



Career Planning Workbook

Step1: Identifying Interests



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Introduction

The Department of Post-Secondary Education, Training and Labour (Saint John), Anglophone South School District and the Work Room Career Resource Centres have developed a program to assist people in preparing their career plan. PACE (Plan to Achieve Career Excellence) is divided into 5 sequential modules that combine to create an effective career plan. This workbook supports the first module-”Identifying Interests” by providing additional information, resources and activities to help people identify their skills, interests and goals for the future. This lays the groundwork for an effective career plan.

This workbook is designed to ease people into the PACE career planning system. This is a useful resources to anyone who requires extra help in determining what they are good at doing and things that interest them.

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A support website has been developed to provide additional resources. The web pages are colour-coded to correspond with the information contained in this workbook.

www.setyourownpace.org

The PACE workshop and resources are not intended to be used as a substitute for professional career counseling. Instead, this workbook allows both youth and adults to do their own research and in the event they have questions concerning career planning, there are resources readily available to assist them.

For parents who are interested in receiving career coaching training, a 60 minute Introductory Career Coaching Workshop is available through The Work Room Career Resource Centres and select community partners. Expansion modules (such as this one) are available for those who complete the introductory workshop. For more information on PACE and related career products, workshops and resource material please visit:

www.careersthathwork.ca



Interest Inventory

List 10 things you like to do, or are really great at (can be hobbies, activities you do in your spare time, school subjects etc.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

List some similarities or patterns amongst the things you enjoy doing (do they involve people, do they allow you to be creative, involve problem solving)?

_____	_____
_____	_____

Some people find it easier to identify things they dislike, than things they enjoy. List 10 things you do not like to do.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

List some similarities or patterns amongst the things you do not enjoy doing (do they involve people, are they repetitive, involve processing information)?

_____	_____
_____	_____

Self-Awareness

List 10 things you want in your future, don't be afraid to dream big! This can be material things like a house or a boat, or more abstract things like, happiness, independence, fame, etc)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Consider your values and some of the most important aspects of life for you. Some examples could include: acceptance, family, freedom, making a difference, religion, etc.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

List some traits or aspects of your personality, the things that make you who you are. This could be things like outgoing, detail oriented, caring, adventurous, organized, etc.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

It is important to have a solid understanding of your likes, dislikes, wants and values to ensure the career path you choose is compatible, or a good fit for you. You may find yourself more willing to compromise on some aspects, and less willing on others. As you begin to research the various career options available to you, refer to your lists to make sure they align with the things you enjoy, and the things that are most important to you. The following pages will provide you with additional resources to help you gain a greater understanding of yourself and your preferences.

Occupational Categories

1. Review the 10 occupational categories on this page. There are a few examples of the types of jobs that would be found in each industry cluster. Some clusters are very similar, so you may notice overlap in the types of jobs found under each classification.
2. Rank order the industry clusters based on how well they match your interests. 1 being the most compatible with your interests, and 10 being the least compatible.

Management occupations

Financial Manager
Human Resource Manager
Engineering Manager

Education, law and social, community and government services

Teacher
Probation Officer
Counsellor

Health occupations

Dentist
Pharmacist
Chiropractor

Natural and applied sciences

Engineers
Forestry
Architect

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

Sales and service

Chef
Real Estate Agent
Hairstylist

Natural resources, agriculture

Fisherman/Woman
Farm Workers
Oil and Gas Drilling

Business, finance and administration

Auditors
Accountants
Event Planners

Manufacturing and utilities

Pulp Mill Machine Operators
Machining Tool Operators
Power Engineers

Art, culture, recreation and sport

Librarian
Journalist
Musician

Trades, transport and equipment operators

Industrial Electrician
Crane Operators
Welders

Identifying one's interests is not always easy. It could be that a person has so many interests, it is hard to narrow them down to just a few. Conversely, another person may find it difficult to list things they truly get excited about doing.

There are a series of assessment tools available that people can either self evaluate or seek the assistance of a qualified counsellor to administer conduct an interest assessment and/or skills testing.

