

# PLANNING 10 BOOKLET

# THE WORLD OF WORK

Name: \_\_\_\_\_

Block: \_\_\_\_\_

Teacher: \_\_\_\_\_

**IN ADDITION TO THIS COMPLETED BOOKLET, YOU MUST ALSO HAND IN:**

AN AD FROM A JOB SEARCH     FILLED OUT APPLICATION

A COVER LETTER

A RESUME

**AND YOU MUST ALSO**

PARTICIPATE IN A MOCK JOB INTERVIEW

# EMPLOYABILITY SKILLS

## Employability Skills 2000+

*The skills you need to enter, stay in, and progress in the world of work—whether you work on your own or as a part of a team.*

These skills can also be applied and used beyond the workplace in a range of daily activities.

### Fundamental Skills

The skills needed as a base for further development

*You will be better prepared to progress in the world of work when you can:*

#### Communicate

- read and understand information presented in a variety of forms (e.g., words, graphs, charts, diagrams)
- write and speak so others pay attention and understand
- listen and ask questions to understand and appreciate the points of view of others
- share information using a range of information and communications technologies (e.g., voice, e-mail, computers)
- use relevant scientific, technological and mathematical knowledge and skills to explain or clarify ideas

#### Manage Information

- locate, gather and organize information using appropriate technology and information systems
- access, analyze and apply knowledge and skills from various disciplines (e.g., the arts, languages, science, technology, mathematics, social sciences, and the humanities)

#### Use Numbers

- decide what needs to be measured or calculated
- observe and record data using appropriate methods, tools and technology
- make estimates and verify calculations

#### Think & Solve Problems

- assess situations and identify problems
- seek different points of view and evaluate them based on facts
- recognize the human, interpersonal, technical, scientific and mathematical dimensions of a problem
- identify the root cause of a problem
- be creative and innovative in exploring possible solutions
- readily use science, technology and mathematics as ways to think, gain and share knowledge, solve problems and make decisions
- evaluate solutions to make recommendations or decisions
- implement solutions
- check to see if a solution works, and act on opportunities for improvement

### Personal Management Skills

The personal skills, attitudes and behaviours that drive one's potential for growth

*You will be able to offer yourself greater possibilities for achievement when you can:*

#### Demonstrate Positive Attitudes & Behaviours

- feel good about yourself and be confident
- deal with people, problems and situations with honesty, integrity and personal ethics
- recognize your own and other people's good efforts
- take care of your personal health
- show interest, initiative and effort

#### Be Responsible

- set goals and priorities balancing work and personal life
- plan and manage time, money and other resources to achieve goals
- assess, weigh and manage risk
- be accountable for your actions and the actions of your group
- be socially responsible and contribute to your community

#### Be Adaptable

- work independently or as a part of a team
- carry out multiple tasks or projects
- be innovative and resourceful: identify and suggest alternative ways to achieve goals and get the job done
- be open and respond constructively to change
- learn from your mistakes and accept feedback
- cope with uncertainty

#### Learn Continuously

- be willing to continuously learn and grow
- assess personal strengths and areas for development
- set your own learning goals
- identify and access learning sources and opportunities
- plan for and achieve your learning goals

#### Work Safely

- be aware of personal and group health and safety practices and procedures, and act in accordance with these

### Teamwork Skills

The skills and attributes needed to contribute productively

*You will be better prepared to add value to the outcomes of a task, project or team when you can:*

#### Work with Others

- understand and work within the dynamics of a group
- ensure that a team's purpose and objectives are clear
- be flexible: respect, be open to and supportive of the thoughts, opinions and contributions of others in a group
- recognize and respect people's diversity, individual differences and perspectives
- accept and provide feedback in a constructive and considerate manner
- contribute to a team by sharing information and expertise
- lead or support when appropriate, motivating a group for high performance
- understand the role of conflict in a group to reach solutions
- manage and resolve conflict when appropriate

