



CAREER DECISION-MAKING GUIDE



Human Resources and
Skills Development Canada

Ressources humaines et
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Partnership between
Alberta Human Services

**Manitoba Entrepreneurship,
Training and Trade**

&

**The Canadian Career
Development Foundation**



If you are looking for a job but are unsure what you want to do, this guide is for you.

It has three sections:

1. KNOW YOURSELF



Section 1 will help you define your *personal profile* (values, personal characteristics, abilities, and interests) and identify possible occupations that will fit your profile.

2. KNOW THE LABOUR MARKET



Section 2 will show you how to research possible occupations using the Internet, networking and interviews with people.

3. PUT IT ALL TOGETHER

Section 3 will help you to establish a career goal and develop an action plan to reach that goal.

You may not need to do all sections of this guide. Each section includes worksheets that will support your career exploration. It is up to you to decide which worksheets you want to use.

If you want to find a specific activity or work sheet as you're working through the guide, you can use the Page Finder on pages 77-78 (the last pages of this guide). It provides a listing of all the content of the manual and the corresponding page numbers.

In addition to the guide, you will need access to a computer not only to access self-exploration quizzes in recommended websites but also to research occupations that may fit your personal profile.

If you do not have a computer at home, you may use the computers at the Employment Resource Centre. If you need any help with computer use, don't hesitate to ask Employment Resource Centre staff for help.

Researching occupations may seem overwhelming. This guide will take you step-by-step to get clear about what you want and how to get there.



CAREER DECISION-MAKING GUIDE

SECTION 1

1. KNOW YOURSELF

This section will help you look at 2 things:

- **Yourself:**
 - What are my values?
 - What are my personal characteristics?
 - What are my abilities?
 - What are my interests?
- **Occupations:**
 - What occupations interest me and might be right for me?

Is this section really for you?

This section will help you create your personal profile to ensure that your chosen occupation is a good “fit” for you.

Here’s a quick check-in to see if this section is relevant to you:

1. I am clear about the values that are important for me

No |-----| Sort of |-----| Yes

2. I know my personal characteristics

No |-----| Sort of |-----| Yes

3. I am clear about my interests

No |-----| Sort of |-----| Yes

4. I can name occupations that interest me and are a good fit

No |-----| Sort of |-----| Yes

If you did **NOT** answer a full “YES” to one or more of these questions,
then this section could be useful to you.

If all your answers were a full “YES”, you can go directly to
SECTION 2 (Know the Labour Market) on page 31.

Most of us need to make career choices more than once in our life. To do it well, you need to have a good idea about who you are and what you like. In this section you will have the chance to think about things you may not have thought about before. This section includes worksheets and resources that will help you:

a. KNOW YOURSELF

- Values Worksheet
- Personal Characteristics Worksheet
- Abilities Worksheet
- Interests Worksheet
- Personal Profile

b. LOOK AT OCCUPATIONS

- Occupations of Interest

c. ACCESS RESOURCES

- Career Exploration Websites
- Sector Matrices

In addition to using this guide, you can visit websites with quizzes that will help you identify your values, personal characteristics, abilities and interests and provide lists of occupations that match your answers. Here are four recommended sites to get started:

- www.careercruising.com – your resource centre staff will have an I.D. and a password for you to get into this site. For Step 1, do the Career Quizzes and get matched up to occupations. Print the occupations and results and keep them in your folder.
- www.jobbank.gc.ca – when the “Home Page” opens choose “Career Navigator” and do any quizzes you like. They will give you a list of occupations or fields of work to explore. Print each quiz you do and keep it in your folder.
- <http://alis.alberta.ca> – click on “Career Planning” and choose “CAREERinsite”. Click on “Know Yourself” to complete a wide range of self-assessment quizzes and exercises.
- <http://www.manitobacareerdevelopment.ca> – Click on “Get Started” and choose “Interests, Values, Strengths and Skills”. You’ll find all kinds of quizzes and self-assessments that you can complete.

TIP

Don't forget to print off your results and the suggested occupations to keep in your folder.

You are ready to start building your **Personal Profile**. The first activity you will work on is **“My Values Worksheet”**.

Values Worksheet

Most people are happiest doing work that allows them to live according to their values.

Here are some examples of values. Start by circling any that apply to you. If some important values are missing, write them in the blank boxes.

Love/Friendship	Harmony	Prestige/Recognition
Money	Honesty/Sincerity	Progress/Innovation
Autonomy/Independence	Humour	Promoting Peace
Beauty	Integrity	Human Relations
Competition	Justice	Respect of self and others
Physical comfort	Freedom (to act and express views)	Personal achievement
Contributing to society	Leisure/Having fun	Health
Creativity	Loyalty	Personal satisfaction
Culture/Language	Modesty	Career security
Reaching my full potential	Optimism	Belonging
Education/Knowledge	Order	Social status
Cooperation	Openness	Work
The Environment	Perseverance	Variety/Change
Excellence	Punctuality	
Family	Power	

If you were allowed to have only 3, which ones would you keep? Put these 3 values on your *Personal Profile Worksheet* on page 13:

Personal Characteristics Worksheet

You have specific characteristics that make you unique – and especially well-suited for certain jobs.

Here are some examples of personal characteristics. Circle any that describe you. If some important characteristics are missing, write them in the blank boxes.

Precise	Curious	Intuitive	Realistic
Down to Earth	Determined	Cheerful	Reflective/Thoughtful
Ambitious	Disciplined	Loyal	Reserved/Shy
Likable	Discrete	Methodical	Respectful
Attentive	Dynamic	Careful	Responsible
Independent	Emotional	Optimistic	Imaginative
Innovative	Energetic/Enthusiastic	Organized	Sensible
Adventurous	Reliable	Original	Serious
Persistent	Demanding	Open	Helpful
Calm	Expressive	Passionate	Sociable
Holistic	Entrepreneurial	Persevering	Analytical
Competitive	Flexible	Perceptive	Spontaneous
Confident	Generous	A Perfectionist	Sympathetic
Convincing	Honest	Patient	Tolerant
Courageous	Innovative	Positive	Brave
Creative	Honorable	Practical	
Critical	Tactful		

If you were allowed to have only 3, which ones would you keep? Put these 3 on your *Personal Profile Worksheet* on page 13.

Abilities Worksheet

You can develop abilities at home, school and work and in your leisure and volunteer activities. You can do some things better than others. It is important to recognize what you do well and bring to a job.

Here are some examples of abilities. Circle any that you have. If some important abilities are missing, write them in the blank boxes.

Helping others (listening, understanding)	Giving instructions, information	Operating heavy equipment
Learning new things	Negotiating	Public speaking
Working with others	Developing strategies	Making decisions
Assembling things	Writing (grammar, spelling)	Preparing text, documents
Singing	Explaining or teaching	Predicting consequences
Classifying objects, documents	Researching	Selling
Understanding/Speaking other languages	Planning	Repairing (computers, things)
Composing (text, music)	Improvising	Summarizing
Driving	Manual labour	Problem-solving
Editing/Correcting text	Managing stress	Working with numbers
Creating/Inventing	Establishing systems/processes	Using camera equipment
Working independently	Interviewing people	Using different software
Consulting with people	Playing a musical instrument	Using laboratory apparatus
Drawing/Reproduction	Reading comprehension	Using tools (saw, hammer)
Leading a group discussion	Navigating online	Training animals
Giving good advice	Analyzing (text, data)	Making lists (of things, priorities)
Comparing (things, data)		

If you were allowed to have only 3, which ones would you keep? Put these 3 abilities on your *Personal Profile Worksheet* on page 13.

Interest Worksheet

The things you like to do can often give you an idea of the kind of job that you would be good at. Do you know the field of work you would enjoy most?

Here's a quiz that can help you sort out your interests. Respond "Yes" or "No" to the statements.

To find out areas of work that may interest you, compare your answers to the numbers in the following groups.

Numbers 1, 5, 9, 12, 15, 16, 18, 23.

If you have responded "Yes" to most of these numbers, you are probably a hands-on "**THINGS**" person. You like to work with tools and machines, make things with your hands, fix and maintain equipment, or find out how things work. Jobs you might like are found in engineering, product manufacturing, construction, repair and servicing, transportation, trades and technology.

Numbers 2, 4, 7, 10, 13, 19, 21, 24.

If you have responded "Yes" to most of these numbers, you are probably an "**INFORMATION**" person. You like to express yourself through writing, music or art, perform experiments or research, solve puzzles and problems, or study and read. Jobs dealing with information are found in arts and entertainment, business and finance, scientific research, sales and services, tourism, law and government.

Numbers 3, 6, 8, 11, 14, 17, 20, 22.

If you have responded "Yes" to most of these numbers, you are probably a "**PEOPLE**" person. You like to care for and help others, encourage people, work as part of a team, and lead and supervise others. Jobs dealing with people are found in health care, education and training, social work and counselling, and religion.

If you responded "Yes" to numbers from each group, it could indicate that you don't have a clear preference for a specific type of job. You may be suited for a job that combines a number of these interests.

