

# Career Exploration 101 Transcript

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# Career Exploration 101

An Introduction to Career Exploration at the University of Toronto and beyond!  
Welcome to Career Exploration 101. Let's get started

## Module overview

Actively exploring careers can help you make great decisions and it doesn't have to take tons of time. In this short module, you'll learn about some ways you can do this on your own, and how you can participate in the career exploration programs at U of T. Once you complete this module, do some career exploration by yourself or with the help of the Career Centre. Be sure to finish this module, and complete the form at the end in order to gain access to Career Centre Job Shadowing Program.

## Career Exploration

Last year I shadowed a medical lab worker and really saw a day in their life. The preparation I did helped me ask good questions while I was there, and I had a good understanding of how to conduct myself.

I learned that there are lots of directions I could take in lab work and now I'm better prepared to explore some more and make some decisions.

### *What's in it for you!*

- Discover ways you can explore potential careers while at UTM.
- Learn to identify your career interests.
- Find out how the Career Centre can help.

## Career Exploration: An Overview

Exploring careers is one part of figuring out your next step. It's also something you'll likely do from time to time during entire working life. What you discover as you actively explore careers will help you understand yourself and your values, which directions would be good for you and what skills, experience and further education you might need.

Before you start exploring, it helps to have some ideas. If you aren't sure what careers interest you, you can work with a career counsellor and you can use the Career Centre's Know Yourself e-module to identify your skills, interests and values, plus generate some career options. The Know Yourself module can be accessed from our website. This

information will help you decide what areas you want to explore and what you want to know about them.

### ***Career Exploration Defined***

Let's start with a quick assessment of your understanding of Career Exploration. Which of the 3 statements below most accurately describes the process of "Career Exploration"?

Click the choice or press the corresponding letter on the keyboard.

- a) The process of exploring your interests, skills, values, and personal characteristics.
- b) Career Research.
- c) The process of preparing an effective resume, cover letter, and mastering networking strategies.

#### **Results**

- a) While knowing who you are is important as it helps you see what careers make sense for you to explore, it is a good thing to start before you explore careers. Try again
- b) Yes - Career Research is about identifying and learning about potentially satisfying careers by actively investigating to broaden your knowledge! Continue
- c) This defines part of the job search process, not Career Exploration. Try again!

### **Meet Mo and Alice**

You'll be working with them to learn about and prepare for career exploration.

"Hi I'm Mo. I'm a 2nd-year student studying Biology and Environmental Science. I know I want to become a Soil Scientist."

"I'm Alice. I just graduated after studying Political Science and Statistics. I'm not sure what career is for me. I do know I need a job!"

Now that you know what Career Exploration is, who would you recommend engages in career exploration?

Mouse: click choice. Keyboard: Press the key that corresponds to your choice.

- a) Only Mo
- b) Only Alice
- c) Both
- d) Neither

#### **Results**

a - try again

b - try again

c - Yes! Career Exploration is for those who are unsure about their career direction, and for those who know what they want!

It's a way of learning about, and possibly confirming your career goals.

d - try again

(next slide) Let's look at some Career Centre resources and how you can use them to explore careers on your own. They we'll work with Mo and Alice to help them get started with their career exploration.

*"The world is constantly changing, and success in any career hinges upon staying current on what a career looks like, what you need to get there, and what you need to continue succeeding in it."*

## **Explore Careers**

The Career Centre has many resources you can use right away to help you explore careers. Click on all the "i"s to learn more. (transcript – listed below moving across the slide left to right across three columns and down 3 rows.)

### **Careers by Major**

For each area of study at UTM, the Career Centre provides some possible ideas of career paths, samples of jobs in those areas, transferable skills you learn through each program and some employers that you might learn more about.

### **Career Cruising** (*pop up*)

A Canadian website that profiles over 400 careers. It's available to U of T students in the Resources section of CLN.

