

# Workbook Two

# 2

## Essential Skills to Identify the Job





This workbook was created by Literacy Link South Central. We are a regional network in Ontario that provides support to literacy programs. We are a partner in the Employment Ontario system. This series of workbooks is the result of a project called, “Connecting Literacy and Employment through Essential Skills.” These resources have been developed for people who want to look for employment while strengthening their Essential Skills.

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**Canada**

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Content developed by Karen Farrar

Design by Tracy Buchkowsky

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# Read this Part First

## **This workbook is for you if:**

- You're looking for work.
- You have access to a computer with Internet.
- You feel comfortable using a computer and the Internet and you would like to practise and improve these skills.
- You want to build your Essential Skills.

## **This workbook is one in a series of seven titles:**

1. Essential Skills to Identify the Job Searcher
- 2. Essential Skills to Identify the Job**
3. Essential Skills to Research Your Occupation
4. Essential Skills to Search for Jobs
5. Essential Skills to Market Yourself with a Resume and Cover Letter
6. Essential Skills to Market Yourself at the Interview
7. Essential Skills to Maintain Employability

## **What are Essential Skills? Why are they important to you, the job seeker?**






Essential Skills are the skills you need for work, learning and life. Knowing your Essential Skills helps you to tell employers what you can do for them. It shows people that you have the skills to learn, that you adapt to change and that you can work well with others. A good employee has strong Essential Skills. When you practise and improve your Essential Skills, you increase your chances of finding a job.





## **Why are these workbooks unique?**

- These workbooks combine job search activities and Essential Skills resources. You can look for a job and improve your Essential Skills – at the same time.
- You can photocopy or download the copies you need – they're free!
- The workbooks are self-paced. You can take as much time as you need and complete as many workbooks as you need.

## How you will use Essential Skills for job search

You will find that you use your Essential Skills for all of the job search activities in these workbooks. When you begin to read the content, you will notice that activities requiring Essential Skills are identified with icons and tips. The icons tell you which Essential Skills you will be using. The tips tell you how you will use the Essential Skill for each activity.

Essential Skills Icon	What It Means
	<b>Reading:</b> Understanding materials written in sentences or paragraphs Example: Read a case study about job search.
	<b>Using documents:</b> Using and understanding labels, graphs, signs and other similar materials Example: Fill in a chart of job search contact information.
	<b>Numeracy:</b> Using and understanding numbers Example: Budget your monthly expenses.
	<b>Writing:</b> Writing text or typing on a computer Example: Write a thank you note after an interview.
	<b>Oral communication:</b> Using speech to share thoughts and information Example: Practise answering interview questions with others.

Essential Skills Icon	What It Means
	<p><b>Working with others:</b> Interacting with others to complete tasks</p> <p>Example: Help to improve one another’s interview skills.</p>
	<p><b>Thinking:</b> Reviewing information to make decisions</p> <p>Example: Analyze how you spend your time during your job search.</p>
	<p><b>Computer use:</b> Using computers and other technical tools</p> <p>Example: Use the Internet for research.</p>
	<p><b>Continuous learning:</b> Participating in an ongoing process of gaining skills and knowledge</p> <p>Example: Learn to maintain a positive attitude during job search.</p>

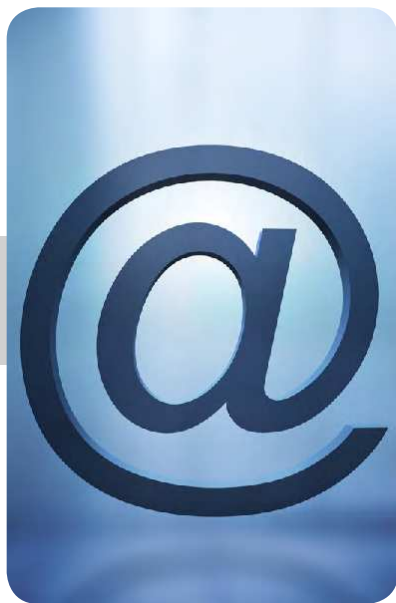
## Computer Skills

As you work through the workbooks you will be practising your computer skills. You must have some basic computer skills in order to complete many of the workbook activities.

Can you do the following?

- **Use a mouse.** Can you open links by clicking on them? Can you double click on files?
- **Use a keyboard.** Can you type? Can you type in a web address? Do you know how to use command keys like Shift and Control?
- **Search the Internet.** Can you use a search engine like Google or Internet Explorer? Can you use key words to find a specific topic?
- **Search a website.** Can you use the menus, links and tabs to find your way on a website?
- **Watch an online video.** Can you open, play and pause a video? Can you adjust the sound?

If you are unable to perform these computer functions, you may wish to take some basic computer training before you use the workbooks.