*After you do this Quiz, go back and circle your top 3 interests and write them on your **Personal***

Profile Worksheet on page 13:

	Yes	No
1. I'd rather make something than read a book.	<input type="checkbox"/>	<input type="checkbox"/>
2. I enjoy problem-solving games and working at puzzles.	<input type="checkbox"/>	<input type="checkbox"/>
3. I like helping others when they need it.	<input type="checkbox"/>	<input type="checkbox"/>
4. I enjoy reading and learning about new topics.	<input type="checkbox"/>	<input type="checkbox"/>
5. I like working with my hands.	<input type="checkbox"/>	<input type="checkbox"/>
6. I like being the leader in a group of people.	<input type="checkbox"/>	<input type="checkbox"/>
7. I prefer to know all the facts before I tackle a problem.	<input type="checkbox"/>	<input type="checkbox"/>
8. I like to take care of other people.	<input type="checkbox"/>	<input type="checkbox"/>
9. I enjoy designing, inventing or creating things.	<input type="checkbox"/>	<input type="checkbox"/>
10. I enjoy expressing myself through art, music, or writing.	<input type="checkbox"/>	<input type="checkbox"/>
11. I would like a job where I can deal with people all day.	<input type="checkbox"/>	<input type="checkbox"/>
12. I like working with materials and equipment.	<input type="checkbox"/>	<input type="checkbox"/>
13. I enjoy learning new facts and ideas.	<input type="checkbox"/>	<input type="checkbox"/>
14. I find co-operating with other people comes naturally to me.	<input type="checkbox"/>	<input type="checkbox"/>
15. I like finding out how things work by taking them apart.	<input type="checkbox"/>	<input type="checkbox"/>
16. I would rather work with machines and things than with people.	<input type="checkbox"/>	<input type="checkbox"/>
17. I can usually persuade people to do things my way.	<input type="checkbox"/>	<input type="checkbox"/>
18. I enjoy building and repairing things.	<input type="checkbox"/>	<input type="checkbox"/>
19. I enjoy the research part of my projects.	<input type="checkbox"/>	<input type="checkbox"/>
20. I like being with people.	<input type="checkbox"/>	<input type="checkbox"/>
21. I enjoy thinking up different ideas and ways to do things.	<input type="checkbox"/>	<input type="checkbox"/>
22. I like hearing other people's opinions.	<input type="checkbox"/>	<input type="checkbox"/>
23. I enjoy learning how to use different tools.	<input type="checkbox"/>	<input type="checkbox"/>
24. I find it easy to follow written instructions.	<input type="checkbox"/>	<input type="checkbox"/>

Personal Profile Worksheet

Now that you have transferred the results of the work you have done with the 4 worksheets, you can have a look at your personal profile. This profile will be very useful when you are researching occupations. It will serve as a reference for choosing an occupation that fits you.

My Top Values

- ♥ I value...
- ♥ I value...
- ♥ I value...

My Top Characteristics

- ✓ I am...
- ✓ I am...
- ✓ I am...

My Top Abilities

- ☆ I am really good at ...
- ☆ I am really good at ...
- ☆ I am really good at ...

My Top Interests

- 😊 I really like...
- 😊 I really like...
- 😊 I really like...

Occupations of Interest

As you have a clearer idea of your values, personal characteristics, abilities and interests and you took the time to look at your personal profile, you are now in a good position to start looking at occupations that might suit your profile.

To connect your profile to specific occupations, you can consult any of the following sources:

1. www.careercruising.com – your resource centre staff will have an I.D. and a password for you to get into this site. If you used it to complete self-assessment quizzes and exercises, it will provide you with a list of occupations that match your profile. Print the occupations and results and keep them in your folder.
2. www.jobbank.gc.ca – once you’ve used the “Career Navigator” and do the quizzes, it will give you a list of occupations or fields of work to explore.
3. <http://alis.alberta.ca> – Once you’ve completed quizzes and self-assessment in the “Know Yourself” section, you’ll have a list of suggested occupations in “My Career Plan”.
4. <http://www.manitobacareerdevelopment.ca> – Many of the quizzes in the “Get Started” section will link you with suggested occupations.
5. www.workingincanada.gc.ca – click on “Explore Careers” and you’ll find lists of occupations. You can find out about local wages and outlooks, education programs and the skills/knowledge required.
6. List of occupations from the Sector Information Charts in the resources at the end of this section. These are just a few examples of the range of jobs within a few sectors. If the sector that interests you isn’t there, you can go to a full listing of Sector Councils on page 55 of this guide or visit www.councils.org for links to all Sector Council websites. Each provides all kinds of information on occupations and career paths in their industry.
7. Any of the Career Exploration Websites listed at the end of this section (page 16).

As you look at occupations, keep a record of the ones that seem to be a good match for you. Don’t get discouraged by the size of the lists. Try to stay connected to yourself and your personal profile. Be aware of your reactions to the occupations.

Now you are going to narrow your list of occupations using your knowledge of yourself and your best judgment with the information you have. In the next section, you will research these chosen occupations in more depth.

To narrow your choices, start by choosing 10 occupations that interest you and could be a match for your personal profile. Remember, nothing is perfect. You want to get as close as possible to your profile given the information you have right now.

Write down these 10 occupations:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Now, cut down the list to the 4 occupations that you think would interest you the most. Write them in the numbered spaces below.

- 1.
- 2.
- 3.
- 4.

CONGRATULATIONS! YOU HAVE COMPLETED SECTION 1.

You can now:

- take these 4 occupations to **SECTION 2**
- research them in more depth
- find out what you would be doing, wages you might be making, the training you would need, and prospects for work in the future.

Career Exploration Websites

ALIS Alberta (Careerinsite.alberta.ca): a one-stop guide to career planning. Access interests and values quizzes, find out about occupations and keep a record of your career plan.

Career Cruising (www.careercruising.ca): get an I.D. and password from the resource centre staff. It includes occupational information, career quizzes, information about educational institutions and videos of working people.

Government of Canada

(www.workingincanada.gc.ca): includes information on occupations in Canada by occupational code, educational program or by wages and outlook or skills and knowledge.

Monster.ca (www.monster.ca): provides access a wealth of job descriptions as well as self-assessment quizzes.

Manitoba Workinonet

(www.mbworkinonet.ca): click on Career Planning to find all kinds of career planning resources and tools to find out more about occupations and options.

Youth Employment Information

(www.youth.gc.ca): shows how to plan your career, learn about your interest and skills, and much more.

Essential Skills Profiles

(<http://www.hrsdc.gc.ca/eng/workplaceskills/LES/profiles/profiles.shtml>): find hundreds of essential skills profiles under “Access the Profiles”.

Manitoba Career Development

(www.manitobacareerdevelopment.ca): your map to career decision-making, including personality and skills quizzes and a decision making.

Skills Canada www.skillscanada.com:

includes information regarding the many skilled trades and technologies careers.

Career Destination Manitoba

(<http://www.careerdestination.ca>): provides career advice from real people in real jobs in Manitoba. Also learn about the skills, education and abilities you need to be successful.

The Canadian Apprenticeship

Forum (www.caf-fca.org): find links to all Provincial/Territorial apprenticeship branches and key industry partners.

Career Directions

(http://www.ccdf.ca/ccdf/wp-content/uploads/2010/12/Career_Directions_profiles.pdf): provides detailed information on 186 occupations which do not require a university degree.

Sector Information Charts

Industries (sometimes called Sectors) in Canada have councils and websites with information about their industry.

The Information Charts on the next pages show some industry job titles and what level of skill you need for the job. The charts also indicate a possible career path. These are ***just a few examples***, but they give you an idea of the wide range of jobs in a sector and how you can move inside the sector once you're in.

Sometimes you can find a job title you are interested in listed in more than one sector. This shows you may be able to change from one industry to another.

Interested in an industry? Look at different areas and levels of jobs in the chart for that industry.

Interested in a job title? Go to <http://www.councils.org/sector-councils/list-of-canadas-sector-councils/> and find the sector website and look for occupational descriptions and company names so you can contact them for more information about the job.

Or... go to www.workingincanada.gc.ca and find a job title in your province. Look for companies that hire to contact for more information.

Apparel Occupations Information Chart

Skill level	Administration	Marketing	Production	Other Support Services
Management	General Manager; Human Resources Manager; Financial Manager; Information Technologies Manager	Marketing Manager; Product Manager; Sales Manager; Customer Service Manager	Production Manager	Support Services Manager; Logistics Manager
Supervisor	Training Coordinator; Information Systems Administrator	Advertising and Promotion Coordinator	Cutting Room Supervisor; Production Supervisors - (traditional & modular); Quality Control Supervisor; Planning Coordinator	Production Sourcing Supervisor; Warehouse Supervisor; Logistics Coordinator; Storekeeper
Skilled Worker	Human Resources Technician; Accountant; Programmer Analyst; Computer Technician; Database Coordinator; Buyer; Executive Secretary	Designer; Illustrator; Pattern Maker; Sample Maker; Costing Technician; Marketing Analyst; In-store Merchandiser	Engineering Production Specialist; Production Technician; Quality Assurance Coordinator; Pattern Grader (computer & manual); Sewing Machine Operators– (traditional & modular); Presser; Marker Maker (computer & manual); Spreader; Cutting Machine Operator - (computer); Cutter (by hand/electrical machine-cutter/electrical knife)	Sewing Machine Mechanic; Fabrics and Notions Sourcer; Fabric Technologist; Fashion Product Buyer; Trucker
Entry Level Worker	Data Entry Clerk; Payroll Clerk; Accounting Clerk; Office Clerk; Receptionist	Customer Service Clerk	Product Specification Clerk; Stacker; Bundler; Pairing Clerk; Quality Inspection Clerk	Housekeeping Clerk; Building & Equipment Maintenance Clerk; Raw Materials Control Clerk; Import Clerk; Export Clerk

Automotive Repair and Service Information Chart

Skill Level	Automotive Service Technician	Collision	Retail	General Industry
Entrepreneur	Shop Owner/Operator	Shop Owner/Operator	Owner/Operator	Owner/Operator
Manager/Trainer	Service Manager	Service Manager	Automotive Retail Sales; Office Manager; Human Relations/Director; Director of Communications; Wholesales & Distribution Manager	High School Transportation Program Instructor; Office Manager; Director of Staff Technical Training; Warranty Administrator
Specialist	Electrical & Fuel; Exhaust Heating & Cooling Technician; Steering, Suspension Brakes Transmission Specialist; Tune Up AST Computer Specialist	Collision Estimator	Computer Specialist	Computer Specialist
Supervisor/Team Leader	Shop Foreperson; Service Advisor	Shop Foreperson; Service Advisor		
Skilled Worker	Automotive Service Technician; Tire Repair Technician; Truck and Transport Mechanic	Claims Adjuster; Warranty Administrator; Frame Alignment Technician; Body Repair Technician; Collision Repair Technician	Parts Person; Salesperson; Paint; Body Equipment Jobber	Automotive Upholsterer; Automotive Journalist; Motorcycle Mechanic; Auto Recycler; Multimedia Installation Technician
Entry Level Worker	Automotive Glazier; Tire Installer; Oil and Lube	Automotive Painter; Detailer; Warehouse Personnel; Service Station Personnel; Tow Truck Drivers	Dealership Lot Attendant; Dealership Support Staff	

