

LET'S START WITH YOU

Before we begin in-depth self-exploration, let's warm up with an overview of what you already know about yourself. There are no wrong answers and it is okay to leave a box blank: we will go into each of these areas in more detail later on.

MY CAREER IDEAS: PAST AND PRESENT

1

MY SUPPORT SYSTEM AND RESOURCES

Who is in my support network?	What on campus supports might I use?	Do I have enough financial support?	Do I have enough academic support?

SCHOOL

How do I like to learn?	My Favourite & Least Favourite Classes	Subjects I Want To Try	How do I feel about school? My GPA?

ME, MY INTERESTS, MY FEELINGS

My Interests (activities and topics most engaging for me)	My Personal Qualities (individual differences, how I think, feel, behave))	My Values (ex: creativity, salary, independence)
My Gifts and Talents	What difference do I want to make? What problems do I want to solve?	Do I feel confident or hopeful about my career?

LET'S GET CREATIVE

Write a metaphor to describe how you feel about your career.	Draw a picture or diagram to represent your career reflections: use a separate piece of paper.
	Use magazines and pictures to make a vision board of what you want for your future.

Identifying Your Interests

Place a check mark beside the words/phrases that best describe your interests.

Realistic (R)

- ☐ Hands-on activity
- ☐ Working outdoors
- ☐ Computer networks
- ☐ Building
- ☐ Sports and athletics
- ☐ Using equipment
- ☐ Tangible/concrete tasks
- ☐ Fixing/repairing
- ☐ Operating machines
- ☐ Physical coordination

Total: _____

Investigative (I)

- ☐ Problem solving
- ☐ Learning new things
- ☐ Analysis and inquiry
- ☐ Mental stimulation
- ☐ In-depth study
- ☐ Working independently
- ☐ Connecting data/ideas
- ☐ Reading
- ☐ Researching
- ☐ Attending lectures

Total: _____

Artistic (A)

- ☐ Creative activities
- ☐ Self-expression/originality
- ☐ Unstructured events
- ☐ Designing
- ☐ Writing or literature
- ☐ Using imagination
- ☐ Culture & language
- ☐ Performing arts
- ☐ Culinary arts
- ☐ Visual arts

Total: _____

Social (S)

- ☐ Teaching or training
- ☐ Guiding or encouraging
- ☐ Studying social issues
- ☐ Healing/health care
- ☐ Community service
- ☐ Helping people
- ☐ Communication
- ☐ Building relationships
- ☐ Teamwork
- ☐ Counselling

Total: _____

Enterprising (E)

- ☐ Leading others
- ☐ Managing projects
- ☐ Risk-taking
- ☐ Public speaking
- ☐ Selling
- ☐ Competing
- ☐ Debating
- ☐ Making decisions
- ☐ Motivating others
- ☐ Persuading

Total: _____

Conventional (C)

- ☐ Structure & predictability
- ☐ Consistent work duties
- ☐ Office work
- ☐ Collecting/recording data
- ☐ Detail-oriented tasks
- ☐ Working with numbers
- ☐ Efficiency
- ☐ Precise, accurate work
- ☐ Organizing and planning
- ☐ Following procedures

Total: _____

Add up the total number of check marks for each theme. Write the letters of the top three themes (highest to lowest) in the spaces below. This is your estimated Holland Code.*

*These occupational themes were developed by John Holland. The descriptors used here are reflected in resources such as the Strong Interest Inventory.

Identifying Career Options...

...Using “Holland Codes”:

O*NET Online

onetonline.org

To review a sample of occupations that match your code click on: “Advanced Search” located on the top toolbar —> then select “Interests”. Enter first your top theme; following that you may enter your second and third interest areas. (For your list of occupational results, you may choose to select a value for “Job Zone” . This 1 to 5 scale indicates level of training and education, “1” means little or no preparation/training and “5” means high)

If you’d like to try a free online assessment for your Holland code and work interests, utilize My Next Move: mynextmove.org/explore/ip. Note: When answering questions, be sure not to attach jobs or occupations to an activity; simply respond on the basis of whether you’d enjoy that task.

Career Services offers a formal assessment of your Holland code: the Strong Interest Inventory. To register to take this assessment, at a cost of \$30, visit the Career Services front desk.



National Occupational Classification (NOC)

noc.esdc.gc.ca

The NOC organizes 30,000+ job titles into 10 industry groups and 520 occupational group descriptions. In Canada, the NOC is the generally accepted guide to occupational information and is widely referenced by career planning professionals to help clients. Below is a list of some of the sectors followed by common work interest or Holland themes commonly found within the industries.

