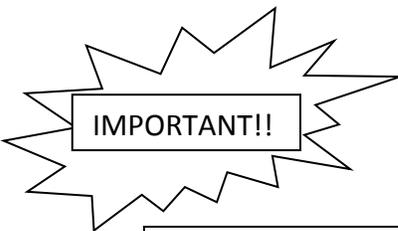


Working to Learn

Career Preparation WEX 12

Learning to Work

Career Portfolio Project



IMPORTANT!!

Before you begin, go to the Moscrop website and watch the informational Youtube Video that explains the details of this project. Please note that sections 1 & 2 have been slightly modified. Follow the instructions in this booklet carefully to avoid doing extra work.

<http://moscrop.sd41.bc.ca/>

DEPARTMENT > CAREER PROGRAMS > WORK EXPERIENCE 30 OR 90> scroll down to “Grade 12 Career Prep Project –WEX 12A (Due Date: _____)” This year’s due date will be announced here. You can access the project, the rubric and the video here as well.

You will also need the “Work Experience Orientation Booklet” that was given to you before your first work experience. If you’ve misplaced it, you will find a link to an online version at the above website and pathway.

Name: _____

Due Date: ___see Moscrop Website___

CAREER PREPARATION ONLINE PORTFOLIO PROJECT

The Importance of a Career Portfolio

A **portfolio** is a living and changing collection of records that reflects your accomplishments, skills, experiences and attributes. It can be a useful tool for marketing yourself to employers and post-secondary institutions. A portfolio does *not* replace a resume, but it can accentuate your abilities and what you can offer in the chosen field.

A portfolio is a multi-faceted way to organize your experiences, accomplishments, abilities and skills. It showcases your personality to potential employers and organizations and can help you prepare for an interview. It provides tangible proof of your skills and abilities and demonstrates to an employer that you are qualified for a specific job.

Career Cruising

Career Cruising is an excellent tool to help you build a Career Portfolio. We are using this online program because many Canadian post-secondary institutions are also using it in their career centers. The portfolio that you start to develop this year in Grade 12 can be maintained after high school as you will have continued access to it with all of your on-line devices.

The screenshot shows the Career Cruising website interface. At the top, there is a navigation bar with the logo "Career Cruising" on the left, and "Help", "My Account", and "Search" on the right. Below the navigation bar is a user profile section with a dropdown menu for "My Plan" and a navigation menu with "Assessments", "Careers", "Education", and "Employment". Below this is a secondary navigation bar with "My Plan", "Build My Resume", "Share My Plan", and "Print My Plan". The main content area is divided into several sections: "My Careers", "My Education", "My Education Plan", "My Goals & Plans", "My Activities & Experiences", "My Assignments & Activities", "My Journal", and "My Advisement Log". The "Career Matchmaker" section prompts the user to answer questions about their likes and dislikes to find careers that match up with their interests, with a "View More" button. The "Learning Styles Inventory" section prompts the user to learn more about their abilities and see how they compare to those used in careers that interest them, with a "Start Learning Styles" button. The "My Saved Careers" section lists "Chartered Accountant", "High School Teacher", and "Principal", with a "View More" button. The "My Saved Schools" section lists "Vancouver Island University" and "University of British Columbia - Vancouver", with a "View All Schools" button. The "My Saved Programs" section prompts the user to bookmark programs that interest them and record their thoughts about each, with a "Find Programs" button. A box on the right side of the screenshot contains the website URL "www.careercruising.com", the login name "Moscrop", and the password "Panthers".

INSTRUCTIONS:

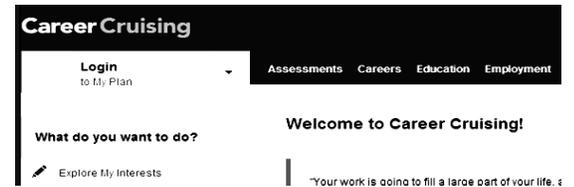
Follow the steps described below to build your online portfolio using www.careercruising.com

1. CAREER SEARCH- *find interesting careers that match your skills!*

a. Register – Create a username and password for MY PLAN (record this for future use)

b. Go to: CAREERS

Manually search for careers that you are interested in pursuing or learning more about. Choose at least 2 of your favourites and save to **MY PLAN**.



OPTIONAL: Need help identifying interesting careers? Use the assessments if you need suggestions on careers that may suit you according to your skills and interests.