Aviation Information Chart

Level	Maintenance	Manufacturing	Servicing	Airport
Executive/ Management	Chief Operating Officer; Director of Quality Assurance; Director of Environment, Health and Safety; Director of Maintenance; Aviation Maintenance Inspector; Maintenance Manager; Shop Inspector; Technical Trainer; Quality Assurance Inspector; Aircraft Equipment Support Manager; Aircraft Servicing Manager; Engineering Manager	Chief Operating Officer; VP Programs and Strategic Planning; VP Marketing and Operations; Director of Quality Assurance; Director of Environment, Health, and Safety; Industrial Production Managers; Quality Assurance and Control Technicians; Engineering Managers; Manager of Special Processes; Manager for Aircraft Modifications; Trainers	Chief Operating Officer; VP Operations; Director of Quality Assurance; Operations Manager; Station Manager; Domestic and International Flights Manager; Cargo Services Manager	Airport Director; Airport Assistant Manager; Technical Support Manager
Skill Level A - usually require university education		Materials Engineers; Mechanical Engineers; Electrical and Electronics Engineers; Computer Software Engineers; Computer Systems Analyst; Industrial Engineers; Materials Engineers; Design Engineers; Structural Dynamics Engineer; Process and Production Designers; Metallurgical/ Chemical Engineers		Airport Engineers; Airport Safety Personnel
Skill Level B – usually require industry experience and certification plus the required occupational education or apprenticeship training	Quality Assurance Personnel; Machine Shop Team Leaders; Quality Assurance Control Technician; Shop Leader	Production and Operations Supervisor; Special Processes Inspector; Welding Supervisor; Aircraft Inspectors; Supervisor; Machinist	Line Crew Supervisor	

Level	Maintenance	Manufacturing	Servicing	Airport
Skill Level C – usually require college education or apprenticeship training and occupational certification	Special Processes Technician; Aircraft Reciprocating Engine Technician; Helicopter Dynamic Components Overhaul Technician; Aircraft Maintenance Technician; Aviation Mechanical Component Technician; Aviation Non-destructive Inspection Technician; Aircraft Simulator Technician; Aviation Painter; Aircraft Structures Technician; Aircraft Interior Technician; Aviation Machinist; Aviation Welding Technician; Aircraft Maintenance Engineer; Aviation Electrical/ Electronic/ Instrument Component Technician; Aircraft Propeller Systems Technician; Aircraft Gas Turbine Engine Repair and Overhaul Technician; Avionics Maintenance Technician	Mechanical Technician; Chemical Technician; Aircraft Reciprocating Engine Technician; Engineering Technicians; Aircraft Propeller Systems Technician; Aviation Machinist; Tool and Die Maker; Aircraft Interior Technician; Avionics Maintenance Technician; Aviation Welding Technician; Aircraft/Aviation Painter; Aircraft Simulator Technician; Aviation Electrical/Electronic Instrument Component Technician; Industrial Technicians and Technologists; Aviation and Aerospace Drafting Technicians and Technologists; Special Processes Technicians	GSE Mechanic; Baggage Systems Operators	Flight Instructor; Licensed Aviation Mechanic
Skill Level D – usually require secondary school and/or occupation-specific training	Aircraft Cleaners; Stores/Materials Specialists	Aircraft/Aviation Product Line Worker; Electrical/ Electronic Assembler; Mechanical Assembler; Structural Assembler; Aviation Stores Personnel; Aviation Tool Room Issuer; Materials Handling Worker; Composite Fabricator; Aviation Other Components Assembler; Aircraft Assembly Inspector	Refuelers; Ground Services; Aircraft Movement; Passenger Service Agent; Payload Handling; Aircraft Groomer; De-Icer	Airport Service Personnel; Linespersons

Environment Career Information Chart

Skill Level	Environmental Protection	Conservation and Preservation of Natural Resources	Environmental Sustainability
Management (subject experts but manage these activities)	Environmental Occupational Health and Safety Specialist; Hydrogeologist; Soil Conservationist; Waste Management Specialist; Environmental Engineer	Wildlife Biologist; Restoration Biologist; Wetland Biologist; Fisheries Specialist; Forester; Agricultural Specialist; Soil Scientist	Science Teacher; Environmental Training Specialist; Environmental Marketing Specialist; Public Relations Manager; Environmental Economist
Specialist (subject experts)	Industrial Hygienist; Remediation Specialist; Epidemiologist; Meteorologist; Hazardous Materials Specialist; Environmental Auditor; Environmental Lawyer	Zoologist; Oceanographer; Botanist; Arborist; Entomologist; Agronomist; Geologist; Geophysicist; Environmental Compliance Specialist; Ecologist	
Technical	Air Quality Technician; Water and Wastewater Laboratory Technician; Industrial Waste Inspector; Environmental Planner; Environmental Technician; Pollution Control Technologist	Landscape Architect; Forestry Technician; Agriculture Technologist; Geological Technician	

International Trade Occupations Information Chart

Area	Entry Level	Operational Level	Management Level
International Sales & Procurement	Accounting Clerk; Executive Assistant	Export Sales Representative; International Trader; Foreign Trade Consultant; Fashion Buyer; Purchasing Officer; Food Products Sales Representative	International Sales Manager; Procurement Manager
International Operations Management	Accounting Clerk; Executive Assistant	Project Director; International Management Consultants	Country Manager
International Logistics	Accounting Clerk; Executive Assistant	International Shipping Specialist; Customs Broker; Customs Inspector	Corporate Logistics Manager
International Financial Services	Accounting Clerk; Executive Assistant	Foreign Investment Analyst; Commercial Bank Officer; Central Bank Officer; Insurance Agent; Risk Analyst	International Treasurer
Foreign Trade & Investment Accounting	Accounting Clerk; Executive Assistant	International Tax Accountant; International Consolidation Accountant; Transfer Pricing Specialist	
International Law	Legal Assistant; Executive Assistant	Commercial Trade Lawyer; International Investment Lawyer; International Regulatory Lawyer	
International Electronic Infrastructure Specialists	General Office Clerk; Executive Assistant	Electronic Communications Specialist; Information Technology Specialist; Satellite Applications Specialist	
Market Access & Trade Promotion	General Office Clerk; Executive Assistant	Trade Analyst	Foreign Service Officer – Trade Commissioner
Activities Related to International Affairs	Legal Assistant; Executive Assistant	Economic/Social Development Officer Environmental Research & Regulation Consultant; International Education Consultant; Democracy & Government Assistance Officer	

Public Relations Information Chart

Level	Job Title
Executive	Vice-President, Corporate Communications; Manager, Public Affairs; Director, Community Relations; Director, Corporate Sponsorship; Vice-President, Public Relations
Supervisory/Specialist	Supervisor, Customer Relations; Industry Relations Consultant; Member Relations Advisor; Media Relations Specialist; Public Affairs Supervisor
Skilled Worker	Coordinator, Investor Relations; Coordinator, Web Site Development; Special Events Officer; Donor Relations Assistant; Internal/Employee Communications Officer; Government Relations Officer

Software Information Chart

Grouping	Streams	Executive/Management	Technical/Specialist
Informatics Technical	Software Design & Delivery; Analysis Design; Analysis Programming; Programming Web Design	Project Manager – Computer Systems	Computer Software Engineer; Applications Analyst – Computer Systems; Programmer Analyst; Application Programmer; Web Designer
Informatics Evaluation	Business Analysis & Service Level Management; Capacity & Performance Technical Architecture	Project Manager – Computer Systems	User Support Analyst; Computer Hardware Engineer; Computer Systems Engineer
Informatics Business	Informatics Management; Informatics Consultancy; Problem Management; Project Management	Data Processing Manager Systems Development Manager Information Systems Manager Project Manager	Computer Consultant ; Informatics Consultant ; E-Commerce Consultant ; Client Support Representative; Project Support Specialist
Informatics Operations	Operations Routine; Systems Programming; Audit	LAN Manager	LAN Administrator; Network Operator; Network Developer; Scientific Programmer
Informatics Integrity	Network Support; User/Technical Support; Help Desk; Security; Quality Assurance; Testing	Quality Manager; Information Systems Manager	Network Analyst; Capacity Planner; Support Analyst; Security Analyst; Informatics Quality Assurance; Technical Analyst
Informatics Data	Data Administration; Database Administrator	Data Manager; Data Warehouse Manager	Database Analyst; Data Dictionary Administrator; Database Administrator; Systems Engineer
Informatics Education	Education/Training Management; Technical Writing	Training Manager	Training Coordinator; Staff Development Officer; Technical Writer; Documentation Support Writer

Supply Chain Logistics Information Chart

Skill Level	Warehousing & Distribution	Traffic & Transportation	Purchasing	Inventory Management & Control	Production & Materials Movement
Entrepreneur	Owner/ President – Warehouse; Owner/President – International Freight Forwarding	Owner/President – Transport Company (Trucking, Rail, Air, Maritime); Owner/President – International Freight Forwarding	Consultant; Vice President, Logistics; Vice President, Procurement; Vice President, Supply	Consultant; Vice President/Director of Warehousing and Distribution; Vice President, Supply	Vice President, Manufacturing; Vice President, Production
Manager	Director, Warehouse Operations; Warehouse Manager; Warehouse Operation Manager; Loss Prevention Manager	Fleet Manager; Terminal Manager; Traffic Manager	Director of Logistics; Maintenance Manager; Purchasing Officer; Purchasing Manager	Director/Manager; Warehouse and Inventory Manager	Assembly Line Manager; Manufacturing Manager; Production Manager
Specialist	Packaging Supervisor; Bulk Product Handling Systems Engineer	Rates Analyst; Customs Broker; Account Manager; Broker; Routing Specialist; Air Freight Specialist (Freight Forwarding); Ocean/Surface freight Specialist (Freight Forwarding)	Buyer; Contract Administrator; Cost Analyst; Purchasing Coordinator	Inventory Method Analyst; Inventory Planner; Senior Inventory Analyst	Cost Analyst; Master Production Scheduler; Production Planning Engineer
Supervisor/ Team Leader	Receiver; Shift Leader Shipper; Systems Supervisor; Warehouse Supervisor	Coordinator; Dispatcher; Foreman; Stores Administrator; Shipper/Receiver	Purchasing Manager; Purchasing Supervisor; Regional Representative; Senior Buyer	Coordinator; Foreman/Supervisor; Inventory Verification; Team Leader; Purchaser	Forecaster; Foreman; Production Supervisor; Shift Supervisor; Supervisor