## Tips for making the workbooks work for you

These workbooks have been designed for job seekers who want to look for work and improve their Essential Skills.

Here are some tips to help you get the most out of each workbook.

- ✓ Use the Essential Skills Checklist before and after you complete each workbook to see how your Essential Skills improve.
- ✓ Read the Job Search Terms so that you are familiar with the terms used in each workbook.
- ✓ For best results, work through all the workbooks. They follow the steps you'll take when looking for a job. But if you don't need the information in every workbook, you can just choose the ones with the content that is right for you.
- ✓ Try to work through the whole workbook and not just sections. This will increase your understanding of the content and help you practise your Essential Skills.
- ✓ These workbooks have been designed for clients in both employment and literacy agencies. If you get stuck, ask for help.
- ✓ As much as possible, work with your colleagues (other jobs searchers in your program). You will practise your Essential Skills when you share information and ideas.
- ✓ Remember that these are your workbooks. This means that you can write in them, underline, highlight, make notes - anything that helps you to learn and get ready for work.

**Improving your Essential Skills increases your chances of finding work. Good luck with your job search!**



# Workbook Two

*If you don't know where you're going, any road will take you there. (Lewis Carroll)*

Workbook Two is about discovering the kind of work that is right for you. It will give you the opportunity to explore occupations and then sharpen your focus for the actual job search process.

Discovering your skills, abilities and interests is an important first step in job search. When you understand who you are and what you can do, you are far more likely to recognize the right job when it appears. But where do you begin your search? First you need to have a clear idea of what jobs are out there. This investigative work is otherwise known as career exploration. It allows you to explore occupations that suit your unique strengths, interests and skills. Once you have gathered this information you can begin to plan where you are going.



## **In this workbook you will:**

- **Read about the connection between career exploration and targeted job search**
- **Do career exploration through the NOC (National Occupational Classification) website**
- **Determine which occupations are most suited to you**
- **Decide what kind of training or education you need, if any**
- **Present your career options to your job search colleagues**

These activities will help you improve your career exploration skills. In an ever changing economy, career exploration can keep you up to date on occupations and the skills and training you need for the future.



# Using Your Essential Skills for a Job Search

One of the benefits of using this workbook series is that as you prepare for employment, you also practise your Essential Skills. Essential Skills are the skills that enable you to carry out life and work tasks, including your job search. Practising and improving your Essential Skills will improve your job search techniques and materials and increase your chances of finding work that you want.

## In Workbook Two you will use the following Essential Skills:

- Reading
- Document Use
- Numeracy
- Writing
- Oral Communication
- Thinking
- Computer Use
- Continuous Learning



You can evaluate your confidence and progress in using these skills by assessing yourself before and after you complete this workbook. Your self-assessment can show you the skills you feel confident in using and the skills you need to practise more. This is important information for your job search and your success as an employee.

1. Take a few moments to complete the self-assessment on page 12 before you begin the workbook activities. Assess your Essential Skills in the **Before** column.
2. As you work through the activities, notice the icons and tips that help you to focus on particular Essential Skills.
3. When you have completed the workbook, return to the Essential Skills Checklist. You will be able to measure your improved job search abilities using Essential Skills by putting check marks in the **After** column.

## Job Search Terms

Term	Definition
<b>Career exploration</b>	This opens you to new possibilities in employment by helping you to investigate new ideas and opportunities.
<b>Occupation</b>	This is a specific job; for example, welder, truck driver, nurse practitioner.
<b>Targeted job search</b>	This is a narrowed focus on specific occupations.
<b>Log in</b>	This is an Internet activity where you create an account and then access it with a user name and password. Logging in enables you to save information online.
<b>NOC</b>	NOC stands for National Occupational Classification. The National Occupational Classification is the national reference database about occupations in Canada.
<b>Qualifications</b>	These are standards and requirements for a specific occupation.
<b>Occupation outlook</b>	This gives you the likely trend for a specific occupation. An occupation outlook lets you know if there are likely to be many job openings for a specific occupation.

Term	Definition
<b>Employment requirements</b>	These are what the employer expects you to have in skills, experience and education.
<b>Duties</b>	These are tasks and activities you perform on the job.



## Essential Skills Checklist



Use this Essential Skills Checklist to rate your increased confidence in using Essential Skills. Before you start the activities in this workbook, fill in the **Before** column. When you have completed the workbook, fill in the **After** column. Have your Essential Skills improved? Knowing what you do well can be important information to share when applying for jobs. Knowing what you still need to work on will help you prepare for future job search success.