Go to: ASSESSMENTS:

Complete the MATCHMAKER & MY SKILLS assessment

a. For Matchmaker: after 39 questions, click on “Answer more questions” to get a more accurate list of careers. Adjust the results by selecting appropriate levels of education you are considering. Then, review the list of suggested careers. You can choose the **two** that most interest you and **save** them to MY PLAN.

b. Open **MY PLAN**, select **My Journal** from the list on the left side of screen

- Add a new entry with the title: “My Strengths and Skills”
- Under this heading, list a **minimum of three** strengths and skills that you possess for each of the **two** Careers you chose. **Explain** why they will make you a good fit. Scroll to the bottom of the screen and **press save**. (*Quick example of skills: leadership, communication, team work. Refer to the Orientation Booklet - which can be found online - for additional suggestions.*)

2. BUILD YOUR PORTFOLIO OF EXPERIENCES

a. Open Career Cruising, open **MY ACCOUNT**, select **Profile** and enter your personal information: Name, Address (with Postal Code *Format: V5A 5T5*), Phone Number (*Format (999) 999-9999*) & Professional Email Address. You do not need to enter any of the other information unless you want to use this as a place to store dates and activities etc.

b. Select **MY PLAN** homepage, scroll to the bottom right of the screen

c. Upload and save copies of all your Work Experience evaluations and any of your personal certificates that you have received to **MY FILES**. Be sure that they are named & dated appropriately before you upload them (*Example: “Sport Chek, Sept 2017 Evaluation”*). (You may go to your Career Education office to get copies of your evaluations.)

Upload each document separately (*do not upload two work experience documents in one file*).

3. **JOB SEARCH**- Find real job postings for now & for your future career

Choose **one** of the two favourite careers that you saved to your plan above in Part 1.

Then, follow these instructions:

- a. Click on the job title
- b. Click on the *Find Jobs* button located on the left-hand side, inside the Job Search box
- c. Type “Vancouver” in the *Location* box and click on the *Find Jobs* button (If no jobs come up, go back to the previous screen and select another related career option, or nearest job match possible, from the drop-down menu beside your original career choice, and try again).
- d. **Print** the one job that is most interesting to you and attach this to your project
- e. Repeat steps a. – d. to find an *entry level job* that you could apply to *now* (no post-secondary needed). Areas like retail or sales, junior office, restaurant, recreation, kids, etc. are good starting points. Try different key words.
(Note: you will use this entry-level job to complete Part 5 on the next page)

Job Search

The Job Search Tool is a search engine for jobs that allows you to search postings from thousands of company career sites and job boards at once. Select a suggested keyword and enter a location to begin your search.

Suggested Keywords

Choreographer Enter your own

Location

vancouver

4. **JOB PROSPECTS AND EMPLOYMENT OUTLOOK** -Learn what job opportunities exist now & in the future for your future career of interest

- a. Go to: www.workbc.ca
 - Go to the *Jobs & Careers* drop-down menu and click on *Explore Careers*
 - Click on the *Index Tab* and type the career you chose at the beginning of Part 3 into the search field (you may need to try different career titles, or use the *Browse Profiles function* to help)
 - Click on *Workforce & Employment Statistics* & then *Employment Outlook* to learn about the expected future demand, statistics and employment outlook for this career
- b. Go back into Career Cruising
 - Open **MY PLAN**, select **My Journal** from the list on the left side of screen
 - Add a **new** entry with the title: “Job Prospects – Future Demand”
 - In two or three sentences, summarize the job prospects & employment outlook for your future career choice based on the information you read on WorkBC.ca **Include the following:** workforce & employment statistics, % of employment, employment outlook (growth/demand), & overall job stability

5. **JOB APPLICATION TOOLS:** *Perfect & upload a tailored resume & cover letter & practice interview preparation*

a. **Job-Specific Resume:**

- Prepare and print a job-specific resume for **the entry level job posting** that you printed from the job search (3e.). The resume must **include an objective** that describes the position you are applying for and must also **list your relevant skills**
- In Career Cruising, open **MY PLAN**, scroll to the bottom right of the screen
- Upload and save your resume to **MY FILES** (File name should be “*Your Name’s Resume, month, year*”) **Note: this is NOT a resume for your future career

• **OR**

- If you need help creating a resume, you can get tips from the Orientation Booklet and/or use Career Cruising:
 - *In Career Cruising, select the “Employment” tab across the bar at the top*
 - *Select “Build my Resume”*
 - *Be sure to download the final resume to a word document and correct any formatting errors before uploading it*

b. **Job-Specific Cover Letter:**

- Now prepare and print a job-specific cover letter that supports this resume. Upload and save the finished cover letter to **MY FILES** section in Career Cruising (File name should be “*Your Name’s Cover Letter, month, year*”):