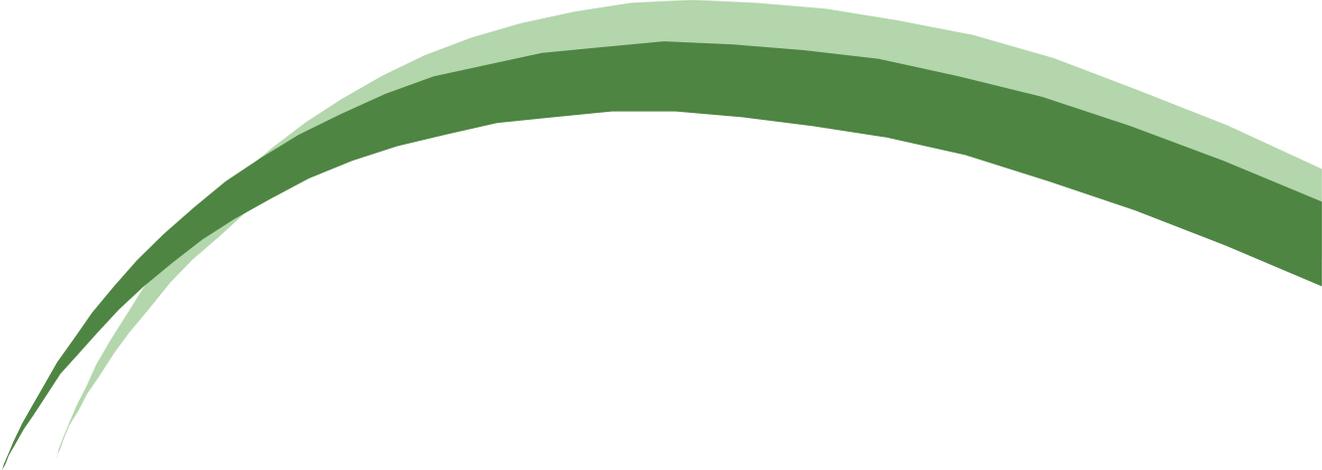
Skill Level	Warehousing & Distribution	Traffic & Transportation	Purchasing	Inventory Management & Control	Production & Materials Movement
Skilled Worker	Lead Hand Shipper; Loader; Picker; Stacker; Stock Selector	Brokerage Clerk; Claims Clerk; Driver; Rates Clerk; Truck Driver	Buyer; General Purchasing Clerk; Marketer; Purchasing Clerk	Analyst; Inventory Control Analyst; Inventory Analyst Receiver	Analyst; Assembler; Production Planner; Senior Scheduler
Entry Level Worker	Forklift Operator; Issue Clerk; Labourer; Order Picker; Receiving Clerk	Dock Hand; Freight Checker; Shipping Clerk; Swamper; Yard Driver	Analyst; Catalogue Clerk; Data Entry Clerk; Expediting Clerk; File Clerk	Asset Control Clerk; Inventory Clerk; Inventory Counter; Inventory Verifier; Order Clerk	Assembler; Data Entry/Scheduler; Office Clerk; Picker; Station Packer

Tourism Information Chart – Part A

	Front-Line/Operational	Supervisory
Accommodation (Front Office)	Front Desk Agent; Guest Service Attendant; Switchboard Operator; Concierge; Reservations Clerk/Agent; Sales Co-ordinator; Valet; Camp Attendant	Chief Concierge/Guest Services Manager; Public Relations Manager; Sales Manager; Assistant Front Office Manager; Night Manager; Switchboard Manager; Reservations Manager; Camp Counsellor
Food and Beverage Services	Foodservice Helper/Busperson; Food and Beverage Server; Bartender; Wine Steward; Doorkeeper/Bouncer; Dishwasher/Potwasher; Cook (1 st , 2 nd , Camp, Chef de parti, journeyman cook)	Food and Beverage Service Supervisor; Maître d'Hôtel; Host/Hostess; Catering Functions Supervisor; Sous Chef; Assistant Chief Steward; Merchandising Outlet Supervisor
Travel Trade	Reservations Agent; Retail Sales Associate; Travel Counsellor; Tour Guide/On Road Guide; International Counsellor; Sales Representative	Tour Planner; Group Sales Representative; Commercial Account Specialist; Incentive Travel Specialist; Destination Development Specialist; Tour Director; Tour Operator; Sales & Marketing Supervisor
Transportation (Ground)	Rental Agent (Car or RV); Ticket (Reservation) Agent; Customer Service Agent; Meet and Assist Guide; In-transit Attendant; Taxi Cab Driver; Transfer Officer/Agent	Road Supervisor; Driver Guide/Step on Guide; Market Research Supervisor; Public Relations Supervisor; Advertising Supervisor; Training Representative; Motor Coach Driver
Attractions	Attraction Facility Guide/Greeters; Retail Sales Associate; Food & Beverage Servers; Gate/Cash Attendant; Concession Attendant; Ride Operators; Assistant Floor Person (casino); Cultural Artist/Craftsperson; Casino Slot Attendant; Food Server Counter Attendant	Ride Operations Supervisor; Concession Operator; Casino Dealer; Amusement Park Supervisor; Public Relations Assistant; Human Resource Assistant; Shift Supervisor; Maintenance/Grounds Supervisor
Events and Conferences	Concession Attendant; Convention/Meeting Services Guide; Destination Services Representative (Guide on hotel or airport); Sales Representative; Registration Clerk; Audio-visual Technician; Security Officer; Special Events Co-ordinator	Convention/Meeting Planner; Functions Co-ordinator; Program Specialist (AGM business meeting); Catering Co-ordinator (Facility); Banquet Supervisor (Site changes); Sales Manager; Special Events Manager
Adventure Tourism and Recreation	Retail Sales Associate; Recreational Facility Attendant; Heritage Interpreter; Rental/Repair Technician; Local Tour Guide	Outdoor Adventure Guide; Outdoor Sport/Recreational Instructor; Freshwater Angling Guide; Recreational Facility Supervisor; Marketing Supervisor; Hunting Guide
Tourism Services	Tourism/Visitor Information Counsellor (Info Centre, Auto Club, etc.); Information Centre Clerk/Guide; Retail Sales Clerk	Tourism/Visitor Information Centre Supervisor; Tourism Trainer

Tourism Information Chart – Part B

Management	Executive	Entrepreneurial
Front Office/Rooms Division Manager; Director of Sales and Marketing; Executive Assistant Manager; Convention Services Manager; Food and Beverage Manager	Hotel/Lodge Manager; Accommodation/Facilities Manager; Resident Manager; General Manager; Corporate Vice-president; Regional Manager of Chain	There are opportunities for business owners, developers and operators in every tourism sector.



CAREER DECISION-MAKING GUIDE

SECTION 2

2. KNOW THE LABOUR MARKET

To ensure that your choice is well-informed you will follow 3 steps:

1. Gather information from electronic, print and broadcast sources
2. Gather information from people: friends, relatives, employers, employees
3. Compare and rate your chosen options for a good career match

You have just come from SECTION 1. You're now clear about your values, characteristics, abilities and interests, and have a list of occupations that interest you.

IF YOU CHOOSE AN OCCUPATION NOW WITHOUT MORE INFORMATION, YOU MAY INVEST IN TRAINING OR JOB SEARCH ONLY TO FIND OUT

- **YOU CAN'T SURVIVE ON THE WAGES...OR**
- **THE TRAINING IS ONLY OFFERED OUT OF PROVINCE...OR**
- **THERE ARE DUTIES THAT YOU WERE NOT AWARE OF AND REALLY DON'T LIKE.**

***This section will help you make
a well-informed choice.***

Is this section really for you?

Here’s a quick check-in to see if this section is relevant to you:

1. *I know where to go for information on occupations*

No |-----| Sort of |-----| Yes

2. *I know what pieces of information are important to help me make a career decision*

No |-----| Sort of |-----| Yes

3. *I know websites that have the occupational information I need and I can find that information on the sites*

No |-----| Sort of |-----| Yes

4. *I know how to use my network of family and friends for information*

No |-----| Sort of |-----| Yes

5. *I know how to find employers and employees to interview for information on occupations*

No |-----| Sort of |-----| Yes

6. *I know the occupation I want to pursue and am ready to make an action plan to get to it*

No |-----| Sort of |-----| Yes

If you did **NOT** answer a full “YES” to one or more of these questions, then this section could be useful to you.

If all your answers were a full “YES”, you can go directly to **SECTION 3 (Career Goal and Action Plan)**

You research information for decision making all the time: to purchase a cell phone within your budget, to choose an apartment or house to live in, to choose the grocery store that suits your needs for products, price and location.

You already have research skills. But you may **NOT** have experience in using those skills to research occupational information. This section will show you how.

This section includes resources and activities that will help you gather the information you need to make good decisions.

a. WHAT I FOUND OUT WORKSHEET

b. INDIRECT OCCUPATIONAL INFORMATION – from Internet, publications and broadcast media

- Where to look
- What to look for

c. DIRECT OCCUPATIONAL INFORMATION – from people you know and people who know about the occupation

- Who to ask
- Where to find them
- How to do it
- What to ask
- Interview Notes Worksheet

d. MAKING COMPARISONS

- Comparing what you found and what you know about yourself
- Rating your options

e. RESOURCES

- ***Where to Go for What You Want*** – a chart of career websites and what's in them and notes of interest
- ***Career Exploration Websites*** – a list of alternative career websites with a brief description of each
- ***List of Canada's Sector Councils***

To start you will need your list of occupations of interest from **SECTION 1 – Knowing Yourself**.

Copy your list of occupations here.

These are the Occupations from my notes in **SECTION 1** that I want to explore:

- 1.
- 2.
- 3.
- 4.

You can choose to research any or all of your choices.

KEEPING TRACK OF YOUR INFORMATION

It is important to keep track of your information so you can compare it and use it for your career decision. You can keep track in 2 ways.



Print the Occupation pages from the websites you use. The employment resource centre staff can help. Keep your printed pages in this file for later when you are comparing and choosing.



Jot down information on each occupation on the worksheets provided on the next pages. It is helpful to write down your source in case you need to go back for more information.

Information may differ from different sources – you are gathering general information at this point. This will help you decide which occupation you want to pursue for a career and then you will investigate it in even more detail for your local situation.