### **Career Profile Packages**

In our Career Profile packages, we have gathered information from various industry professionals and employers who have participated in events over the last few years.

### **Career Resource Library**

Our library in the Career Centre is a great place to spend some time learning about careers. Although we are closed for the fall of 2020 and many resources are online we invite you in when we open up again. Spend some time browsing industry and labour market information, books that will make you think and books on numerous career areas.

*(Information marker - left edge)* **Career Profiles:** Lots of information grouped by occupation

- career descriptions
- industry outlook
- educational requirements

*(Information marker - upper centre)* **Further Education Tipsheets** Quick tips for Considering Graduate School, Writing a Personal Statement, Applying to...

*(Information marker - lower centre)* **International study or work** Thinking about studying or working abroad. These resources may be key to achieving your goal.

*(Information marker - upper right)* **Job Search help** Looking for sample resumes and cover letters?

Want to know how to ace the interview? Take a look at some of these resources!

*(Information marker - Lower right)* **Career Options Books** highlighting a wide variety of careers including the Careers for... series and Great Jobs for... series.

### **E-book Collection** (*pop up*)

Covers a range of subjects from what to do with your degree in science to where you can find careers that make a social impact. Our collection also features books that prepare you for grad school such as the MCAT and LSAT. If you have just completed your PhD, you can find e-books that can help you figure out what is next.

### **Industry Reports**

Our Industry Reports provide comprehensive information on 13 different sectors such as Government, Financial Services, Communications and Media, Public Health, Food Science and more.

### **Networking Resources**

- Networking events
- Networking Workshops
- Effective Networking Tipsheet

Attending events is a great way to make contacts and get information. While you are here at UTM, take advantage of attending an event or two. Check CLNx on a regular basis to see what's going on at all 3 U of T Career Centres. For the fall of 2020, all events will be virtual.

## **One-to-one career counselling** (*pop up*)

Work with our experienced career counsellors on a one-to-one basis to get personalized guidance, feedback and motivation.

## **Organizational Profiles**

By accessing the Organizational Profiles on the Career and Co-Curricular Learning Network, you can find out more about organizations that recruit U of T students.

[\(back to Explore Careers\)](#)

## **Tip Sheets** (*pop up*)

Full of good ideas on many topics in the career area. We have hard copies in the centre, and they are available on our website.

(next slide) That was a quick overview of what's available at the Career Centre as well as online on our website and on the Career and Co-curricular Learning Network. Knowing about these resources will help you help Mo and Alice with their career exploration.

## ***What does Career Exploration Look Like?***

Now that we've convinced Mo and Alice that Career Exploration could help both of them, which activities can they do to explore careers? In the next slide, help them with their choices.

Click either the mouse or keyboard version of the activity.

(The selections are in the same order for both the mouse and keyboard version of the activity)

## **Career Exploration Activities**

Mouse version instructions: From the activities listed below, drag each activity into the appropriate box\*.

YES box –activity will help,

NO box – activity will not help

If you are unsure what an activity is, click the information button for a description.

Keyboard version instructions: Tab to the circle next to the activity that will help Mo and Alice, press Enter key to select\*.

If you are unsure what an activity is, click the information button for a description.

Career Cruising

Career fair

Career panel

Careers By Major

(information button - top) Definitions:

**Career Cruising** - online database of career descriptions, and information on educational requirements, salaries, skills required. Accessible through the Career Learning Network (CLN)

**Career fair** - an event at which representatives from various organizations provide information on career and job opportunities with their organizations.

Career panel - an event at which several professionals in different occupations share and answer questions about their careers, and how they got there.

**Careers By Major** - an online resource on the UTM website that provides career ideas and relevant career resources related to various programs of study

Information Interviews

Job search workshop

Job Shadow Program

(information button - middle pop up) Definitions

**Information Interviews**- a meeting where you ask a professional questions about his/her career.

**Job search workshop** - a session (in-person or online) that provides information on job searching strategies and tips. Go to the Career Learning Network (CLN) to sign up for workshops.

