

Resources for Students

Career & Educational Planning

STUDENT SUPPORT SERVICES Malaspina University-College

Visit our “Career and Educational Planning” web page and follow a comprehensive career planning process: www.mala.ca/cep

1. Dream

What careers or jobs do you find interesting? Make a list of at least 10 occupations.

2. Explore Your Self

This section highlights the importance of self-knowledge and self-assessment in career exploration.

- ▶ **Personality Traits and Characteristics:** When you are in this section of our website, click on “**Personality Type**” and you will automatically be linked to an internet-based, self-directed and self-scoring personality survey called **TypeFocus Careers**. This inventory will assist you in defining a personality type and identifying career areas associated with that type.

To log onto www.careers.typefocus.com you require our password: **mc4455**
Follow the prompts to register a new account or to login.

Upon completion, you will have the opportunity to explore three reports:

Report A: Discover Your Strengths (Self-awareness Report: Who am I... really?)

Report B: Finding Your Way (Career Strategy Report: Where Am I Going?)

Report C: Getting the Job (Job Search Report: Gaining an Advantage)

- ▶ **Interests: Holland’s Theory of Career Choice** will assist you in understanding how your interests contribute to occupational satisfaction. You will automatically be linked to www.careerkey.org when you are in this section of our website.
- ▶ **Transferable skills and Values:** Inventory your transferable skills by using the inventories provided on our website. Consider what is important to you and place in order of importance.

3. Explore the World of Work

Research at least 3 of your preferred careers or jobs: check labour market information, interview someone doing the work, job shadow, or volunteer in the field for some hands-on experience to assist you in gathering the following information:

- ▶ Job responsibilities
- ▶ Future employment prospects
- ▶ Work locations, and timing
- ▶ Wages and salary
- ▶ Education requirements



Refer to “Some Useful Websites” for links to other reHandout

4. Choose a Career

Discuss your findings with the friends and family members who know you well. Generate and explore other possibilities from this information. If you discover new possibilities, repeat the process. To see if these careers or jobs match your self-assessment, answer the following questions:

- ▶ Does the career complement my personal characteristics?
- ▶ Does the career complement my skills?
- ▶ Does this work interest me?
- ▶ Does the career reflect my values?
- ▶ Is this career realistic?

“Are you still interested in this career?”

5. Decide What You Need to Study

To figure out what education/training you need, ask yourself, “What do I need to learn in order to meet the qualifications for work in this career or job?”

- ▶ Research what courses and programs deliver these learning opportunities.
- ▶ Note 2 or 3 possibilities for schools and programs of study.
- ▶ Identify what skills, knowledge or prerequisites you need in order to access the program .
- ▶ Note any personal constraints with regard to the location or cost of the education/training.
- ▶ Find out if the program has a practicum, cooperative education, or field school option.
- ▶ Identify and explore learning options such as distance or correspondence format.
- ▶ Apply to the programs that interest you.
- ▶ Always create a back up plan.

See an Advisor, Counsellor or Educational Counsellor to discuss your educational plan.

Student Support Services

Building 200

Counselling and Educational Counselling

(250) 740-6416

www.mala.ca/services/studentsupport/counselling.htm

Advising

(250) 740-6410

web.mala.bc.ca/advising/

Campus Career Centre

Building 310, Room 109

(250) 740-6420

www.mala.ca/career

If you are a current student or a graduate, *Malaspina's* Campus Career Centre offers:

- ▶ a variety of reference materials and resources regarding career options or job search skill development
- ▶ Free Career Planning Workshops and Employment Readiness Sessions.
- ▶ One-on-one appointments with qualified staff
- ▶ On-Campus Student Work Programs
- ▶ Online Job Postings

STUDENT SUPPORT SERVICES

Building 200, Room 318

Call 740-6416 for more information
or to book an appointment