Occupational Groups (Common Holland Themes)

- 1 Business, finance and administration occupations (Enterprising, Conventional)
- 2 Natural and applied sciences and related occupations (Investigative, Realistic)
- 3 Health occupations (Social, Realistic, Investigative)
- 4 Education, law and social, community and government services (Social, Investigative)
- 5 Occupations in Art, culture, recreation and sport (Artistic, Realistic, Investigative)
- 6 Sales and service occupations (Enterprising, Realistic)

Information on Specific Occupations:

Career Services Online Occupational Library, University of Manitoba

umanitoba.ca/careerservices/career-planning/explore-occupations

Did you know that the University of Manitoba is host to one of the top sites for occupational information? We scour the ‘net for great resources so you can explore your options from anywhere, 24/7!

Use this site to learn about the type or work and specialty areas that exist within an occupation, employment and educational requirements, training programs in North America, and labour market information . Industry job postings, magazines and other useful resources are also included.

Career Values Card Sort:

Cut out the values cards and sort them as MOST IMPORTANT, SOMEWHAT IMPORTANT, LESS IMPORTANT, NOT IMPORTANT.
Or, place a check mark beside those values that are important to you; then review and circle/ highlight your top 5 values.
When reviewing each value description, complete the sentence: "I would like a job where I can..."

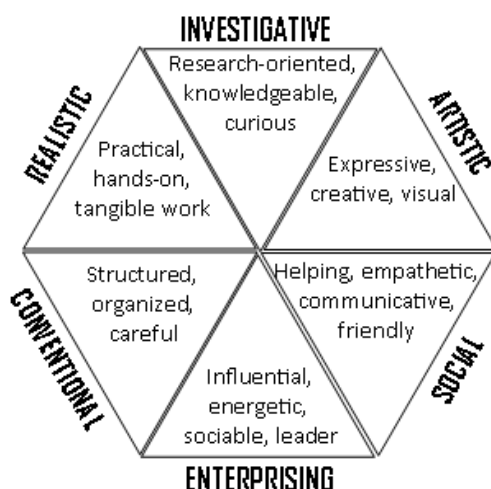
Work-Life Balance – have time for family, leisure and community involvement	Time Freedom / Flexible Hours – schedule my own work hours, with no set work schedule	Honesty & Integrity – be truthful and trustworthy in conducting my work
Moral Fulfillment – conduct work that feels meaningful and strongly aligns with my personal beliefs	Status – have respect and status, a job deemed important within my workplace or community	Fast Pace – complete work quickly and/ or in an active, high energy environment
Work Alone – complete tasks on my own, little interaction with others	Physical Challenge – complete work that is physically challenging or uses my physical abilities (e.g. dexterity, strength or speed)	Help Society – be involved in work that contributes to making the world a better place
Help Others – provide direct support to people individually or in small groups	Advancement – grow and move into positions of higher pay and/or responsibility	Change & Variety – have frequently changing tasks, settings or other factors
Work Under Pressure – be involved in work with time limitations or little margin for error.	Security – have a high likelihood that my job is secure and normally in steady demand	Competition – compete to win or be compared against others
Public Contact – frequently interact with the public or community	Job Tranquility – have peaceful work with minimal pressure or stress	Location – live and work where I want - i.e. specific geographic region(s), urban vs. rural, etc.
Influence Others – work in a role where I can change peoples' attitudes or opinions	Achievement – have a feeling of success, accomplishment or personal pride from completing a project of task while making the most of my abilities.	Personal Safety – be involved in work with no risk or minimal risk of harm to myself or others
Adventure – work in an exciting or risky job where I may deal with hazards or uncertainty	Structure & Predictability – complete work that predicable, with a high level of structure or routine	Leadership & Supervision – be responsible for leading or directing work, including work done by others.
Work with Others – be involved in teamwork or work with others to achieve shared goals	High Earnings – earn a high salary and have the ability to purchase desired luxuries or accumulate wealth	Independence – determine how my work is done with little direction or supervision, be responsible for making my own decisions
Intellectual Stimulation – work with a high degree of mental activity in the form of problem solving, analyzing, researching or continuous learning	Artistic Creativity – utilize one or several art forms to express ideas (e.g. fine arts, music, design, literature, performing arts, language, writing)	Innovative Thinking – generate new ideas, programs or structures (instead of following those developed by others)

YOUR INTERESTS

The Holland Code can be used to connect occupations to an individual's interests. Assessments using this theory measure your interest level in 6 areas then generate a list of careers that are typically enjoyed by people with similar interests to yours. The idea is that if you are similar to people who usually like that job, you might like it too.