For a list of **Career Exploration Websites**, please turn to the end of this section (beginning on page 52).

Worksheet: What I Found Out

Photocopy enough BLANK worksheets for each occupation you plan to research.

Occupation name: <i>(From your options list)</i>	What I found out <i>(List all that you found out – from as many sources as you went to.)</i>	Where I found out <i>(Write down your sources here)</i>
<ul style="list-style-type: none"> • Job description for the occupation: what do they do? 		
<ul style="list-style-type: none"> • Work conditions: outdoors, indoors, standing, sitting, lifting, writing, hands-on, driving, etc? 		
<ul style="list-style-type: none"> • Types of companies/ sectors where this occupation is found 		
<ul style="list-style-type: none"> • Education/training to get this type of work 		
<ul style="list-style-type: none"> • Earning potentials – entry levels and experienced 		

2. Know the Labour Market

<ul style="list-style-type: none">• Work prospects – will there actually be job openings?		
<ul style="list-style-type: none">• Mobility – in what locations are the most opportunities? Can you take this job to a different industry?		
<ul style="list-style-type: none">• Related opportunities in the industry or occupation		

OTHER NOTES...

Your First Resource: Indirect Occupational Information

Is it normal to feel stuck when thinking about job options? We all need to know where and how to get started.

INDIRECT SOURCES of information are good places to start. They include things like websites, newspapers, government bulletins, radio and TV.

Some sources have more information on occupations than others. In some sources the information are organized so it is easy to find.

Here are some good indirect information sources.

Where you Can Look	What you can look for
<p>http://www.workingincanada.gc.ca/home-eng.do?lang=eng to find occupation information from across Canada by city/town</p>	<ul style="list-style-type: none"> • Click on “Explore Careers” for information on wages, outlook, educational and skill/knowledge requirements • Click on “Job Market Trends” for labour market reports, to compare wages/outlooks by occupation or location and for projections of future labour market supply and demand • Click on “Find a Job” to identify actual postings in your city/town
<p>www.gov.mb.ca/lmi for information on occupations and future opportunities in Manitoba</p>	<ul style="list-style-type: none"> • The occupations described are relevant to Manitobans. • Find comparison charts of occupations with salary, number of employed and job prospects. • Choose to see occupations grouped by education level required for the job.
<p>www.alis.alberta.ca for information on occupations and future opportunities in Alberta</p>	<ul style="list-style-type: none"> • Occupational profiles with wages and salaries • Find services near you to access more career information • Relevant information to Albertans

There are many more **Career Exploration Websites**, please turn to the end of this section (beginning on page 52).

If you want more information from a specific sector like:

Construction



Automotive

Mining



Bus and Truck Drivers



Tourism



Oil and Gas



Technology in Environment



go to Additional Resources at the end of the section and look under ***“Where to go for What you Want”*** for the web address and notes.

You will also find a list of all the Sector Councils with websites and phone numbers.

When you are finished on the Internet you may want to look at **other indirect sources** like:

- **The government’s Labour Market Bulletin.** Look for companies that are expanding, closing or opening for clues on occupation and industry work opportunities.
- **Your local newspaper** in the employment resource centre or library. Notice stories about companies and occupations in the paper. There may be clues about industries that are growing, who may be hiring, jobs that are needed and occupations or industries that are shrinking or disappearing.

This type of information is called “DEMAND” – it refers to whether employers will be “demanding” people for certain jobs. It is helpful to know this before you choose a career.

TIP

Remember to record any relevant information you gather on your “What I Found” Worksheet for each occupation you research.

Your Next Resource: Direct Occupational Information

Indirect sources of information are great, but it's REALLY important to check out that information with actual employers, employees and educators who work in the field locally. The information you've found from indirect sources may not be complete, may not quite match local realities or might not be fully up-to-date. Direct sources can help you be sure you've got the whole picture.

DIRECT INFORMATION comes from people – and people can provide important information you can't find from indirect sources.

Information Interviewing

Why use information interviewing?

...because **you choose who to interview and what questions to ask.**

- You get first-hand, realistic information and can observe the work site if you go there for the interview.
- You can build more contacts. The person being interviewed may refer you to others who could help you.
- You can practice your interviewing skills without the stress of “the real thing” (a job interview).
- You can hear how others developed their career paths. You can gain important information such as:
 - what kind of personality style is best for this type of work? What do you need to care about?
 - what about the work is most rewarding?



Who can you ask?

People in general are eager to help others, especially if they have information to share. You can get valuable information from:

- People who work in the occupation or a similar occupation
- People who hire the people in the occupation
- Union members or association members
- Teachers or trainers in your occupational field of interest
- Student graduates in your field of interest

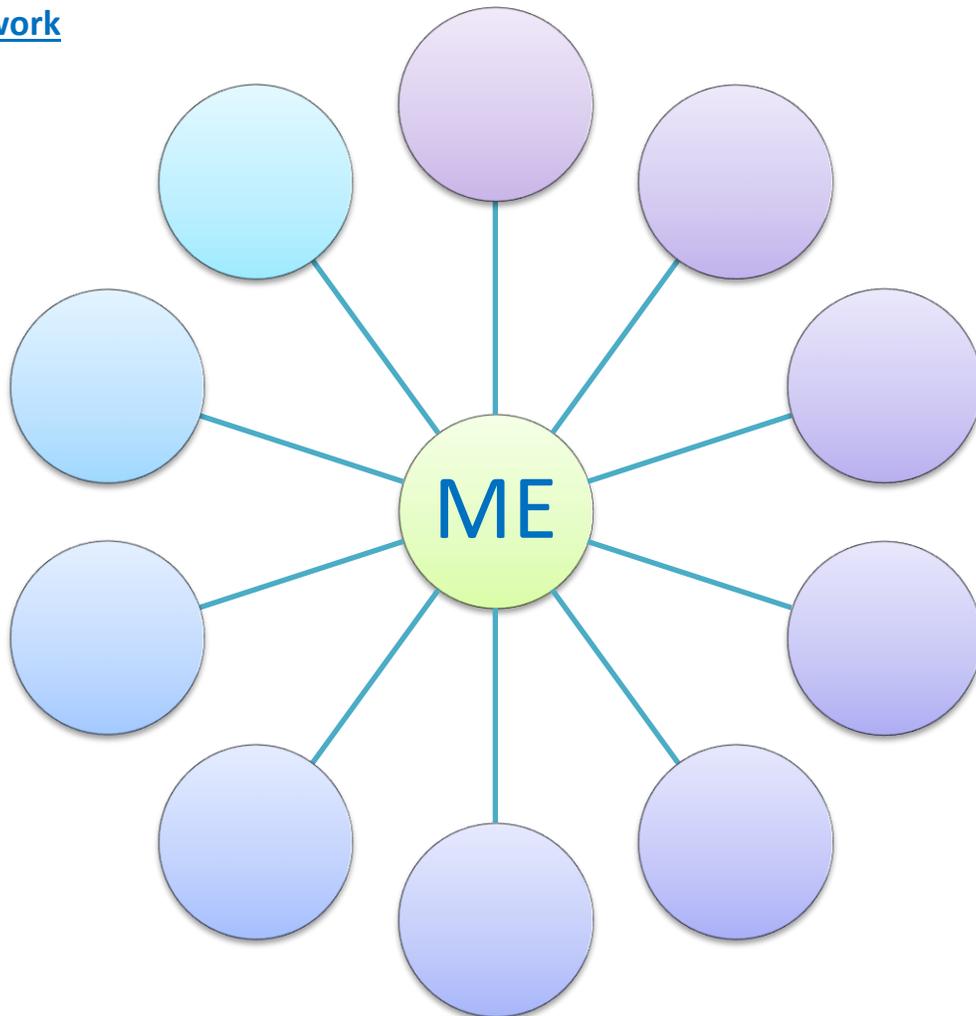
Where to Find People to Interview

You can find the names of people who work in this field or companies who hire this occupation from:

- your yellow pages or local business directory (ask resource centre staff for this)
- the local education institutions could connect you with graduates in this field
- your local union, association or apprenticeship office (found on your labour market site or yellow pages)
- your network of friends, family or acquaintances.

Don't forget that family and friends often know someone who knows someone who can connect you with someone to interview. It is a nice way to get started with your research task. Make a map of your family, friends and acquaintances whom you could call on for help:

My Network



You may be nervous about doing such an interview, but just about everyone is. Here are some TIPS for you...

How to conduct an informal interview

1. **DECIDE** what job or field of work that you want to learn about.

2. **IDENTIFY THE PEOPLE TO INTERVIEW.** Call the business and ask for the name of the person who is in charge of the unit, department, or the occupation that you are interested in.

3. **PREPARE FOR THE INTERVIEW.** Read all you can about the job or industry before going to the interview.
You can look at the sector website or a company website for information. Decide what information is important to know about the job, and prepare a list of questions that you would like to have answered. Take the list with you to the interview. There are some suggested questions on the next page.

Example of Questions to Ask in an Informational Interview

Occupation-specific questions

- On a typical day in this position, what do you do?
- What training or education is required for this type of work?
- What personal qualities or abilities are important to being successful in this job?
- What are the ideal qualifications for someone in this job?
- What kind of education/training is needed for this position?
- What part of this job do you find most satisfying? Most challenging?
- How did you get your job?
- How do you see jobs in this field changing in the future?
- Is there a demand for people in this occupation?
- With the information you have about my education, skills, and experience, what other fields or jobs would you suggest I research further before I make a final decision?

Career questions

- What opportunities for advancement are there in this field?
- What are the salary ranges for various levels in this field?
- What are the basic education/training/experience prerequisites for jobs in this field?
- What special advice would you give a person entering this field?
- Which professional journals and organization would help me learn more about this field?
- What do you think of the experience I've had so far in terms of entering this field?
- From your perspective, what are the problems you see working in this field?
- If you could do things all over again, would you choose the same path for yourself? Why?

4. **SET UP THE INTERVIEW.** Contact the person by phone or letter to set up a time and place for the interview. Some interviews will be face-to-face, but others may be conducted over the phone. Ask to meet with the person for 15 to 30 minutes at the person’s convenience.

How to ask for help

Asking for Help. If you are going to ask on the phone or in person, try one of these, but practice before you do it for real:

“I am interested in finding out more about _____ and I thought you would be a good person to ask because _____.”

