

# Career Investigation Report

## A Guide to Gathering Information for Your Service Plan

### STEP 1 - Read information on the occupation and training options using the following research tools...

- "Adult Back to School Planner" Resource Book
- Occupational Profiles available at:
  - ✓ **City Centre Alberta Works Centre**, 10242 – 105 Street Phone: 780-427-9674
  - ✓ **South Alberta Works Centre**, 6325 Gateway Blvd (103 Street) Phone: (780) 644-2827
  - ✓ **North Alberta Works Centre**, #2050 Northgate Center 9499 - 137 Avenue, Phone: (780) 422-9440
  - ✓ **West (Meadowlark) Alberta Works Centre**, 120 Meadowlark Shopping Centre, 15710 – 87 Avenue, Phone: (780) 415-8116
- Brochures From Professional Associations
- Career Information Hotline (1-800-661-3753)
- [www.alis.alberta.ca](http://www.alis.alberta.ca)

### STEP 2 - Talk to AT LEAST 3 PEOPLE who are currently working in the occupation.

- **Access your personal network** of friends, family, previous co-workers and employers. These people may know people who work in the occupation that is your goal.
- You need to talk to *at least 3 people* in order to **get a variety of opinions and ideas about different job settings and to ensure that the training choice you are interested in is recognized for your employment goal**
- **If you have never met the person before** you could introduce yourself by saying something like:

“My name is (your name), and I am thinking about becoming a/an (occupation title). I have been doing some research and (your contact's name and how you know him/her) suggested that I contact you for more information. Do you have a few minutes to answer some questions?”
- **Be prepared** with questions from the research you did in Step 1 and take notes.
- **Ask questions** like “What type of education do you prefer your employees to have”

### STEP 3 - Investigate at least 2 DIFFERENT SKILL TRAINING/UPGRADING/OR POST SECONDARY EDUCATION OPTIONS

- Complete the Career Goal Steps to Success sheet to assist you in getting to your Goal

### STEP 4 - Complete the CAREER INVESTIGATION REPORT based on all the information you have gathered and bring to your next appointment.

# Career Investigation Report

(Please complete all questions as fully as possible)

Name:

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Occupational Goal:

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## You and the Occupation

1. How long ago did you decide that you wanted to work in this field?

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2. Why do you think this occupation is suitable/appropriate for you?  
(Why did you choose this occupation?)

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3. What special qualities/strengths do you have that make you suitable for this kind of work?

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## Occupation /Employer Information

1. What would be the typical daily duties/tasks for this position?

1.

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2.

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2. Give the names of 3 people you contacted for information about this occupation (i.e., employers who may hire people with this training, school representatives or former graduates of the program).

1.

2.

3.

3. What did you learn from talking to them?

4. What did they like most/least about their work?

5. What are the working conditions?

Hours of work (shifts, weekends, overtime, part-time, full-time, etc.)

Place of work (inside, outside, office, assembly line, etc.). Mobility (standing, sitting etc)

Health/safety concerns (dust, noise, allergies, etc.)

6. What salary can you expect when you start? After 5 years?

7. What is the current labour market demand for people entering this field? Future Outlook?

8. Besides the training you are considering taking, how else might you gain the necessary skills to obtain a job in this field (i.e. on the job training, apprenticeship, work experience, etc)?

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<b>Education Information</b>
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1. What is your Career Goal? \_\_\_\_\_
2. What specific training (diploma, certificate, journeyman ticket or degree) is needed to work in your field of choice?

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3. a) Where is the training available? (Which schools) Research 2 school options

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- b) Which school do you plan to attend? How long is the training program?

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- c) What is your reasoning for this choice?

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4. a) What pre-requisites (courses, averages and certificates) are needed to get into this program? Please attach a copy of pre-requisites from your chosen school calendar/website.

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- b) Do you have these pre-requisites? **Circle One** Yes No

If no, what do you need? \_\_\_\_\_

## Career Goal Steps to Success

<b>1.</b> <hr/> <p><b>Career Planning</b>          What Career/Job Do You Want?</p> <p><i>Where will you find the information to make an informed choice?</i>          (ALIS Career Insite, Career Planning Workshop, Career Investigation Report)</p>	<b>2.</b> <hr/> <p><b>Prerequisite Program (If Required)</b>          What school or program is needed to get into your Post Secondary/Skills Training?</p> <p><i>Where do I get this? (schools)</i></p>	<b>3.</b> <hr/> <p><b>Post Secondary/Skills Training</b>          What course is required to work in your chosen career field?</p> <p><i>Where do I get this? (schools)</i></p>	<div style="text-align: right; margin-bottom: 10px;"> <b>4.</b>  </div> <p><b>Career Goal!</b></p> <p><b>When can I do this Job by?:</b></p> <div style="text-align: center; margin-top: 50px;"> </div>
	<p><i>When can I start?</i></p> <p><i>When will I be done?</i></p>	<p><i>When can I start?</i></p> <p><i>When will I be done?</i></p>	
	<p><i>When can I start?</i></p> <p><i>When will I be done?</i></p> <p><i>When do I need to apply by?</i></p>	<p><i>When do I need to apply by?</i></p> <p><i>When do I need to apply by?</i></p> <p><i>Will I need a Student Loan?</i></p>	

### Budget Worksheet

Monthly Expenses	\$	Monthly Resources	Self	Spouse / Partner
Rent / Mortgage/ Taxes/ Condo Fees		Wages (net pay)		
Home/Renter's Insurance		Child Support		
Heat		Spousal Support		
Power/Water		Self-Employment Income		
Phone/Cell		Employment Insurance Benefits (net)		
Cable/Internet		Gifts		
Food		Rental Property Income (gross)		
Clothing		Room and Board Income (gross)		
Personal Care/Household Items		Aboriginal Funds (Band or AHRDA)		
Bus Passes		WCB (Worker's Comp Benefits)		
Gas/Maintenance		Canada Pension Plan		
Vehicle Insurance		Disability Insurance		
Car Loan/Lease Payment		Child Tax Benefit/Universal Child Care		
Parking				
Child Care		<b>Household Assets</b>		
Medication not covered by health plan		Savings (Cash, TFSA, etc)		
Life Insurance Premiums		Life Insurance Proceeds		
Credit Card (monthly payment)		RRSP's (Registered Retirement Savings Plan)		
Personal Loan/ Line of Credit Payment		RESP's (Registered Education Savings Plan)		
Child Support Payment		Scholarships/Bursary		
<b>Other Payments</b>		Bonds/ Stocks/ GIC's/ Term Deposits		
		Property or land other than the home you live in		
<b>TOTAL:</b>		<b>TOTAL:</b>		

## JOB SEARCH STATEMENT

NAME: \_\_\_\_\_

Provide a list of jobs that you have applied for with your current skills/training.

[illegible]