MyNextMove	Strong Interest Inventory
<p>MyNextMove is a free web-based assessment tool that provides your Holland Code and a list of corresponding occupations. All labour market information is American.</p> <p>www.mynextmove.org/explore/ip</p>	<p>A trained professional at Career Services can administer this empirical assessment for a \$30 fee.</p> <p>Identify options that correspond to interests, determine preferred learning settings, and explore your preferences.</p>





The Holland Code assesses your interests according to six dimensions:



YOUR PERSONALITY

Do you get energized by being alone, or when amongst other people? Do you get a feeling of satisfaction from checking something off your list, or are you more engaged by the process than the product? When making decisions, are you focused more on how people are impacted or on what is logical? Understanding your personality can be valuable when exploring careers, allowing you to reflect on your motivations and what gives you energy in a working environment. This can in turn help you to consider what you need from your career to feel fulfilled.

One way to look at personality is through the 16 personality types, with each person having a preference on each of four dimensions:

HOW YOU INTERACT WITH THE WORLD	HOW YOU EVALUATE INFORMATION	HOW YOU MAKE DECISIONS	HOW YOU TACKLE LIFE OR WORK PROJECTS
Extraverted  Introverted	Sensing  Intuition	Thinking  Feeling	Judging  Perceiving

Personality can be measured in numerous ways. Here are a few options for determining your type:

The MBTI	Checklists	Free Online Assessments
The most in-depth career related assessment is the Myers-Briggs Typology Inventory (MBTI), which is always interpreted by a certified practitioner. Take the MBTI at Career Services for \$30.	You can also use a checklist to determine your personality type. Try this version on personalitytype.com , created by writers of the popular personality book <i>Do What You Are</i> .	Free personality assessments of varying quality exist online. Try Truity.com's The Typefinder Research Edition for the free version of their Briggs Meyers based personality assessment: truity.com/test/typefinder-research-edition

YOUR VALUES

Career values are personal preferences and needs that, when met in a job, allow the worker to feel more satisfied. Your values might have developed from your personal experiences, your culture, socio-economic status and your individual likes and dislikes, to name just a few potential influences.

Career Services Values Card Sort	O*NET Work Importance Profiler (WIP)	Career Values and Questions
This card sort is a hands-on tool for identifying and prioritizing your values. There are 30 cards explaining each factor as it relates to career satisfaction. Drop by Career Services to access the card sort deck and worksheet.	This computer based tool can be used to explore values and connect them to the world of work. Values explored include: Relationships, Achievement, Independence, Recognition, Working Conditions and Support. Access the WIP online or at Career Services. onetcenter.org/WIL.html?p=3?p=3	Use the Career Mentor Program's Values List to explore further. umanitoba.ca/student/careerservices/mentor/career_values.html You could also try a checklist: umanitoba.ca/student/careerservices/media/values.pdf

Connecting Your Values to Careers

Once you've identified the values that matter most to you, you can begin to use them to identify and narrow down career options.

Career Consultant	OnetOnline Work Values Resource
Drop by Career Services to chat with a Career Consultant. We can help answer any questions that come from a values clarification exercise.	The Work Values Resource allows you to enter up to three of the values identified with the Work Importance Profiler to generate a list of occupational options. onetonline.org/find/descriptor/browse/Work Values/

Career Services | 474 University Centre | Phone: 204-474-9456 | [UMANITOBA.CA/STUDENT/CAREERSERVICES](#)

CAREER WEBSITES

Planning your career? Check these websites for up-to-date occupational information.

UNIVERSITY OF MANITOBA RESOURCES

EXPLORING OCCUPATIONS

umanitoba.ca/careerservices/career-planning/explore-occupations

Your one-stop career library with:

- ✓ Labour Market Information
- ✓ Salary Information
- ✓ Occupational Profiles
- ✓ Professional Associations
- ✓ Related Occupations

CAREER COMPASS

umanitoba.ca/careercompass

Explore programs by major:

- ✓ Alumni Profiles
- ✓ Volunteer & Work Ideas
- ✓ Career planning
- ✓ Academic planning



CAREER WORKBOOKS

Career Planner: umanitoba.ca/student/careerservices/media/Career_Planner.pdf

- ✓ Get to know your career preferences
- ✓ Inventories: Interests, Personality

Job Search Book: umanitoba.ca/student/careerservices/media/JobSearch.pdf

- ✓ Job Search Strategies
- ✓ Skills Assessment & Self-Promotion

CAREER AND LABOUR MARKET INFORMATION

NATIONAL OCCUPATIONAL CLASSIFICATION (NOC)

noc.esdc.gc.ca

- ✓ Canadian Information
- ✓ Job Descriptions & NOC Codes
- ✓ Education + Employment Requirements