#### Participate in Projects & Tasks

- plan, design or carry out a project or task from start to finish with well-defined objectives and outcomes
- develop a plan, seek feedback, test, revise and implement
- work to agreed quality standards and specifications
- select and use appropriate tools and technology for a task or project
- adapt to changing requirements and information
- continuously monitor the success of a project or task and identify ways to improve



The Conference Board of Canada

255 Smyth Road, Ottawa  
ON K1H 8M7 Canada  
Tel. (613) 526-3280  
Fax (613) 526-4857

Internet: [www.conferenceboard.ca/education](http://www.conferenceboard.ca/education)

# EMPLOYABILITY SKILLS SELF- EVALUATION

*ASK YOURSELF: What skills do I have already? Do I have evidence of those skills in action? What skills do I need to work on? How can I improve my skills?*

## **Academic**

**Reasoning.** Thinking logically, solving problems, understanding ideas, putting facts together and drawing conclusions from them, and evaluating or organizing information. Essential for learning and performing complex tasks.

**Alertness.** Reacting to a situation quickly. Required for trouble shooting, consulting, repairing, and emergency action.

**Memory.** Recognizing and recalling things. Valuable in occupations that call for recognizing people or recalling details.

**Creativity.** Thinking of a new idea, product or way of doing things. Includes designing improved methods, researching, artistic endeavours, writing, and media.

**Judgment.** Seeing all the essential factors in a situation and their relationships to the desired outcome.

**Analysis.** Breaking down a complex thing into smaller parts.

**Organization.** Placing elements in appropriate relationships to one another. The maybe machinery, people, and facts or ideas.

## **Communication**

**Fluency.** Ability to speak and write easily, rapidly and smoothly.

**Vocabulary.** Understanding word meanings, and choosing the right words to convey meanings. Essential for understanding, communicating, and summarizing.

**Listening.** Understanding, interpreting, and summarizing what one hears.

**Reading.** Understanding, interpreting, and summarizing what one reads.

**English Usage.** Knowledge of grammar, spelling, punctuation, and formal rules of writing.

**Writing.** Organizing and expressing ideas or conveying feelings through the written word.

**Languages.** Skill in learning and using languages.

## **Numerical**

**Computing.** Facility on simple arithmetic operations.

**Comprehension.** Understanding number relationships.

**Mathematics.** Handling numbers in the abstract, understanding and resolving formulae, and expressing problems in formulae.

**Estimating.** Assessing distances, sizes, and costs, and predicting outcomes.

## ***Social***

- Understanding.** Being sensitive to what people feel and think, understanding their needs and motives, and appraising complexities of personal relations.
- Persuasion.** Influencing others to agree with an idea or follow a course of action.
- Negotiating.** Working with others towards an amicable decision.

## ***Technical***

- Precision.** Speed and accuracy in recording, comparing, remembering details, computing, classifying, and coding.
- Observation:** Noticing details and small difference; for example in colour, form, position, size or touch.
- Attention:** The ability to concentrate and observe.
- Space:** Imagining how things will look when fitted together or taken apart, or when an object is viewed from a different angle.
- Mechanical understanding.** Seeing quickly how mechanical devices operate, what to expect of a machine, whether it is operating properly, and how it may be repaired.
- Mechanical ingenuity.** Designing mechanisms that will accomplish specific movements and seeing possible uses for a device.

## ***Aesthetic***

- Art talent.** Ability to identify what is a pleasing arrangement and memory for visual experience.
- Musical talent.** Sensitivity to fine differences in intensity, pitch, time and rhythm; strong emotional reaction to music and ability to play an instrument.
- Dramatic talent.** Ability to perform through words and gestures in a variety of settings.