Using Essential Skills for Job Search	I'm not sure if I can do this.		I can't do this yet.		I can do this with help.		I can do this.	
	Before	After	Before	After	Before	After	Before	After
Using Reading Skills I am able to:								
<ul style="list-style-type: none"> <li>Read a case study to reflect on the difference between career exploration and targeted job search</li> </ul>								
<ul style="list-style-type: none"> <li>Read background information to learn about the relationship between career exploration and targeted job search</li> </ul>								
<ul style="list-style-type: none"> <li>Read website information to complete career quizzes (Activity 1)</li> </ul>								
<ul style="list-style-type: none"> <li>Read a table and explanatory text to learn about NOC code system (Activity 2)</li> </ul>								
<ul style="list-style-type: none"> <li>Read occupational information on the Job Bank website to aid decision making around job focus (Activity 4)</li> </ul>								

Using Essential Skills for Job Search	I'm not sure if I can do this.		I can't do this yet.		I can do this with help.		I can do this.	
	Before	After	Before	After	Before	After	Before	After
Using Document Skills I am able to:								
<ul style="list-style-type: none"> <li>Make a list of top five occupations and NOC codes to which quiz results point (Activities 1 and 2)</li> </ul>								
<ul style="list-style-type: none"> <li>Use a table to analyze the significance of each digit in NOC codes (Activity 3)</li> </ul>								
<ul style="list-style-type: none"> <li>Use a budget worksheet (Activity 5)</li> </ul>								
Using Numeracy (Math) Skills I am able to:								
<ul style="list-style-type: none"> <li>Work out a monthly budget (Activity 6)</li> </ul>								
Using Writing Skills I am able to:								
<ul style="list-style-type: none"> <li>Note questions, record employment outlook and average earnings for each occupation (Activity 4)</li> </ul>								
<ul style="list-style-type: none"> <li>Make notes of main duties and employment requirements for chosen occupations (Activity 6)</li> </ul>								
Using Oral Communication I am able to:								
<ul style="list-style-type: none"> <li>Discuss a case study with a colleague about the difference between career exploration and targeted job search (Activity 5)</li> </ul>								
<ul style="list-style-type: none"> <li>Present job search findings to a fellow job seeker (Activity 7)</li> </ul>								
Using Thinking Skills I am able to:								
<ul style="list-style-type: none"> <li>Decide whether the occupations selected are reasonable options, given the employment requirements (Activity 4)</li> </ul>								

Using Essential Skills for Job Search	I'm not sure if I can do this.		I can't do this yet.		I can do this with help.		I can do this.	
	Before	After	Before	After	Before	After	Before	After
<ul style="list-style-type: none"> <li>Decide on an occupation to apply for (Activity 6)</li> </ul>								
Using Computer Skills I am able to:								
<ul style="list-style-type: none"> <li>Complete four on-line quizzes to gather information for career exploration (Activity 1)</li> </ul>								
<ul style="list-style-type: none"> <li>Use NOC database to find information (Activity 2, 6)</li> </ul>								
<ul style="list-style-type: none"> <li>Navigate the Job Bank website to learn about top five occupations (Activity 4)</li> </ul>								
Using Continuous Learning Skills I am able to:								
<ul style="list-style-type: none"> <li>Recognize individual learning and work styles through completing career quizzes (Activity 1)</li> </ul>								
<ul style="list-style-type: none"> <li>Try new ways of doing things (career exploration with NOC) (Activity 2)</li> </ul>								

## Career Exploration Versus Targeted Job Search

There is a fine balance between career exploration and targeted job search. They are closely linked, but they are two very different activities.

Career exploration is about opening up to possibilities and options in the job market. When you are ready to put the effort into an intensive job search, you will want to make sure that all of your energy and focus are directed at the right occupations.

**Career exploration is about opening up to possibilities and options.**

For this reason it is a good idea to spend some time in career exploration, which encourages you to explore new ideas and opportunities. You may choose to look into entirely different occupations rather than the ones you have experienced in the past. Exploration expands your job search horizons.

When you feel that you have explored some different careers and are open to new possibilities and options, it is time to target your job search.

When your job search is targeted, it is much more likely to succeed. You can ask your network of friends and family to notify you of jobs or leads in your target area. Your resume will be sharper and more relevant with a specific focus. You will save time that would

**Targeted job search is about focussing on specific occupations.**

have been wasted following up on leads outside your area of interest. Like any other activity that requires focus, you're far more likely to hit the target if you are actually aiming at it.

Career exploration and targeted job search need to be balanced. Spend too long exploring jobs and you'll feel like your job search is stalled. Try and target too soon and you may be overlooking career options. You may become frustrated because your target isn't really the right one for you.

## Case Study One



### **Essential Skills Tip: Reading**

- Read and interpret information in case studies related to job search

Eric had been out of work for almost three months. He was feeling frustrated and discouraged. He was beginning to wonder whether or not he would ever find another job like his last one.