Here are a few options to explore;

1. Holland Codes

A recognized standard in the world of career assessment. The official website: <http://www.self-directed-search.com/> . Here is a condensed (free) version:

The Holland Code Self Assessment: (for educational use only)

http://www.seriousjobseeker.com/2009/02/51-self-assessment-what-is-your-career_07.html

2. Strong Interest Inventory

Used by professional career practitioners who are trained to administer and interpret the assessment tool, this may be an option for those who are really struggling to identify their interests. Contact a guidance counsellor or employment counsellor for more details.

<https://www.cpp.com/products/strong/index.aspx>

3. Essential Skills Indicator

Workplace Essential Skills are covered in more detail in Module 4 of PACE but you can do some preliminary self assessments using the self-paced quizzes on the Employment and Social Development Canada website;

http://www.esdc.gc.ca/eng/jobs/les/tools/assessment/online_indicator.shtml

4. Career Assessment Matrix

Confused as to what test to try? Here is a handy chart to provide some insight;

<http://career-intelligence.com/career-assessment-matrix/>



Personality Dimensions®

Personality Dimensions® is a dynamic tool that builds on the foundations of temperament theories that spans 25 centuries. It emphasizes the self-discovery process, and uses a highly effective “edu-tainment” model to help participants understand their personality preferences in a fun and informative environment.

Personality Dimensions® is based on leading-edge research into human motivation and behaviour and helps to explain what motivates behaviour in people with different personalities or temperaments. This interactive human relations and communications process enhances the basic values of self-esteem, dignity and self-worth.

The introductory workshop is 3 hours in duration and can be offered in a school setting or to the public in a group format. Select Work Rooms can provide this service as there are two licensed facilitators on staff who can provide the training.

Additional application workshops are also available that address topics such as team building, communication, self-esteem and career planning.

For more information on how Personality Dimensions® can compliment your PACE training please contact your local Work Room Career Resource Centre www.careersthatwork.ca.

Successful completion of PACE (and this module) are not dependant on attending a Personality Dimensions® workshop. This is just one of many additional resources that support the PACE career planning process.

Here are some other options that can be effective.

Personal journal

Keep track of your activities for the next couple of weeks. Write down the places you went, things you did, people you hung out with and past times (movies, tv, videogames, sports, etc). Review your journal at the end of a couple of weeks to discover how you enjoy spending your time. This may give you insight into your interests and give you a starting point for your career plan.

Consult your social network

Who knows you better than the people in your social network (friends, family, teachers and employers)? Ask them for their perceptions of the things you like to do and suggestions of careers that may compliment their interests. You don't have to act on their recommendations as you are only collecting information at this point. They may have unique insights that you may not have considered.

Congratulations!

You have completed your first step in the PACE career planning system: “Identifying Your Interests”.

Hopefully the information and resources contained in this workbook, and working through these exercises have provided you with a better idea of your interests and how important they are as a first step in your career plan.

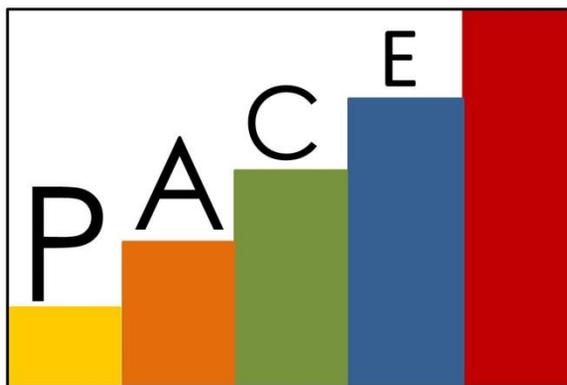
Please list 10 things (for example: interests , values, or occupational categories) that you have identified through this module that you would like to use a starting point for the next step in your plan: “Researching Careers”.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Preview of the next step: **Researching Careers**

- PACE participants will use the interests identified in Module 1 to match them with potential occupations in the workforce.
- Many resource tools will be introduced to assist people in doing effective research.
- Participants will be encouraged to narrow down their prospective career options to a few manageable alternatives that they can put into an effective action plan.





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