## ***Physical***

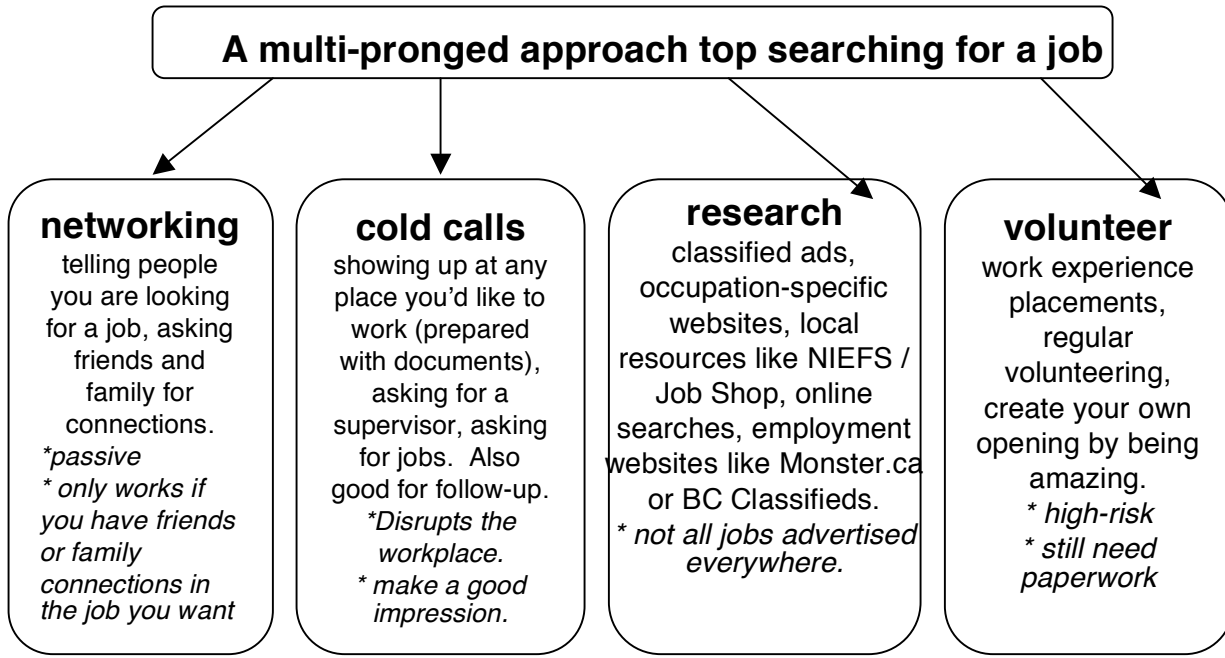
- Strength.** Stamina to do the job.
- Dexterity.** Speed and accuracy in moving objects and using tools and machinery
- Co-ordination.** Skill in using one's hands together. (Hand to eye co-ordination)
- Precision.** Delicate, highly controlled movements.

<b>What skills do you have?</b>	<b>Evidence / Examples</b>

<b>What skills do you need to improve?</b>	<b>How can you do that?</b>

# SEARCHING FOR A JOB

There are many ways to search for jobs and many different strategies for different kinds of jobs. Explore all your options. Finding a job can be a job in itself.



*There are many other strategies- job fairs, employment counseling agencies (NIEFS / The Job Shop), researching a specific career's methods of employment, etc.*

## WHAT STRATEGIES CAN YOU USE TO SEARCH FOR YOUR JOB?

Who is in my network?	Specific employers I could cold call	Websites to look for jobs	Places I could volunteer

# READING AN EMPLOYMENT AD

**ASP**  
SECURITY SERVICES

Search Jobs | ASP Security Website | Employee Portal | Careers Home

**Airport Security Guard, GTAA**  
January 26, 2012 - February 29, 2012

**Location:** Toronto , ON (Canada)

**Employment Type:** Casual

**Minimum Security Clearance:** Ontario Security License

**Description:** To provide effective Security Services to the designated post in a professional, competent and courteous manner. To maintain company policies and procedures, and an above average knowledge of the specifics of the assigned site.