“I’m looking for ideas about _____ and I thought of you as someone who might know _____.”

“I know you might be able to give me some good advice about _____ because you _____.”

5. **DO THE INTERVIEW.** Dress suitably and arrive 10 to 15 minutes before the set time. In short, prepare the same as you would for an actual job interview. Refer to your list of questions, but don’t be afraid to let the conversation flow or to ask follow-up questions. Use your **“Interview Notes”** Worksheet (next page) to make notes either during or immediately after each interview. You may ask the person to suggest the names of others who might be able to provide you with more information. Keep your meeting to the amount of time that you requested.
6. **RECORD WHAT YOU’VE LEARNED.** Immediately after the interview record any relevant information to your **“What I Found Out” Worksheet** (page 37-38) for that occupation.
7. **SEND A THANK YOU NOTE** to each person you interviewed.

Comparison Chart

To help in your decision-making, gather your “What I Found Out” Worksheets for each occupation you researched and use them to fill in this chart.

	Occupation #1	Occupation #2:	Occupation #3:	Occupation #4:
What duties am I really looking forward to?				
What part of this work suits my interests & abilities?				
What do I value that the company & employees value?				
Can I survive on the salary & benefits?				

2. Know the Labour Market

	Occupation #1	Occupation #2:	Occupation #3:	Occupation #4:
Does the work schedule suit my family life? Can it be worked out?				
What training/ education do I need?				
How much will this training/education cost me?				
Can I get the training/education locally? Where?				
Rate these occupations 1-4				

CONGRATULATIONS! YOU HAVE NOW COMPLETED SECTION 2. KNOW THE LABOUR MARKET.

You have rated your top occupations of interest and are now ready to move on to *SECTION 3. PUTTING IT ALL TOGETHER.*

Where to Go for What You Want

There is a danger in trusting one source of information – because this information will play a key role in your decisions. So it is important to dig for yourself, from several sources, for up-to-date information.

Resource Titles	What's Inside & Notes	What it's Good For
Government of Canada LMI info http://www.workingincanada.gc.ca/home-eng.do?lang=eng	<ul style="list-style-type: none"> Occupational information related to your own province 	<ul style="list-style-type: none"> Information wages, outlooks and projections by occupation and/or city.
Career Cruising www.careercruising.com	<ul style="list-style-type: none"> Career matchmaker – complete interest finding tool matched with occupations. Occupational profiles job description, work conditions, earnings, education/training, career paths, related jobs, links to other resources. 900 interviews with real people in the occupations. Education and apprenticeship information. 	<ul style="list-style-type: none"> Find out where your interests lie. Find matching occupations Find out from real people what it's like. Link to education, training, apprenticeship programs for where you can get education, length of training and cost.
Sector Council websites	<ul style="list-style-type: none"> Many have excellent career description sections. Many have job boards. Some examples: <ul style="list-style-type: none"> www.carsyouth.ca – profiles with job titles, skills, duties, salary, related occupations and check your interests www.careersinconstruction.ca – huge range of occupation descriptions, wages, career paths, training, videos real life interviews, outlook by province www.careersinoilandgas.ca – career profiles of real people in occupations, education options and where to go for them www.acareerinmining.ca – in Career Paths find great descriptions of occupations and their career pathways In Employment Profiles read career profiles of real people and see salary card – chart of salaries for the occupations 	<ul style="list-style-type: none"> Career descriptions – duties, skills and training – are usually more up-to-date than national occupational sites. If there is a job board it will give you company names – good for information interviewing and for finding out which provinces hire more. Any salaries need to be checked against the salaries in your own region. Any provincial associations and marketing organizations on these sites are good for information interviews about job

	<ul style="list-style-type: none"> ▪ www.cthrc.ca – Take a tourism career quiz, Tourism Career profiles, Formal Education tourism programs and institutions, tourism training and certification programs, Job search websites; in Resources you will find provincial associations and marketing organizations ▪ http://truckingcareers.ca – ‘Career Paths’ has an organization chart of occupations in different sections of the industry with link to description of each one, video gallery of real people in the industry ▪ www.driveabus.ca – occupations in the industry, benefits, working conditions, where the jobs are – employers in your province, training needed ▪ www.eco.ca 100 environmental occupations (have to sign in) ▪ www.canadian-forests.com information on forest industries, associations, education, job opportunities 	<p>opportunities and wages and training and hiring practices.</p>
<p>Essential Skills Profiles</p> <p>http://www.hrsdc.gc.ca/eng/workplaceskills/LES/profiles/profiles.shtml</p>	<ul style="list-style-type: none"> • Essential skill requirements for hundreds of occupations 	<ul style="list-style-type: none"> • Find out what is required in specific occupations in terms of reading, writing, document use, numeracy, oral communication, thinking, working with others, computer use and continuous learning.
<p>NOC - National Occupational Classification</p> <p>www5.hrsdc.gc.ca/noc/english/noc/2006</p>	<ul style="list-style-type: none"> • Description of occupations and job titles with learning and experience needed. • Choose “Search the NOC” at very top of left menu. • Choose “Index of Titles” for your search and look alphabetically at hundreds of job titles. Or choose “Structure” for your search. You can ask to search by skill type (pick your area of interest) and skill level (pick the level of training you have or want). 	<ul style="list-style-type: none"> • Find a large list of jobs titles. • Find related fields to consider for work in the section: “Classified Elsewhere.” • No job prospects here. Not as up-to-date as many sector council websites or Career Cruising.
<p>Career Destination Manitoba</p> <p>www.careerdestination.ca</p>	<ul style="list-style-type: none"> • Career information from real people with real jobs in the province of Manitoba 	<ul style="list-style-type: none"> • Real life information from actual workers doing jobs in various sectors • Information on their education, salaries and current jobs

Career Exploration Websites

Career Cruising

www.careercruising.ca

You need an I.D. and password from resource centre staff. Occupational Descriptions, career quizzes, educational institutions and videos of working people.

Career Development in Manitoba

www.manitobacareerdevelopment.ca

Career decision making model designed to guide you through life long career development.

Monster.ca

Content.monster.ca

Access a wealth of job descriptions as well as self-assessment quizzes.

Workinfontet.ca

www.workinfontet.ca

In the Occupations & Careers section you can assess your skills and match your interests and personality to potential professions.

Youth Employment Information

www.youth.gc.ca

How to plan your career, learn about your interest and skills, and much more.

DiscoverIT.org

www.DiscoverIT.org

A site where Canadian high school students can explore the world of software careers and get more information on the career plans, educational programs and financial support goals.

Skills Canada

www.skillscanada.com

Information regarding the many skilled trades and technologies careers available to young Canadians and upcoming events.

Look Ahead, Get Ahead

www.cthrb.ca

A complete suite of tools showing the depth and diversity of technology careers.

The Canadian Apprenticeship Forum

www.caf-fca.org

Find links to all Provincial/Territorial apprenticeship branches and key industry partners.

Career Directions

www.careerccc.org/careerdirections

Provides detailed information on 186 occupations which do not require a university degree.

Working in Canada

www.workingincanada.gc.ca

A career tool to help you plan for your future. It provides useful information about 226 occupational groups and describes the work experiences of recent graduate from 155 programs of study.

Career Destination Manitoba

<http://www.careerdestination.ca>

A site that provides career advice from real people in real jobs in Manitoba. Also learn about the skills, education and abilities you need to be successful.

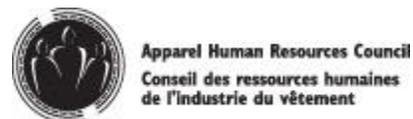
List of Canada's Sector Councils

Members

Aboriginal Human Resource Council
<http://www.aboriginalhr.ca>
 Tel: (306) 956-5360



Apparel Human Resources Council
<http://www.apparel-hrc.org>
 Tel: (514) 388-7779



BioTalent Canada
<http://www.biotalent.ca>
 Tel: (613) 235-1402



Canadian Agricultural Human Resource Council
<http://www.cahrc-ccrha.ca>
 Tel: (613) 745-7457



Canadian Apprenticeship Forum
<http://www.caf-fca.org>
 Tel: (613) 235-4004 ext. 202



Canadian Automotive Repair and Service Council
<http://www.cars-council.ca>
 Tel: (613) 798-0500