Eric knew that he had needed his skills, interests and abilities for his old job. He would still be there now if he hadn't been laid off. At first Eric had tried to get a job in the same field, but with the economy being so poor there were very few jobs in his industry.

After several weeks of looking for a job like his old one, Eric started to feel panicky. He and his wife had had more than one argument about money.

In desperation, Eric widened his search. He read all of the want ads in the paper and then went to the Employment Insurance (EI) office to scan the job postings board. He spent hours searching the job postings online. There were so many jobs posted that after a while Eric would feel his eyes glaze over as he stared at the screen.

The trouble was that Eric could not see himself doing any other job. He was not familiar with any other kind of job.

Eric gave himself two more months. If he couldn't find a job that he wanted in that time, he would just apply for anything, regardless of the wages. Any job was better than no job.



Do you think that Eric has targeted his job search too soon? Why?

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Has your job search made you feel as Eric does? Do you have any advice for him?

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Eric started off his job search with a specific target. He hoped to find something in his field of experience. But when he realized that there weren't any jobs available, he didn't have a backup plan. After he stopped searching for his "old job" he was without a focus. Eric had not done any career exploration that would help him to choose some other employment options.

Career exploration and targeted job search need to come in the right order and they need to be balanced. Taking time to explore possible careers will make your targeted job search more successful.



# Career Exploration



## Essential Skills Tip: Reading

- Read background information to learn about career exploration

Before you begin your career exploration, you may want to reflect on the following questions.

### 1. Do you know what kind of job you are looking for?

Perhaps you already have a clear idea of the kind of job you are looking for. Excellent! Knowing what you are looking for increases your chances of finding it. You may decide that you do not need to work on career exploration. On the other hand, if you have been unemployed for a while and/or you aren't having any success finding the job you want, you may benefit from doing the activities in this workbook.

### 2. Have you explored new possibilities?

There are few things more discouraging than a stalled job search. It eats away at your income and your esteem. It can put stress on all of your relationships. When it feels like your job search isn't working, it's time to re-examine your focus. It may be that you are looking in the wrong direction. Sometimes a stalled job search can alert you to new and untried opportunities found through career exploration.

### 3. Are you looking for a career change?

Sometimes when you have done the same job for many years it is hard to imagine doing anything else. Maybe you have received training for a specific job and then been unable to find steady work. If so, you may find that it is time to shift your focus away from your current job and look at some other choices.

### 4. Are you prepared to upgrade your qualifications?

Many years ago it was possible to get a job without many qualifications. All you needed was a "strong back" and the willingness to work hard. Now jobs that don't require qualifications are rapidly disappearing. Many workers will need to upgrade their skills when they are changing careers.

## Activity One: Completing Job Bank Career Quizzes



### Essential Skills Tip: Reading, Computer Use, Continuous Learning

- Read website information to complete career quizzes
- Complete four online quizzes to gather information for career exploration
- Recognize individual learning and work styles through completing career quizzes

Your first step in career exploration is to complete the Job Bank Career Quizzes found at the Job Bank website. Once you have completed the online quizzes, you will be able to use Job Bank's Career Navigator for your career exploration.

1. Go to the Job Bank website [www.jobbank.gc.ca/](http://www.jobbank.gc.ca/) and click on **English**.
2. Click on the **Career Navigator** link.
3. Click on the **Login** button
4. See where it reads, **Please create an account** and click the **Create** button.
5. Read the **Terms of Use** and click **I agree**.
6. Follow the instructions under Create a Job Account. You will be asked for:
  - First name
  - Last name
  - Email
  - Postal Code

You will be asked to:

- Create a Job Account User ID of seven or more letters. It should be easy for you to remember. Record it in a safe place if you think you might forget.
- Create a password of 4 to 10 characters. Record it in a safe place if you think you might forget.
- Create a question and answer. Job bank will ask you the question if you have forgotten your User ID and/or password.

**Example Question:** What is your mother's maiden name?

**Answer:** McKee

### Why log in?

The Job Bank website collects the information you record in your career quizzes and matches them to occupations. If you do not log in, you will be able to complete the quizzes but the match to occupations is not available. **Be sure to log in** so that you benefit from the matching feature of the Career Navigator.

There are three Career Quizzes:

- Abilities Quiz
- Data, People, Things Quiz
- Work Preference Quiz

Log in with your user name and password and complete all three quizzes. You don't have to complete them all at once. **If you log in for your session, your quiz information will be saved.**

You will notice a drop down box at the bottom of the page for each quiz. You are asked to choose "How much education are you willing to get?" The choices are:

- Any level
- No formal schooling
- High School
- College or Apprenticeship Training
- University Education

Answer this question as thoughtfully as possible. For example, if you do not intend to go to university to study for a job but you would be willing to go to college, then choose **College or Apprenticeship Training**.