**Job Shadow Program** - a U of T program that where you are matched with a person in a career of interest and visit their workplace to learn about their career.

Resume critique

Student club

Talk to professor

Volunteer work

(information button - bottom pop up) Definitions:

**Resume critique** - an appointment where someone reviews your resume and provides constructive feedback

**Student club** - an organization created and run by students, centering around a particular interest (eg, debating, chess, robotics, etc.)

**Talk to professor** - talk to professors or people that are in, or know others in, careers of interest to you

**Volunteer work** - an unpaid work opportunity

\* All Career Exploration Activities must selected to display Continue button.

## Career Exploration Activity Results

Great work!

Examples of career exploration activities\* that can help Mo and Alice

Career Cruising

Career fair

Career panel

Careers By Major

Information Interviews

Job Shadow Program

Student club

Talk to professor

Volunteer work

**Note:** Activities like job search workshops and resume critiques don't focus on Career Exploration, but on Job Search.

\* Not an exhaustive list

### Alice starts exploring possible career areas

Slide shows Alice sitting in her room thinking about possible careers. Slide is divided into 4 sections.

*(Upper left)* So, Careers by Major,

*(Upper right)* I wonder what's there for political science. Huh!

*(Lower Left)* Why didn't someone tell me about these jobs. Maybe social policy program officer.

*(Lower right)* Later Hmm, now Career Cruising for some details.

### Mo begins to explore

Slide shows Mo standing in a hall outside a science lab at UTM. Slide is divided into 4 sections.

*(Upper left)* Hmm, working as a soil scientist. Wonder who I could ask?

*(Upper right)* maybe a prof or TA.

*(Lower Left)* ... and I'm interested in working as a Soil Scientist Would you have time for me to ask you some questions?

*(Lower right)* Sure, come by during office hours next week Thanks, I'll do that!

*(last image to appear)* Virtual in 2020

## ***Career Exploration Activities: The Benefits***

Did you notice the things that Mo and Alice did only took a small amount of time and could be done anywhere.

They started to learn important information about what they would need to do to get started in their career area.

Now let's take a look at the more formal career exploration programs you can participate in as a UTM student.

## **UTM Career Exploration Programs**

Let's explore the programs\* Click each of the programs to learn about them.

### **Job Shadow Program:**

Job shadow a professional for a one to two-day placement.

### **Information interviews:**

Ask professionals questions about a career area, either in-person or over the phone. Information Interviews are about 30 minutes

### **Ten Thousand Coffees U of T Hub:**

Designed to help foster career exploration connections within the U of T community.

\*All programs must be viewed to continue

## ***Job Shadow Program***

The Job Shadow Program provide an opportunity for individuals to be hosted by a professional for job shadowing. This happens twice a year. Click on the students to see what they had to say about their job shadowing experience!

### **Student 1**

“Thanks to this program I became more grounded and realistic in terms of job experiences and got to ask all the questions I wanted first hand and see it with my own point of view.”

### **Student 2**

“It gave [me] a 'real-life' experience...by actually accompanying the professional on meetings, observing client calls and issues being resolved, going out to a women's shelter in Milton and observing the agency. Being in a conference room would not have allowed

students to actually know 'hands-on' what it is like being the professional and spending the day with the professional.”

### **Student 3**

“Through the job shadow program, I found a field that I previously was largely unaware of. I was very surprised at how easily I would fit into said field and the amount of possibilities there are for me in this field.”

### **Student 4**

“I feel like I learn more about myself and my career options through this program. I am building my professional network and I now feel more secure for graduation.

I was able to take certain things into account that I initially did not consider such as the setting, the extent of social interaction with colleagues clients, and whether or not it would challenge me.”