Click language + 2016 + occupational structure or search occupation of interest

CANADA JOB BANK

jobbank.gc.ca/trend-analysis

- ✓ Job Outlook by Region
- ✓ Wage Information
- ✓ News & Reports
- ✓ Educational Requirements

jobbank.gc.ca/findajob

- ✓ Job Postings

jobbank.gc.ca/career-planning/search-field-of-study

- ✓ Area + level of study graduate facts and figures

O*NET ONLINE

online.onetcenter.org

- ✓ U.S. Labour Information
- ✓ Occupational Details
- ✓ **Advanced Search** tool to match you to occupations via: Interests, Career Values, Skills, Subjects Preferences

My Next Move Interest Profiler

mynextmove.org/explore/ip

OCCINFO

alis.alberta.ca/occinfo

- ✓ Alberta Information
- ✓ Job Descriptions
- ✓ Outline of Occupational Speciality Areas
- ✓ Salary Information
- ✓ Videos

MORE SALARY INFO

payscale.com

salaryexpert.com

Collective Agreements via associations

EXPLORE INDUSTRY, RESEARCH COMPANIES, & TALK TO PROFESSIONALS

INDUSTRY ASSOCIATIONS & SECTOR COUNCILS

- ✓ Directories of companies by industry
- ✓ Discover networking opportunities
- ✓ Job posting boards
- ✓ Job descriptions + position type profiles
- ✓ Industry reports and labour market information

Career Services' Industries List: goo.gl/xvnDdi

Career Services Exploring Occ Library: umanitoba.ca/careerservices/career-planning/explore-occupations

Economic Development Winnipeg:
economicdevelopmentwinnipeg.com (view 'Key Industries')

DIRECTORIES & LISTINGS

You'll find:

- ✓ Lists of Organizations by Category
- ✓ Information about Companies

Yellow Pages: yellowpages.ca

211 Manitoba: mb.211.ca (Social Services Organizations)

Winnipeg Chamber of Commerce: winnipeg-chamber.com

Industry Canada: ic.gc.ca (select 'Directories of Canadian Companies')

LINKEDIN

linkedin.com

- ✓ Search Professionals by Degree
- ✓ Explore Positions at a Company
- ✓ Identify Employers
- ✓ Networking & Informational Interviews
- ✓ Job Postings

GOOGLE SEARCH

google.com

- ✓ Keyword search
- ✓ Find industry associations
- ✓ Find employers

COMPANY WEBSITES

Go directly to their website to find:

- ✓ Mission, Vision, & Values
- ✓ Company History
- ✓ Products / Services
- ✓ Employee Profiles or Directory
- ✓ Job Postings

JOB POSTING BOARDS

Job postings provide a snapshot of opportunities at a particular moment in time. Learn about requirements for a specific field or employer. Postings also help you plan ahead! Working is the best way to get experience, learn about a field, and network.

GENERAL BOARDS

uofmcareerservices.ca

jobbank.gc.ca

ca.indeed.com

mbjobs.ca

wowjobs.ca

monster.ca

workinnonprofits.ca

eluta.ca

linkedin.com

GOVERNMENT JOBS

jobs.gc.ca (PSR, FSWEF)

gov.mb.ca/cyo/studentjobs (STEP)

jobsearch.gov.mb.ca

gov.mb.ca/health/rha

winnipeg.ca/hr

ON CAMPUS JOBS

uofmcareerservices.ca

umanitoba.ca/employment

umsu.ca

umanitoba.ca/admin/dev_adv/call_centre.html

INDUSTRY JOB BOARDS

Industry specific job boards exist, sometimes they are hosted by professional or industry associations. Google to locate those for your field!

OUR WORKBOOKS

Resumé, Cover Letter, Interview, +

umanitoba.ca/careerservices

click on "Employment Resources..."

Steps to Success: Building Career-Related Competencies

Strategically align your courses, volunteering, part-time work and summer jobs with your long-term goals!

After 1) *Looking ahead at industry and occupational requirements*, and 2) *Reflecting on your past experiences*, 3) Make note of the related **competencies (skills, knowledge, attitudes) you already possess** and those **you are missing**. Write these below.

Related competencies that I already possess:

-
-
-
-
-
-
-
-

Competencies that I can gain or enhance to increase my employability:

-
-
-
-
-
-
-
-

What work and volunteer activities, other extra-curriculars, and courses can help me bridge the gap and build the competencies I'm missing?

-
-
-
-

Place
resumé
here.

Place
future job
description(s)
here.