1. When you have completed all three quizzes, you will be given a list of **Occupations that match your results from all quizzes combined**.
2. If you do not have a list of five or more occupations, click on the "**See more occupations**" link below your list.
3. Choose occupations from here so that you have a total of five.
4. Record your five occupations in the following table. For now, leave the area that says "**NOC**" empty.



### Essential Skills Tip: Document Use

- Using your quiz results, fill in the table to make a list of your top five occupations

List of Occupations	
Occupations	NOC

## Activity Two: Working with NOC Codes



### **Essential Skills Tip: Reading, Document Use, Computer Use, Continuous Learning**

- Read a table and explanatory text to learn about the NOC code system
- Use a table to make a list of NOC codes based on your quiz results
- Use the NOC database to find information
- Try new ways of doing things (career exploration with the NOC)

In this activity you will learn to read and understand the NOC code system.

Return to the Job Bank website at [www.jobbank.gc.ca](http://www.jobbank.gc.ca) . Click on **Career Navigator** Log in and go to your list of **Occupations that match your results from all quizzes combined**.

1. Click on the first occupation. You will be taken to the **Occupational Information** page.
2. Notice the NOC code at the top of the page.
3. Record it beside your occupation in the **NOC** column in the **List of Occupations** you just completed.
4. Repeat these steps for each occupation listed.

### **Unlock the NOC**

What is the NOC?

**NOC** stands for **National Occupational Classification**. The National Occupational Classification is the national reference about occupations in Canada. It organizes over 30,000 job titles into 520 occupational group descriptions.

### Why know the NOC?

No other Canadian database has such a complete list of job titles and occupations. Learning how to navigate the NOC can help you with your job search by allowing you to see all possible occupations grouped in one place.

### Who uses the NOC?

The NOC is used daily by thousands of people to research, gather, analyze and communicate information about occupations. This information leads to a better understanding of the jobs found throughout Canada's labour market.

### How accurate is the NOC?

The NOC is updated in partnership with Statistics Canada according to five-year Census cycles. It is based on research and consultations from across the country, reflecting the changing Canadian labour market.

### How do you understand a NOC code?

A NOC code is a four digit number assigned to each occupation.

NOC classifies occupations according to ten skill types:

NOC Skill Types	
Skill Type	Occupation
0	Management Occupations
1	Business, Finance and Administration Occupations
2	Natural and Applied Sciences and Related Occupations
3	Health Occupations

NOC Skill Types	
Skill Type	Occupation
4	Occupations in Social Science, Education, Government Services and Religion
5	Occupations in Art, Culture, Recreation and Sport
6	Sales and Service Occupations
7	Trades, Transport and Equipment Operators and Related Occupations
8	Occupations Unique to Primary Industry
9	Occupations Unique to Processing, Manufacturing and Utilities

As an example, based on the skill types, anyone interested in pursuing a career in health care would look at occupations beginning with 3: Health Occupations.





## Activity Three: Understanding Skill Types



### Essential Skills Tip: Document Use

- Use a table to analyze the significance of each digit in NOC codes

Look at the NOC skill types listed in the table on the previous page. Record the skill type number for each of the occupations below.

1. What is the skill type for equipment operators? \_\_\_\_\_
2. What is the skill type for manufacturers? \_\_\_\_\_
3. What is the skill type for a personal fitness trainer? \_\_\_\_\_
4. What is the skill type for a school teacher? \_\_\_\_\_

The second digit of the NOC code relates to education and training. For example, professions in health-related occupations have a second digit of 1, which shows that a university degree is an employment requirement. If the second digit is 2, it usually means that college or university is needed for the job. A second digit of a 3, 4 or 5 will mean that less education is required.

Together, the first two digits of the NOC code are assigned to a major group. For example:

- Major Group **32**: Technical and skilled occupations in health. To work in these occupations you would need a college or university education.

The third digit represents a minor group within the major occupation. For example:

- Minor Group **321**: Medical technologists and technicians

The fourth digit specifies a specific unit group within the occupation. For example:

- Unit Group **3215**: Medical radiation technologists

Look at skill type **6** as a second example. Occupations beginning with 6 are sales and service occupations.

- Major group 62: Skilled sales and service occupations
- Minor group 626: Police officers and firefighters
- Unit group 6262: Firefighters

Each NOC code is classified this way. Therefore, when you look at a NOC code you can identify the skill type by the first digit, and identify the level of education by the second digit.

### **Why is NOC information important to you?**

Finding and understanding NOC codes may seem like a lot of unnecessary computer work, especially if you already know the kind of job you hope to get. But the NOC information can be very useful when you are looking for work.