(next slide)

Does the Job Shadow program sound like something you would like to participate in? Once you complete this module and fill in the form at the end, you will receive emails giving you all the details you need to apply for the placements that will be offered each October and May. The handout that can be accessed by the resources tab on this slide will give you further information and specific dates.

[Go back to UTM Career Exploration Programs](#)

## ***Information Interviews***

Meeting and talking to people to learn about how they got started in their work lives and what their work is like is an important part of exploring.

The U of T Hub on Ten Thousand Coffees found on the resources section of the CLNx can help you connect with Alumni. LinkedIn is also a great source of career connections. Access these sites on your own, or work with a career counsellor to figure out your outreach strategy.

[Go back to UTM Career Exploration Programs](#)

## ***10 Thousand Coffees U of T Hub***

Introducing the U of T hub on Ten Thousand Coffees - the digital tool that links U of T students (or recent grads) with alumni over coffee, by phone or online. U of T alumni have a lot in common and much to share!

The hub is designed to help foster career exploration connections within the U of T community. Whether you're using it to build your network, learn from someone else's experience, or offer experiences of your own, there's a role for everyone!

Accessed under the Resources tab in CLNx

[Go back to UTM Career Exploration Programs](#)

## Identify your career interest

You could be like either Mo or Alice. You might have an idea of what career area you want to find out more about, or you might not. You've seen some activities you could do on your own.

And you've learned a little about the career exploration programs available at UTM.

### *Prepare to start exploring*

Before starting any of this it's helpful to have some ideas about what you'd want to learn. In the next few minutes you'll have the opportunity to think about that, and jot down some of your thoughts.

### **Exercise: Identify a Career Possibility**

In the box below enter a career area you would like to explore. Include 3-5 reasons why you are interested in this career.

To see an example, click on Mo to see some of the reasons he jotted down!

Mo's comments

Why am I interested in becoming a soil scientist?

1. I can use my analytical skills,
2. it'll use the biology and environment knowledge from my studies,
3. I'm passionate about nature and the outdoors,
4. I can be an expert and provide advice to others.

**Help** Not sure about a career? Spend 2-3min. using Careers By Major page on the UTM Career Centre web site to get ideas

## Exercise: Specify Your Career Exploration Goals

Now that you know what career area you'd like to explore, it's time to think about the specifics of what you'd like to learn through a career exploration activity. Enter at least one question you would like to have answered.

Click on Mo, Alice, or the "More Examples!" button for some examples of goals. (Keyboard: Tab to button and press Enter key)

*(examples of goals)*

**Mo:** To learn about the path/steps into the career, or to determine the necessary education or training.

**Alice:** To learn about what careers exist that involve working with youth. To learn about the careers themselves: daily duties, skills needed, etc.

### More Examples!:

- To examine and decide whether my tentative career choice is ideal for me.
- To learn about the working environment and conditions associated with the career.
- To learn more about myself: what is interesting to me, what I value, etc.

Exploring careers: Your responses  
You may want to save this for your records.\*  
Possible Career

Career Goals

\* Use Print button in upper right corner to create a pdf or take a screen shot. Transcript – Save this document.

(next slide)

Defining your career interests and setting goals is a good way to start. When you finished the exercises you may have found you still have questions. We can help.

Contact the Career Centre to book a career counselling appointment.

### **Career Exploration Handout Package**

Click on the Resources tab (top right corner) for the Career Exploration handout. It has all the information regarding the Job Shadow program, plus exercises to help you with your career focus and information interviews. Download a copy for your records.

### ***Next Step***

Congratulations on completing the module

Now the next steps:

1. Confirm your completion by clicking on Mo and Alice or go to Career Exploration 101 Completion form.
2. Our Job Shadow Program Co-ordinator, Jelena Vulic, will email you all the information you need prior to each Job Shadow Program.

Jelena holds office hours each week. Please email Jelena directly to book an appointment.

[jelena.vulic@utoronto.ca](mailto:jelena.vulic@utoronto.ca)