



# Career Planning Workbook

Step 2: Research



[careersthatwork.ca](http://careersthatwork.ca)



[setyourownpace.org](http://setyourownpace.org)

# 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 second module-“Researching Careers” by providing additional information, resources and activities to help people to conduct thorough career research and match their interests with potential career opportunities..

This workbook is designed as a follow-up to Module 1: Identifying Interests in the PACE career planning system. This is a useful resources to anyone who requires advanced career support tools to help them to progress to the next stage of their career plan.

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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](http://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. Customized expansion modules are available for those who require additional career development tools that meet their specific needs and career goals. For more information on PACE and related career products, workshops and resource material please visit:

[www.careersthatwork.ca](http://www.careersthatwork.ca)



# Researching Careers

Now that you have identified your interests, wants and values, and have chosen a couple of occupational categories that are compatible (Step 1), you are ready to start researching careers that might be suitable for you.

1. List two (or at least one) occupational categories you identified in Step 1) that you would like to explore further.

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2. Visit the Government of New Brunswick Occupational Profiles Website at:

<http://www1.gnb.ca/0105/op-pp/Default.aspx>



Select "Advanced Search"



Use drop down box to select one of the Occupational Categories listed above

3. Review the list of careers contained in the categories you are interested in and list your top eight career prospects.

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4. Choose one of the careers, click on the title, and review the information about the career. List one thing you learned about this occupation.

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5. Explain how this careers aligns with your interests, values, and wants.

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6. Choose another career you are interested in and repeat steps 4 & 5, until you have researched all eight careers you listed in step 3. Use the template on the following pages in this workbook to record the information.

# Research Template

Occupation: \_\_\_\_\_

One thing you learned about this occupation.

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How this careers aligns with my interests, values, and wants.

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Occupation: \_\_\_\_\_

One thing you learned about this occupation.

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How this careers aligns with my interests, values, and wants.

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Occupation: \_\_\_\_\_

One thing you learned about this occupation.

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How this careers aligns with my interests, values, and wants.

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# Research Template

Occupation: \_\_\_\_\_

One thing you learned about this occupation.

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How this careers aligns with my interests, values, and wants.

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Occupation: \_\_\_\_\_

One thing you learned about this occupation.

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How this careers aligns with my interests, values, and wants.

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Occupation: \_\_\_\_\_

One thing you learned about this occupation.

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How this careers aligns with my interests, values, and wants.

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## Career Cruising

The Province of New Brunswick has purchased this online career planning tool for students in New Brunswick High Schools and the public to use free of charge. Users can search a database of occupations to discover information on a variety of different careers. If they can't decide on a career, they can access interest inventories that suggest possible career options based on their interests. This career planning tool is very easy to use and provides a wealth of information. What's more, the information can be accessed 24 hours a day from any computer! Contact your local Work Room Career Resource Centre, guidance counsellor or local branch of the public library to obtain access codes to use the program.

**CareerCruising**

[www.careercruising.com](http://www.careercruising.com)

**The Work Room.** There are eight career resource centres located in southwestern NB. They are called "The Work Rooms" and are designed specifically for the purpose of helping people research their career options. It is free to access any of the centres and explore many career-related resources by visiting ; [www.careerthatwork.ca](http://www.careerthatwork.ca) .

**The Internet.** The internet is a great place to start collecting information on careers. The downside, is that it can be very time-consuming if a person doesn't know where to start. This is the benefit of career planning tools such as Career Cruising as it can help structure the search and produce results much faster. Here are a few additional resources;

<b>Occupational Profiles:</b>	<a href="http://www1.gnb.ca/0105/op-pp/Default.aspx?l=e">http://www1.gnb.ca/0105/op-pp/Default.aspx?l=e</a>
<b>School Finder:</b>	<a href="http://www.schoolfinder.com">www.schoolfinder.com</a>
<b>CanLearn:</b>	<a href="http://www.canlearn.ca">www.canlearn.ca</a>
<b>Industry Profile Tool:</b>	<a href="http://www.careerthatwork.ca">www.careerthatwork.ca</a>

**Guidance Counsellors.** High school guidance counselors can provide students with information to help guide them in a career plan.

**Employment Counsellors.** The Department of Post-Secondary Education, Training and Labour can assist unemployed or underemployed New Brunswickers to develop a career plan and access employment and training opportunities. Find out more by visiting; [http://www2.gnb.ca/content/gnb/en/departments/post-secondary\\_education\\_training\\_and\\_labour.html](http://www2.gnb.ca/content/gnb/en/departments/post-secondary_education_training_and_labour.html).

**Information Interviews.** One of the most effective ways to research a career is to find someone who is employed in the career field of interest and interview them.

Good research should generate possible career options. Once a person has decided on a career choice (or a couple) they are ready to move to the next step and put the career plan into action.

## Congratulations!

This completes the second step in the PACE career planning system: “Researching Careers”.

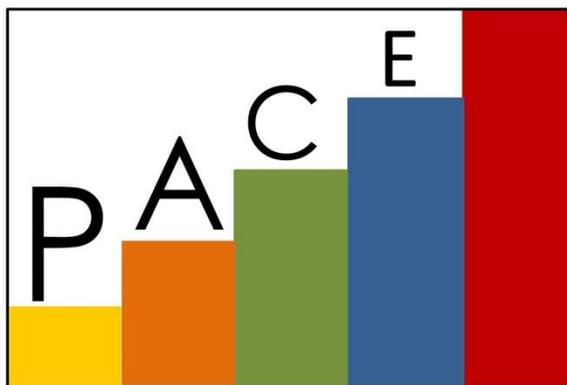
Hopefully the information provided in this workbook, and working through these exercises has provided you with a better idea of potential career options.

Please list 5 careers you have identified through the research you conducted in this module that you wish to explore further. In the next step of the career plan you will apply this research to the development of an action plan.

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_

## Preview of the next step: **The Action Plan**

- PACE participants will use the list of occupations generated through Career Cruising (or other research methods) used in “Step # 2: Researching Careers” to develop action plans for their choices.
- Participants will learn the six post secondary options that are available to help them in formulating action plans.
- Not all occupations (or action plans) are possible, so participants will be encouraged to narrow down their prospective career options to a few manageable alternatives that they can implement effectively.



[setyourownpace.org](http://setyourownpace.org)

Developed through the partnership of the Department of Post Secondary Education, Training, and Labour (Saint John Regional Office), Anglophone South School District and The Work Room Career Resource Centres.

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