1. You see occupations that are grouped together. This allows you to see other jobs that require similar skills. You might be able to expand your job search by knowing about these other occupations.
2. When you are familiar with the NOC you will be able to read the codes and know whether or not a particular occupation is of interest to you.
3. You can read a description of the kind of work that is typical in an occupation. If you are exploring a new occupation, this description can be a helpful part of your decision making.
4. You can find a list of duties and employment requirements. This information can be printed out or copied and used as a checklist when you are preparing to apply for a job. It lets you know the qualifications and experience that employers are looking for.



## Activity Four: Navigate the NOC



### Essential Skills Tip: Document Use, Computer Use

- Use a table to record more detailed NOC information
- Use the NOC database to find information

In the table on the next page, record the five NOC codes from your List of Occupations in Activity One. Use the example that is given on the first line.

1. Open your search engine and type in **NOC welcome**. You will see a page that says “Welcome to the National Occupational Classification”. Click on this page. Click on **Occupational Structure** in the menu on the left.

OR

Go to the NOC Welcome page at <http://www5.hrsdc.gc.ca/NOC/English/NOC/2006/Welcome.aspx> and click on Occupational Structure in the menu on the left.

2. Record the skill type and occupation your NOC code belongs to. (Remember to look at the first digit of your NOC code.)
3. Click on the skill type for your occupation.
4. Record the major group your NOC code belongs to. (Remember to look at the first two digits of your NOC code.)
5. Record the minor group that your NOC code belongs to. (Look at the first 3 digits of your NOC code.)
6. Record your NOC code’s unit group title.

Repeat these steps for each of the five NOC codes recorded in your chart.

## My NOC Codes

NOC Code	Skill Type and Occupation	Major Group	Minor Group	Unit Group
6271	6271 Skilled sales and service occupations	6271 Skilled sales and service	6271 Technical Occupations in Personal	6271 Hairstylists and Barbers

## Activity Five: Begin Targeting by Choosing Occupations



### Essential Skills Tip: Reading, Writing, Thinking, Computer Use

- Read occupational information on the Job Bank website
- Note questions, and record employment outlook and average earnings for each occupation
- Use the Job Bank website to find information
- Decide whether the occupations selected are reasonable options, given the employment requirements

You must keep your eyes always on the target you are trying to reach, and the more detailed your picture of that target, the more likely you are to reach it.

Richard N. Bolles, *The Job-Hunter's Survival Guide*

Once you have a selection of occupations, it is time to begin narrowing your focus.

1. Return to Career Navigator on the Job Bank website at [www.jobbank.gc.ca](http://www.jobbank.gc.ca). Log in and go to your list of **Occupations that match your results from all quizzes combined**.



2. Choose three to five occupations from your list. Try to include one that you don't know very much about. For example, you may have always worked in manufacturing (skill type 9), and several related occupations may appear on your list. But you may have something from Health Occupations (skill type 3) on your list. Be sure to include it as well. Remember that you are just beginning to target at this point. The NOC provides the opportunity for you to learn about new kinds of occupations.
3. Record the occupations with their NOC codes in the following chart.

First Choice Occupations	NOC

4. Click on your first choice occupation from “**Occupations that match your results from all quizzes combined**”.
5. Read the page of occupational information.
6. On the right hand side of your occupation page you will notice a small box of information headed with the Career Navigator logo. This box includes:
  - **Employment Opportunity.** This link takes you to a list of job advertisements for this occupation.
  - **Occupation Outlook.** This link tells you the probable trend for this occupation over the next few years. In your table, note whether the Occupation Outlook is Good, Fair, or Poor.
  - **Average (Avg) Hourly Earnings .** This link gives you an idea of what you might be earning in this job. Note the Average Hourly Earning in your table.
7. Use the **Occupation Notes** below to write any notes or questions you have regarding this occupation. You may use your Occupation Notes to do some more research on jobs that interest you.
8. Repeat steps 4 through 7 for the rest of your first choice occupations.



Occupation Notes			
Occupation #1:			
Notes and questions:			
Occupation Outlook	Good _____	Fair _____	Poor _____
Average Hourly Earning: _____			

Occupation Notes			
Occupation #2:			
Notes and questions:			
Occupation Outlook	Good ____	Fair ____	Poor ____
Average Hourly Earning: _____			

Occupation Notes			
Occupation #3:			
Notes and questions:			
Occupation Outlook	Good ____	Fair ____	Poor ____
Average Hourly Earning: _____			



### Occupation Notes

Occupation #4:

Notes and questions:

Occupation Outlook

Good \_\_\_\_

Fair \_\_\_\_

Poor \_\_\_\_

Average Hourly Earning: \_\_\_\_\_

### Occupation Notes

Occupation #5:

Notes and questions:

Occupation Outlook

Good \_\_\_\_

Fair \_\_\_\_

Poor \_\_\_\_

Average Hourly Earning: \_\_\_\_\_

You may have read the occupational information for your first choices and decided that, after all, you are not really interested in these jobs. You may want to choose another group of occupations from your list. Or you may want to explore the **related** occupations which are listed on the bottom of each occupational information page.