**Duties:** •Have excellence communication skills (written & conversational) •Be able to work as a team player •Have solid report writing skills •Be a Canadian resident for more than 5 years •Be proactive

**Qualifications:** •Law enforcement background an asset •Minimum education Grade 12 •Strong preference to CSIS cleared individuals

**APPLY NOW**

1. What is the job? \_\_\_\_\_
2. Where is the job located? \_\_\_\_\_
3. yes / no Is this job full time employment?
4. yes / no Should you apply for the job if you have just moved to Canada from Australia?
5. yes / no Should you apply for the job if you haven't graduated from high school?

## JOB SEARCH ACTIVITY

1. Go to any of the websites listed below. If you know of an employment-specific website, use it. General Google searches will not be helpful.
2. These jobs can be anywhere in the world and any level of training.
3. Search for ONE JOB you are actually interested in.
4. Print or copy the ad including where you found it.
5. On the ad, circle, highlight, or underline the job title and company.
6. Write a one sentence summary of what the job requirements are.
7. Hand the assignment in with your name on it.



[www.monster.ca](http://www.monster.ca)  
[www.niefs.net](http://www.niefs.net)  
[www.wowjobs.ca](http://www.wowjobs.ca)

[www.workopolis.com](http://www.workopolis.com)  
[www.thejobshop.ca](http://www.thejobshop.ca)  
[www.bcjobs.ca](http://www.bcjobs.ca)

# JOB APPLICATIONS

Some jobs require not only a resume, but an application that collects information required for that specific employer.

**TIPS:** *always write or print neatly, focus on spelling, grammar, and mechanics or your writing. Make sure you have all your necessary info ready to add to the form.*

## Tim Hortons. APPLICATION FOR EMPLOYMENT

Date of Application: \_\_\_\_\_ Date Available to Start: \_\_\_\_\_

How did you hear of this opportunity? \_\_\_\_\_

If you were referred, please give the name of the employee that referred you: \_\_\_\_\_

MY AVAILABILITY & JOB POSITION (PLEASE CHECK ALL THAT APPLY)									
POSITION	STATUS	HOURS OF AVAILABILITY							
<input type="checkbox"/> Storefront	<input type="checkbox"/> Full-time		Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input type="checkbox"/> Production	<input type="checkbox"/> Part-time	From							
<input type="checkbox"/> Shift Supervisor	<input type="checkbox"/> Seasonal	To							
<input type="checkbox"/> Assistant Manager	Pay Expectations:								
<input type="checkbox"/> Store Manager									

**MY PERSONAL INFORMATION**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone #: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone #: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Are you legally eligible to work in Canada? YES  NO

**MY EMPLOYMENT HISTORY**

**Current / Most Recent Employer** Can we contact this company? YES  NO

Company: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Position/Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Starting Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_

**Previous Employer** Can we contact this company? YES  NO

Company: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Position/Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Starting Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_

Have you ever worked at a Tim Hortons before? YES  NO

If so, which location? \_\_\_\_\_ Store #: \_\_\_\_\_

Why did you leave? \_\_\_\_\_

**EDUCATION & ACTIVITIES**

Please specify level of education completed: \_\_\_\_\_

What hobbies and/or activities are you involved in? \_\_\_\_\_

**REFERENCES**

List any references not given above. Please do not list relatives.

NAME	OCCUPATION	RELATIONSHIP	PHONE NUMBER

Please exclude any reference to any organization which could indicate race, religion, marital status, age, colour, gender, ancestry, political beliefs, sexual orientation, place of origin, physical disability, mental disability, or handicap.

The undersigned acknowledges that the foregoing statements and information fully and truthfully set forth the true and accurate personal information of the applicant as of the date hereof. The undersigned further acknowledges that for the purposes of determining the suitability of the undersigned for the position applied for, an investigation may be made with respect to relevant information. The undersigned hereby consents to The TDL Group Corp. or its affiliates or agents collecting and retaining such information and conducting further investigations with respect to relevant information. The undersigned further consents to the updating of this information from time to time, as necessary.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_