Canadian Aviation Maintenance Council
<http://www.camc.ca>
 Tel: (613) 727-8272



Canadian Council of Professional Fish Harvesters

<http://www.ccpfh-ccpp.org>

Tel: (613) 235-3474



Canadian Food Industry Council

<http://www.cfic-ccia.ca>

Tel: (416) 675-3115



Canadian Plastics Sector Council

<http://www.cpssc-ccsp.ca>

Tel: (613) 231-4470



Canadian Printing Industries Sector Council

<http://www.cpisc-csic.ca>

Tel: (613) 688-0293



Canadian Steel Trade and Employment Congress

<http://www.cstec.ca/>

Tel: 416-480-1797 ext. 223



Canadian Supply Chain Sector Council

<http://www.supplychaincanada.org>

Tel: 905-897-6700



Canadian Tourism Human Resource Council

<http://www.cthrc.ca>

Tel: (613) 231-6949



Canadian Trucking Human Resources Council

<http://www.cthrc.com>

Tel: (613) 244-4800



Child Care Human Resources Sector Council

<http://www.ccsc-cssge.ca>

Tel: (613) 239-3100



Construction Sector Council

<http://www.csc-ca.org>

Tel: (613) 569-5552



Contact Centre Canada

<http://www.contactcentrecanada.ca>

Tel: (613) 232-2063



Council for Automotive Human Resources

<http://www.cahr-crha.ca>

Tel: (416) 621-2614



Cultural Human Resources Council

<http://www.culturalhrc.ca>

Tel: (613) 562-1535



ECO Canada

<http://www.eco.ca>

Tel: (403) 233-0748



Electricity Sector Council

<http://www.brightfutures.ca>

Tel: (613) 235-5540



Food Processing HR Council

<http://www.fphrc.ca>

Tel: (613) 237-7988



Forest Products Sector Council

<http://fpsc-cspf.ca>

Tel: 613-234-0901



Forum for International Trade Training

<http://www.fitt.ca>

Tel: (613) 230-3553



HR Council for the Nonprofit Sector

<http://www.hrcouncil.ca>

Tel: (613) 244-8332



Information and Communications Technology Council

<http://www.ictc-ctic.ca>

Tel: (613) 237-8551



Mining Industry Human Resources Council

<http://www.mihrc.ca>

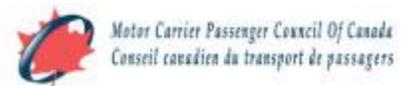
Tel: 613.270.9696, Ext 23



Motor Carrier Passenger Council of Canada

<http://www.busouncil.ca>

Tel: (905) 884-7782



Petroleum Human Resources Council of Canada

<http://www.petrohrsc.ca>

Tel: (403) 537-1230



Police Sector Council
<http://www.policecouncil.ca>
Tel: (613) 729-2789



Textiles Human Resources Council
<http://www.thrc-crhit.org>
Tel: (613) 230-7217



Wood Manufacturing Council
<http://www.wmc-cfb.ca>
Tel: (613) 567-5511



Asia-Pacific Gateway Skills Table
<http://www.apgst.ca>



Association of Canadian Community Colleges
<http://www.accc.ca>



Canadian Council of Technicians and Technologists
<http://www.cctt.ca>

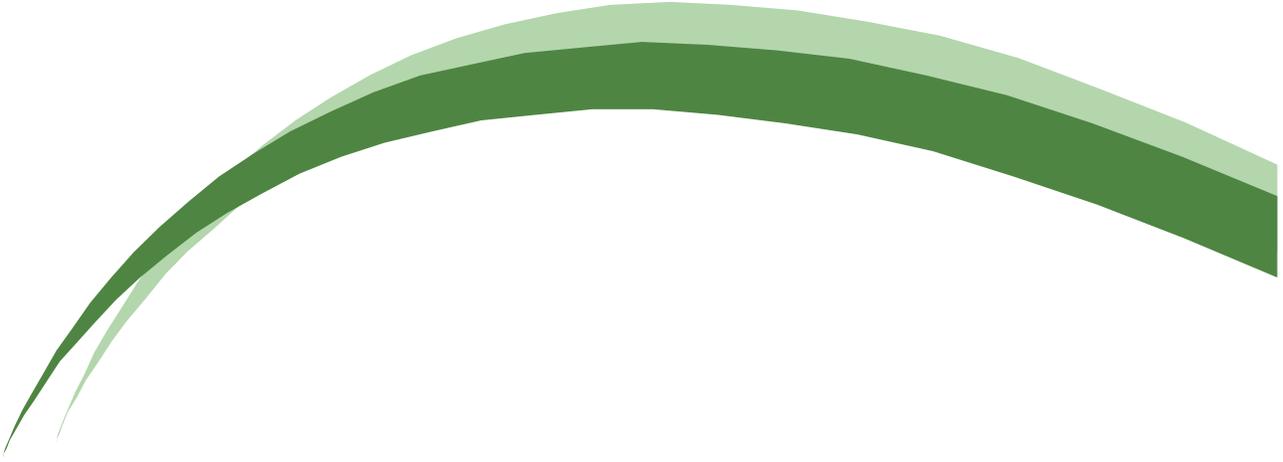


Engineers Canada
<http://www.engineerscanada.ca>



Installation, Maintenance and Repair Sector Council
<http://www.imrsectorcouncil.ca>





CAREER DECISION-MAKING GUIDE

SECTION 3

3. PUT IT ALL TOGETHER

Based on all the information you have gathered, you will now do the following:

1. Set a career goal
2. Develop an action plan

Is this section really for you?

All the work you have done in the first two sections has helped you to see the type of career you want to have. You have identified and researched occupations that fit with your personal profile. You have taken important steps toward a satisfying career.

Here's a quick check-in to see if this section is relevant to you:

1. I am pretty clear on the kind of career I want.

|-----|-----|
 No Sort of Yes

2. I have identified one occupation that I think is right for me.

|-----|-----|
 No Sort of Yes

If you answered "SORT OF" or "NO" to either of these questions, you may be still debating between a few occupations. If so, go to the next page and then use the Decision Making Worksheet (page 64) to help you make a decision.

IF YOU ANSWERED "YES" TO THESE TWO QUESTIONS, you are ready to set your career goal and develop your action plan. You can go directly to page 68 to get started.

For each occupation you're considering, you'll want to look at it in the context of what's important to you personally. Here's an example of the kinds of things you may want to consider. The Decision-Making Worksheets on the next pages will help you:



Decision Making Worksheet

List the occupations that had the highest ratings from your Section 2 research.

These Occupations are the HIGHEST RATINGS from my Section B research:

- 1.
- 2.
- 3.

This worksheet will help you to decide which among these options is likely going to be the best fit for you. Remember, as much as making a decision for a career is important, if you make the wrong choice initially, it's not fatal. Keep in mind that the choice you are making now doesn't have to be perfect. It is the best you can make based on what you know about yourself and the labour market at this moment.

The information you researched in Section 2 has provided you with a good foundation of information, but there are other personal factors you can now add to help you make your decision. Complete this worksheet (pages 64-67) and then consider how your answers may help you decide between the 3 occupations listed above.

Places of Work - My Preferences

Your work environment is where you'll be spending your working hours, so ideally it's somewhere you feel good. Think about what is important to you. Do you need to be outdoors? Do you want a lot of windows? Would you be happier at a desk in your own private area, or working side-by-side with others? Is it important that you get to move around a lot?

In terms of work environment or atmosphere, I know I want:

I may need/want to find out more about:

Where to go:

- Ask local employers and employees.
- Find local companies in yellow pages and use your information interviewing skills to gather information.

Local Opportunities

You may be happy to move to find the work you want, or it may be important for you to stay in your own community. Either way, you need to know what is available locally.

In terms of local job opportunities for the 3 occupations I'm considering, I know

I may need/want to find out more about:

Where to go:

- Ask local employers and employees.
- Find local companies in yellow pages and use your information interviewing skills to gather information.

Education-Training- My Preferences

It's important to know as much about the educational requirements of the occupations you're considering and how easy/hard it will be for you to meet them.

Do you know...whether you'll need upgrading before you can start occupational training? How many years/months are you willing to spend on training? How far can you travel to do your training? What funding options are available to you to pay for training?

I may need/want to find out more about:

Where to go:

There is a list of **EDUCATIONAL INSTITUTIONS AND APPRENTICESHIP INFORMATION for your province** in the **Resources** at the end of SECTION 3 (page 75-76). To find out where you might study or train inside or outside of your province and information on requirements and funding, visit www.canlearn.ca.

Once you have a specific local training program in mind, visit their website, call them or – better yet – make an appointment to actually visit and talk to someone there. Find out about the program, entry requirements, how long it takes, what is expected of students, their approach to instruction, how much it costs, how to apply and when it starts.

Daily Activities- My Preferences

Too often, people train for careers only to find they don't actually like the work once they get there. Do you like to organize files, use large equipment, deal with the public or work at a computer screen? What daily activities are involved in the occupations you're considering?

In terms of daily activities, I know

I like : _____

I may need/want to find out more about:

Where to go:

- Ask local employers and employees.
- Visit <http://alis.alberta.ca/> and click on "Information on Occupations" for detailed information, including videos.
- Visit www.careercruising.ca for videos of working people. You need an I.D. and password from resource centre staff; Visit <http://www.careerdestination.ca/> for career advice from real people in real jobs right in Manitoba.

Working with Others- My Preferences

When it comes to work, are you a loner or do you need lots of interaction with others? Do you like a workplace with lots of talking and laughing, or do you prefer silence? Do you like to be supervised closely, or left to figure things out on your own? Do you want to be part of decision-making or do you want to just be told what to do?

In terms of working with others, I know I like:

I may need/want to find out more about:

Where to go:

- Ask local employers and employees.
- Visit <http://alis.alberta.ca/> and click on "Information on Occupations" for detailed information, including videos.
- Visit www.careercruising.ca for videos of working people. You need an I.D. and password from resource centre staff; Visit <http://www.careerdestination.ca/> for career advice from real people in real jobs right in Manitoba.

Looking at your worksheets, think about how the 3 occupations you're considering "fit" with your own personal preferences. With all the information you've gathered so far, you may be ready now to narrow down to one occupation (at least for now) that you want to pursue.

REMEMBER:

Every action or decision comes with a certain amount of risk. There is always a level of uncertainty that comes with career choices. Trust your capacity to decide, learn and adapt to change.

The next page brings you to the last part of this guide: Goal setting and action planning.

Setting a Career Goal and Planning Action

Career goals are goals that you set for your career path. They can be anything from your career choice to where you want to be in your career in a certain number of years. A career goal is identifying in which fields and occupations you want to spend your working life. Setting a goal will help you define what you want to achieve in a more specific way.

Here are a few examples of career goals:

I want to be a medical assistant and work in hospitals

I want to be a welder and work in construction

I want to be a graphic designer and have my own company

Based on the research and thinking you have done previously, write your career goal. It could be short term, anywhere from tomorrow to six months from now, longer term 2 - 5 years, or a lifetime goal. Then, the action plan will define some stepping stones to get where you want to go.

My Goal Statement

Regardless of the kind of goal, developing an action plan will often make the difference between moving forward and stalling. There are a lot of examples showing that those who develop and record a concrete plan for reaching a goal are much more likely to attain it.

Action Plan

An action plan starts with the goal statement. Write your goal statement.

My Goal:

What do you need to do to reach that goal? List all the action steps that you will have to take to reach your goal. Be attentive to timing here: some actions may need to happen before others (like getting formal training before looking for a job).

	Action steps	Do this by	Result	Done
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

3. Putting It All Together

While you are developing your action plan, do you anticipate any challenges or barriers that you may have to overcome in implementing your action plan? It is important to be aware of the possible difficulties ahead of you so you can be prepared and overcome them faster.

List the possible challenges/barriers you may encounter and how you plan to overcome them.

Possible barriers to overcome <i>e.g. I don't know how to register for a program.</i>	Plan to overcome the barriers <i>e.g. I will go to the college (or phone) and ask.</i>

While you may start your plan with a lot of enthusiasm, for many reasons, you may experience a decrease of motivation over time. Is there anything that would help you stay motivated along the way? It could be a periodic reminder of your goal, a reward for a successful step, a friend who could encourage you, etc. List ways that you think may help you to keep motivated and moving forward to reach your goal.