Continue to research your occupations until you have three to five on which to focus.



## How Much Is Enough?

It can be challenging to make enough money to live on. Expenses seem to go up every year at a higher rate than income. When you are looking for a new job, how much you earn is a very important part of your decision.

It's useful to know ahead of time just how much money you need to get by. When you prepare a monthly budget it can give you an idea of how much you spend each month. It can benefit you in a number of ways:

- You know more accurately how much you need to earn to balance your budget.
- You can see areas where you can make adjustments. For example, you might see that you are spending \$50 a week on coffee and eating out. You might wish to reduce this amount.
- It makes it easier to save money when you write down all of your spending.
- It's easier to make regular payments on bills and credit cards when you plan for them.
- You are less likely to make impulse purchases when you have a budget to stick to.
- It's easier to save for big purchases when you have a budget to follow.

## Activity Six: Estimate Your Monthly Expenses



### Essential Skills Tip: Numeracy, Document Use

- Use math skills to work out a monthly budget
- Use a Basic Monthly Budget worksheet to record your numbers

Use the example of the Basic Monthly Budget on the next page to estimate your monthly expenses. You do not need to share this information with anyone.

What are your total monthly expenses? \_\_\_\_\_

How much must your paycheque be each month to cover your expenses? \_\_\_\_\_

Do you think you need more help with calculating expenses and budgeting? Ask your instructor or employment counsellor for help and information on this topic. There are lots of resources available to you.



## Basic Monthly Budget

Income	Amount
Net Wages (total amount after deductions)	
Other Income	
Total Income (should be greater than total expenses)	
Expenses	
Rent/Mortgage	
Utilities: heat, hydro, cable	
Phone: cell, land line	
Insurance	
Daycare/School Expenses	
Groceries	
Household Products (toiletries etc.)	
Prescriptions	
Clothing	
Transportation/ Auto Expenses	
Entertainment: children's activities, movies, eating out	
Credit Card Debt	
Emergency Savings	
Other Expenses	
Other Expenses	
<b>Total Expenses</b> (should be less than total income)	

## Activity Seven: Interpret Your Information



### **Essential Skills Tip: Reading, Oral Communication**

- Read a case study to reflect on the difference between career exploration and targeted job search
- Discuss the case study with a colleague. Exchange ideas about career exploration and targeted job search

You have gathered a lot of information about possible occupations for your job search. Excellent work! It can be exciting to look at new employment possibilities. What is your next step? See if you can pick up any tips from Steve and Eric in the case study below.

### Case Study – continued

Steve and Eric both use the services of the same employment agency. While Eric is busy scanning jobs in the newspaper and on Workopolis, Steve is exploring his career options through the Job Bank website.

Steve is fascinated with the NOC. He had worked at the same job for ten years and was laid off. Now he is amazed to see how his interests, skills and abilities match with so many occupations. He has pages of NOC information written down in notebooks and printed out from the computer. This week alone he has researched almost twenty occupations.

“Hey Eric! Did you know that there are seven different unit groups in the electrical trades?” said Steve.

“Uh-uh,” said Eric, who wasn’t really paying attention. He was busy trying to fit his resume onto two pages.

“And, each of those unit groups has about seven titles. Let’s see... that’s seven unit groups and seven titles... Do you realise that after I have finished upgrading and apprenticeship that I will be able to apply for 49 different kinds jobs?!”

“Huh,” said Eric.

“Or,” mused Steve, “I could become an electrical contractor, or maybe just a general contractor. I don’t think I’ve explored those occupations yet.”

“Sounds to me like you’re more interested in exploring jobs than you are in finding one!” said Eric.

Do you think Eric is right?

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What do you think Steve should be doing?

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Discuss your answers and the case study with a job search colleague.



## Activity Eight: Create a Short List of Occupations



### Essential Skills Tip: Writing, Thinking, Computer Use

- Make notes of the main duties and employment requirements for chosen occupations
- Decide on an occupation to apply for
- Use the NOC database to find information

Continue the task of narrowing your focus.

Choose two or three occupations that you would like to pursue in your job search.

Please return to the NOC site:

[www5.hrsdc.gc.ca/NOC/English/NOC/2006/Welcome.aspx](http://www5.hrsdc.gc.ca/NOC/English/NOC/2006/Welcome.aspx).

OR

Open your search engine and type in **NOC welcome**. You will see a page that says “Welcome to the National Occupational Classification”. Click on this page. Click on **Occupational Structure** in the menu on the left.

