

PLANNING YOUR NEXT MOVE AND GETTING AHEAD

Now that you are well into your job you might be looking to the future – towards a promotion or an increase in responsibilities. Or, you may just want to stay sharp and current with what’s going on in your industry so you can do your current job to the best of your abilities.

Continuing education is a great way to do this.

Many employers will offer opportunities for employees who want to increase their skills – especially if it is something that will benefit the organization.

Larger companies will often offer tuition reimbursement programs too if you are going back to school for something that is directly related to your role.

You can certainly ask your employer what they offer but a better idea is to search out some opportunities for yourself and present them with some options. This shows a great deal of initiative on your part and makes it easier for the employer to approve your request (rather than having to research themselves).

ACTIVITY:

The Cost of Living

Research the following:

- Current minimum wage
- Average salary for the jobs you are looking at
- Cost of living in your area (rent, phone, food, car, etc)

Can you make it work?

Once you subtract your fixed expenses (the ones you cannot change) from your salary, how much is left for your variable expenses?

Here are a few places you can look for career related workshops and courses:

- Professional associations: sales professional, HR, technologists etc
- LinkedIn offers lots of e-courses
- Career Centres
- Local colleges and trade schools

Many prestigious universities and colleges around the world offer some of their courses free and available online to the public. Look for 'open courses'.

Listening to Podcasts or TEDtalks is a great way to stay current in your field and learn about new ideas and new opportunities.

If you go through a period of unemployment, taking a course or upgrading your skills is a great thing to do. It makes you more employable in the future and also helps explain what you have been up to when you were not working.

Asking for a raise:

This may be tempting, especially if you feel you are not making enough money. Employers expect to be asked this from time to time. You are generally within your rights to ask; however, you need to consider a few factors first:

- Is your wage determined by a collective bargaining agreement (a union)? If so, you are likely limited to the ranges determined in the agreement
- Have you done your research? What is the salary range for your area and job?
- Have you met and exceeded the employer's expectations of you? Be able to demonstrate this before you ask for a raise
- Has your employer just announced budget cutbacks or shortfalls? If so, you are not likely to get more money
- Will a few extra dollars really make you happy? Often, it isn't just about the money but the job in general. If you are dissatisfied, it may be time to look elsewhere

ACTIVITY:

Growing your career

What is one skill you could learn or improve that might help you get ahead in your career? Examples of skills could be: Microsoft Office Suite proficiency, French skills, or Project Management.

Search online for a training program or course that you could take that accomplishes this goal.

Write a proposal to your employer that explains what you want to do and (more importantly) why it will benefit the company.

ACTIVITY:

Your Elevator Pitch

Listen to each other's elevator pitches and offer feedback.

*remember to be respectful and offer constructive criticism. It takes a lot of courage to stand up in front of a group to share details about yourself.

If you have gone through all these questions and are ready to move forward and ask for a raise, ensure you do it properly: in person, in private, and bring with you all your research on why your employer should listen to you.

YOUR RIGHTS AS A WORKER

Young workers are particularly vulnerable to workplace injuries. They change jobs frequently and often lack experience and training. Health and safety awareness training is a requirement by the Ministry of Labour. As a worker, you have the right to know the hazards in your workplace, the right to participate in health and safety training, and the right to refuse unsafe work.

In Ontario, these rights are protected under the Occupational Health and Safety Act. Under the Act, employers and managers/supervisors also have duties put in place to help keep you, the worker, safe.

Your orientation and training should cover the potential hazards in your workplace, and you should be trained on any equipment or machines required to do the job. You should also be made aware if any additional personal protective equipment is required (eye protection, safety shoes etc).

You also have rights under the Employment Standards Act that cover things like information on stat holidays, hours of work, minimum pay, severance and termination information. This act is intended to protect workers and ensure fair and equitable treatment.

If you believe you have been mistreated as a worker you can contact the Ontario Ministry of Labour, Training, and Skills Development or file a claim with them against your employer.

Their website has an entire section devoted to protecting and educating young workers:

<https://www.labour.gov.on.ca/english/atwork/youngworkers.php>

TIME TO MOVE ON

There are many reasons you may decide it is time to move on to a new job. If you are choosing to leave your job, you want to make sure you do so in a way that doesn't burn any bridges or leave a bad impression with your employer. Here are a few things you can do to make the transition smooth:

ACTIVITY:

Safe @ Work

Your safety on the job is important and young and inexperienced workers are particularly vulnerable.

Under the Occupational Health and Safety Act the worker, the supervisor, and the employer all have various rights and responsibilities.

Look up the rights and responsibilities for each of these groups and understand what that might mean in your workplace.

A few places you may want to look:

- WSIB (Workplace safety and insurance board)
- CCOHS (Canadian Centre for Occupational Health & Safety)
- MoL (Ontario Ministry of Labour)
- OHSa (Occupational Health and Safety Act, in particular, sec 26-28)

- Provide notice to your employer in writing, in private. Your letter should be brief and professional. Placing blame is not helpful. Two weeks notice is typical
- Show up for your next shift! After you have given notice, don't ghost your employer
- Do not bash them on social media or in your next interview
- Return any property owned by the employer

Have a way to explain to your next employer why you left your previous job 'I was ready for a new challenge, I was looking to work in a different industry' for example are good choices but 'my employer was on my back all the time and wouldn't leave me alone so I quit' is not.

If you must leave involuntarily (i.e., if you are terminated) think of a way to describe this too. Perhaps your contract ended because there was no funding, or you were caught up in seasonal layoffs or something like that. Explain your situation, tell the truth, but try not to speak poorly of your previous employer. You don't want your prospective employer believing you will be out there bashing their company one day! You still want to show them that even though you were not the right fit for that job, you ARE the right person for the current job you are seeking.

REFERENCES:

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<https://www.getsmarteraboutmoney.ca/plan-manage/planning-basics/understanding-tax/understanding-the-tax-deductions-on-your-pay-stub/>

PROJECT WRAP UP:

By now we have explored the changing nature of work, discussed your career options and how to get there, learned how to apply for the jobs you want and rock the interview and what to expect in the workplace once you get there.

You have a tool kit of information you can continue to build on and use as you gain more experience and improve your skills. You will likely find yourself revisiting your elevator pitch and your resume in the near future!

This is not the end of the careers conversation. It is estimated that today's generation may have upwards of 10 different careers in their lifetime. Start today building the skills today to get you where you want to go tomorrow!