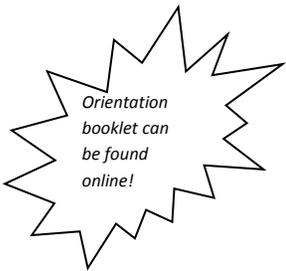
OR

- It is important to please refer to your Orientation Booklet (also available online through the Moscrop website) and/or use Career Cruising for the strict rules on the formatting & content of your cover letter.
 - *In Career Cruising, select the “Employment” tab across the bar at the top*
 - *Select “Letter Writing” on the left side and explore*

c. **Interview Preparation:**

Prepare answers to the following three typical interview questions in relation to your entry level job. Type **both** the questions and your answers in a Word Document, then print and attach. *(See the Interview Section in the Orientation Booklet for additional information about interview preparation.)*

1. Why do you feel you are a good candidate for this job? (focus on the skills you can contribute; refer to the Orientation Booklet for ideas)
2. What five words best describe you? (support these with examples)
3. Describe a difficult school or work situation and how you handled it. *(hint: ensure that your answers shows your positive qualities!)*



6. **WORK EXPERIENCE REFLECTION AND SUMMARY** – Reflect on the 90 hour program & what you’ve learned & show us you’re ready for the work world!

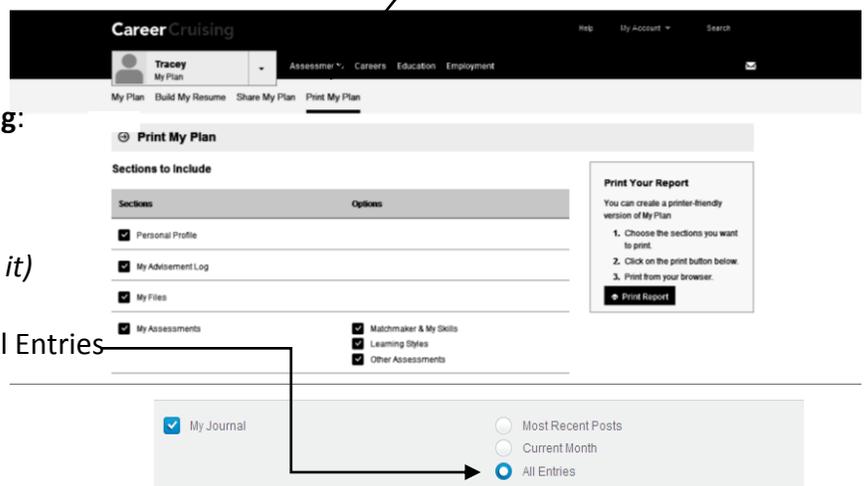
- a. Open Career Cruising, open **MY PLAN**, select **My Journal** from the list on the left
- Add a new entry with the title: “My Career Preparation Work Experiences”. Answer the following questions in complete sentences/short paragraphs. Print and attach to project.
1. What did you learn from your work experience, either positive or negative, that confirmed or changed your future career interests and/or choices?
 2. How did your Career Preparation experience help you with your future plans, such as making decisions about post-secondary programs or further training, looking for a job, or learning new skills?
 3. What suggestions/advice would you give to a student entering the 90 hour program?
- b. Still in **My Journal**, create a new entry with the title “My Guaranteed Rights in The Workplace.” (use two journal entries if you need more space)
- Congratulations—you have landed a job! Now it’s important for you to review the basic employee rights that are guaranteed by the BC Government. Refer to the sections in the Orientation Booklet called “*Employment Standards Act*” and “*Human Rights Act*” and answer the following questions.
- **Please type **both** the questions and answers. Write in complete sentences: **
1. Describe how an employee qualifies for statutory holiday pay?
 2. Does an employer have to provide a coffee break in an 8-hour period? (explain)
 3. Explain the two different rates of overtime pay.
 4. Explain the different ways that vacation pay calculated

7. **PRINT YOUR ASSIGNMENT**

Open Career Cruising, open **MY PLAN**, select **PRINT MY PLAN** from the top menu.

a. Select and print only the following:

- Personal Profile
- My Files
- My Assessments (*only if you used it*)
- My Careers
- My Journal: choose option All Entries



b. Also print:

- Career job posting, entry-level job posting, your resume, cover letter, and interview questions and answers

c. **Collate and staple in this order:** a simple title page (your name, focus area and “Career Portfolio Project” & your advisor’s name), MY PLAN, Job Searches, Resume, Cover letter, Interview questions and answers.