- Click on **NOC Code List** in the menu on the left.
- Find the major, minor and unit groups for your first occupation. (Do you need to review this information? If so, return to page 25.)
- When you have found the unit group, click on it to see the main duties and employment requirements for this occupation. If you wish, you can make a note of these on the following page.

<b>NOC Code #1</b> _____

1. Do you think you could perform the main duties for this occupation?  
All \_\_\_ Most \_\_\_ Not many \_\_\_
2. Do you fulfill the employment requirements for this occupation?  
All \_\_\_ Most \_\_\_ Not many \_\_\_
3. If not, what are you missing? Fill in the following chart.

<b>NOC Code</b> _____		
<b>Requirements</b>	<b>Requirements Employers Want</b>	<b>Requirements I Need</b>

4. Is this occupation a reasonable option for you? Explain why you do or do not think so.

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Repeat these steps for one or two more occupations. When you are finished you will have two or three occupations that you think are reasonable options to pursue.

NOC Code #2 _____

1. Do you think you could perform the main duties for this occupation?  
All \_\_\_ Most \_\_\_ Not many \_\_\_
2. Do you fulfill the employment requirements for this occupation?  
All \_\_\_ Most \_\_\_ Not many \_\_\_
3. If not, what are you missing? Fill in the following chart.

NOC Code _____		
Requirements	Requirements Employers Want	Requirements I Need

4. Is this occupation a reasonable option for you? Explain why you do or do not think so.

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NOC Code #3 _____

1. Do you think you could perform the main duties for this occupation?  
All \_\_\_ Most \_\_\_ Not many \_\_\_
2. Do you fulfill the employment requirements for this occupation?  
All \_\_\_ Most \_\_\_ Not many \_\_\_
3. If not, what are you missing? Fill in the following chart.

NOC Code _____		
<b>Requirements</b>	<b>Requirements Employers Want</b>	<b>Requirements I Need</b>

4. Is this occupation a reasonable option for you? Explain why you do or do not think so.

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## Choosing a New Occupation

It is likely that you have chosen at least one occupation that matches your skills, interests and experience. It might be quite different from any job you have had in the past, and this can be exciting. Before you decide on any major changes to your career or job search plans, be sure to discuss your ideas and decisions with an employment counsellor.

Changing your occupation can take a lot of planning as well as time and money. Employers may require more education and training than you have. You have to decide whether or not you wish to “fill in the gaps” that you are missing to gain the necessary requirements for the job. You may only need to get a certificate or take a short course. Or you may need to go to college or perhaps university to meet the requirements for certain careers.

How do you decide whether or not you should pursue further training or education for a job? Will it be worthwhile? Are you guaranteed a job? If you are serious about making a career change that involves an investment of your time and money you may wish to consult a career counsellor.

Use the information you gather in the next activity (Activity Nine) to help you discuss your employment options when you meet with a career counsellor.



## Activity Nine: Present Your Findings



### Essential Skills Tip: Writing, Oral Communications

- Make notes for a short presentation about an occupation that interests you
- Using notes, present your job search findings to a colleague

You have done a lot of research before coming up with the two or three occupations that interest you the most. One way to increase your clarity and focus is to talk about your choices. If you have been working with other colleagues who are job searching, why not tell one another what you have been doing? This kind of short presentation is great practice for an interview because it helps you to become more comfortable talking about the kind of work you would like to do.

Prepare a short presentation (no more than five minutes) on the first occupation of your choice. Answer the following five questions regarding your research. Use your answers to present your material. It's okay to use notes when you are presenting your information.

1. What is the NOC code for your occupation, including the major, minor and unit groups?

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2. How do your interests, skills and abilities match this occupation?

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3. What are the employment requirements for this occupation?

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4. What is the occupation outlook (good, fair or poor) and the average hourly earning?

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5. What extra training or education would you need if you chose this occupation?

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Discovering one or more occupations that interest you is a very important step in your career planning. Before you decide that you are going to begin a job search in one of these occupations, you may choose to do some labour market research, the topic of Workbook Three.

As in all the workbooks in this series, you have practised valuable Essential Skills while completing the activities in Workbook Two.



## Remember to Check Your Skills

Take time to return to page 12 and fill in the Essential Skills Checklist.

This checklist can help you keep track of the Essential Skills you use well and those that you have improved. It can also help you to highlight those skills that need more work and practice.

# Essential Skills for Job Search Success

## Workbook titles in this series include:

1. Essential Skills to Identify the Job Searcher
2. **Essential Skills to Identify the Job**
3. Essential Skills to Research Your Occupation
4. Essential Skills to Search for Jobs
5. Essential Skills to Market Yourself with a Resume and Cover Letter
6. Essential Skills to Market Yourself at the Interview
7. Essential Skills to Maintain Employability



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