How I will stay motivated <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Reaching your goal will take time, energy, effort and maybe money. Think about how you will reward yourself for completing your goal. Knowing that this reward is waiting for you can help to keep you going in difficult times. It is up to you...

Reward for completing my goal

An action plan needs to be monitored, followed-up and adapted if needed. This last box presents some follow-up questions that you could be ask yourself to ensure your action plan is still relevant.

My Plan in Progress

What new pieces of information could I add to my plan (put in my portfolio or journal)?

How will the new information change my plans?

How far away am I from reaching my goal? Do I need to do anything to ensure I will meet my goal?

Have I reached my goal? If not, what is keeping me from moving forward?

If I have reached my goal, do I have/do I need a new goal? (Remember to start the decision-making process again).

I will evaluate my progress again in (days, weeks, month and year).

Adapted from: *The Life-Work Portfolio*, by Catherine H. Van Dyke, Judith Hoppin and Nancy Perry. Washington, DC: NOICC, 1995.

You have now completed the whole process of career decision making. Hopefully, you are comfortable with your choice and sometime down the road, you will have reached your career goal.

Keep in mind that building a career is an ongoing lifelong process that will lead you to work satisfaction as long as it is based on a good understanding of yourself and the labour market.



Alberta Education Institutions

- <http://alis.alberta.ca/index.html> - The Alberta Learning Information System (ALIS) provides all kinds of information to help you plan for and pay for your education and training.
- <http://www.canlearn.ca/eng/index.shtml> - CanLearn is a federal site devoted to supporting Canadians in their education and training. It includes a wide range of information on planning for, financing and succeeding with education and training.
- Contact, or better yet, visit the post-secondary institution you're considering. Addresses and phone numbers are available on their respective websites:

Universities

- Athabasca University:
<http://www.athabascau.ca/>
- Grant MacEwan University:
<http://www.macewan.ca/>
- Mount Royal University:
<http://www.mtroyal.ca/>
- University of Alberta:
<http://www.ualberta.ca/>
- University of Calgary:
<http://www.ucalgary.ca/>
- University of Lethbridge:
<http://www.uleth.ca/>

Colleges

- Alberta College of Art and Design:
<http://www.acad.ca/>
- Bow Valley College:
<http://www.bowvalleycollege.ca/>
- Grand Prairie Regional College:
<http://www.gprc.ab.ca/>
- Keyano College: <http://keyano.ca/>
- Lakeland College:
<http://www.lakelandcollege.ca/>
- Lethbridge College:
<http://www.lethbridgecollege.ca/>
- Medicine Hat College:
<http://www.mhc.ab.ca/>
- Norquest College: <http://www.norquest.ca/>
- Northern Lakes College:
<http://www.northernlakescollege.ca/>
- Olds College: <http://www.oldscollge.ca/>
- Portage College:
<http://www.portagecollege.ca/>
- Red Deer College:
<http://www.rdc.ab.ca/Pages/default.aspx>

Alberta Apprenticeship Information

- http://www.tradesecrets.gov.ab.ca/index.html?page=index_content.asp
- This site provides information on finding work as an apprentice in Alberta, including education requirements, information on hiring apprentices and the list of trade certificates available.
- <http://alis.alberta.ca/ep/eps/tips/tips.html?EK=183> – This site offers information on Apprenticeship in Alberta, registering for an apprenticeship and finding an employer to hire you.
- <http://www.programs.alberta.ca/Living/Dynamic.aspx?N=770+126+535> – This site includes programs and services in Alberta for Apprenticeship in Alberta

Manitoba Education Institutions

- <http://www.edu.gov.mb.ca/ael/unicoll/index.html> - links to all universities, colleges, private vocational institutions, religious institutions, distance education, access programs and other public education and training providers in Manitoba
- <http://www.campusmanitoba.com/> - Campus Manitoba is a consortium of Manitoba's public post-secondary institutions. It serves as a conduit to provide access to college and university courses and programs for Manitoban and services that remove barriers and enable the achievement of educational goals. Toll free: 1-866-445-0063
- **Regional CMB centres** staffed by CMB coordinators provide academic and logistical support for students enrolled in Campus Manitoba and in distance learning courses at Red River College, Assiniboine Community College and University College of the North. Also access Off-Campus Library Services and an online Resource Directory.
- http://www.gov.mb.ca/tce/edu_train/index.html - The Government of Manitoba (Entrepreneurship, Training & Trade) website provides information on skills upgrading, post-secondary institutions, education and training for Aboriginal Peoples, adult learning and literacy, apprenticeship, prior learning assessment and recognition and financial aid. Click on "Education and Training" and choose "Learners".
- <http://www.canlearn.ca/eng/index.shtml> - CanLearn is a federal site devoted to supporting Canadians in their education and training. It includes a wide range of information on planning for, financing and succeeding with education and training.
- Contact, or better yet, visit the post-secondary institution you're considering. Addresses and phone numbers are available on their respective websites:

Universities

- Brandon University:
<http://www.brandonu.ca/>
- Canadian Mennonite University:
<http://www.cmu.ca/>
- Université Saint-Boniface:
<http://www.ustboniface.mb.ca/>
- University of Manitoba:
<http://umanitoba.ca/>
- University of Winnipeg:
<http://www.uwinnipeg.ca/>

Colleges

- Assiniboine College:
<http://public.assiniboine.net/default.aspx>
- École Technique et Professionnelle
- University College of the North:
<https://www.ucn.ca/ics>
- Red River College:
<http://www.rrc.mb.ca/>

Manitoba Apprenticeship Information

- <http://www.gov.mb.ca/tce/apprent/index.html> - Here you will find the information to get started as an apprentice, register for technical training, implement an apprenticeship program in your workplace, challenge the exam for your Certificate of Qualification and much more.
- www.apprenticemanitoba.ca - On this website, you'll find out what apprenticeship has to offer from real people involved in the skilled trades. Read their blogs to follow them on their journey, as they share their experiences getting hands-on training in actual workplaces.

Page Finder

Section 1: Know Yourself	5
Is this section really for you?	6
Values Worksheet	9
Personal Characteristics Worksheet	10
Abilities Worksheet	11
Interest Worksheet	12
Personal Profile Worksheet.....	13
Occupations of Interest	14
Career Exploration Websites	16
Sector Information Charts	17
Section 2: Know the Labour Market	31
Is this section really for you?	33
Worksheet: What I Found Out	37
Your First Resource: Indirect Occupational Information.....	39
Your Next Resource: Direct Occupational Information	43
Worksheet: Interview Notes	48
Comparison Chart	49
Where to Go for What You Want	52
Career Exploration Websites	54
List of Sector Councils	55
Section 3: Put it All Together	61
Is this section really for you?	62
Decision-Making Worksheet	64

Setting a Career Goal and Planning Action	68
Action Plan	69
Alberta Education Institutions.....	73
Alberta Apprenticeship Information.....	74
Manitoba Education Institutes	75
Manitoba Apprenticeship Information	76

Tracking Sheet Part 1: Career Decision Making

Assessing the Impact of Career Resources and Support across the Employability Dimensions

Please help us by keeping track of what resources (sections of your Guide, websites and people) you use to help you with your career goals throughout the research project. You will be asked for this sheet at the end of the study. Many thanks in advance!

YOUR NAME: _____

Put a check mark beside any resource you use. Add checkmarks for each time you use it.	✓✓ ✓
Career Cruising - www.careercruising.com	
Job Bank - www.jobbank.gc.ca	
ALIS – http://alis.alberta.ca	
CAREERinsite - http://careerinsite.alberta.ca/careerinsite.aspx	
MB Career Development – http://www.manitobacareerdevelopment.ca	
Working in Canada – www.workingincanada.gc.ca	
Sector Councils – www.councils.org	
Monster – www.monster.ca	
Manitoba Workinonet – www.mb.workinonet.ca	
Youth Employment Information – www.youth.gc.ca	
Essential Skills Profiles – http://www.hrsdc.gc.ca/eng/workplaceskills/LES/profiles/profiles.shtml	
Skills Canada – www.skillscanada.com	
Career Destination Manitoba – http://www.careerdestination.ca	
Canadian Apprenticeship Forum – www.caf-fca.org	
Career Directions – http://www.ccdf.ca/ccdf/wp-content/uploads/2010/12/Career_Directions_profiles.pdf	
MB Labour Market Information – www.gov.mb.ca/lim	
National Occupational Classification - www5.hrsdc.gc.ca	
CanLearn - www.canlearn.ca	
Websites - Education Institutions or Apprenticeship Information	
Other Resources (please tell us which ones)	

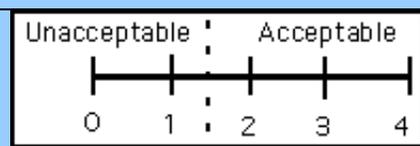
Put a check mark beside any person with whom you spoke about your career goal. Please add a checkmark for each time you connected with this person. Please also give us a 3-4 word description of the topic(s) discussed.	✓✓ ✓
Friends	
Prospective Employers	
Family Members	
Information Interviews	
Past Employers	
Referrals from any of the above to a source of information or a prospect for work	
Other	
Any other sources of help or support or information you used? If yes, please indicate below what or whom. Put a check mark for each time you used these sources	✓✓ ✓

Put a brief description of any other sources of help in the boxes below

Section 2: Know the Labour Market

In working through Section 2, to what extent have you completed the following activities?

How useful did you find the exercises?
 In responding, please use a two-step process.
(A) decide on whether the degree of usefulness was **acceptable** or **unacceptable**, then
(B) assign the appropriate rating:
 (0) unacceptable,
 (1) not really acceptable, but almost there,
 (2) minimally acceptable
 (but still OK otherwise it would be 1 or 2),
 (4) exceptional, or
 (3) somewhere between
 minimally acceptable and exceptional.



Activity	Didn't do it	Sort of did it	Did it thoroughly						
Section 2: Know the Labour Market									
• Is this section really for you assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				
• What I Found Out Worksheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				
• Your Next Resource: Direct Occupational Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				
• Where to Find People to Interview	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				
• Informational Interview	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				
• Interview Notes Worksheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				
• Comparison Chart	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				
• Where to go for what you want (lists of web sites)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				

