



KEY QUESTIONS



Answer the key questions and save your answers in your Course Journal or e-Journal.

12. If you have access to a computer, complete Part A. If you do not have access to a computer, complete Part B on page 9.

Part A

Start the computer and open the **browser** (Netscape Navigator or Internet Explorer). Type *www.mazemaster.on.ca* in the address line at the top of the screen, then press the **Enter** or **Return** button on your keyboard. The Community Action for Youth Employment Partnership and the Toronto Catholic District School Board sponsor this website. It is designed to address employment issues.

On the first “page” of the website, you will have to select either **English** or **French**. Use the mouse to point to your language of choice, then click the left mouse-button.

The next page offers six choices: Self-Assessment, Labour Market Information, Training and Education, Self-Employment, Job Search Techniques, and Job Postings. For this key question, click on **Self-Assessment**.

Because you are visiting this website for the first time, you will have to register as a new user. Click on the words **New User**.

On this page, you will have to enter a **Login ID** once and a **Password** twice. You could use your first name, a nickname, or the name of your dog for the login ID, and your best friend’s name or your favourite food for the password. Try to choose something that you will remember. When you visit the site again, you will need to enter the same login and the same password in order to access your “file.”

The next page offers you four choices: Values, Interests, and Skills. Click on **Interests**.

You will be asked to identify your interests by clicking on the boxes on the left-hand side of the page. You can choose more than one box in each section. Once you have finished, click on the word **Save**. The next page will display some possible career directions.

Your next step is to complete the Values and Skills inventories. Click on **Values** or **Skills** and follow the directions given. You will have to prioritize your responses in both inventories. For Values, the possible responses are “definitely important,” “somewhat important,” or “not important.” For skills, the possible responses are “got it,” “want it,” or “forget it.” Remember to click **Save** when you finish each inventory. The website will summarize your choices.

When you have completed all three inventories, click on **Action Plan**. Be prepared for lots of information. The website will list **all** of the following:

- potential career paths
- the values that are most important to you, which can help you to focus on your dream job
- the skills that you have now, so that you can include them in your résumé when job-hunting
- the skills that you want to develop, which can guide your action plan

Scroll to the bottom of the current page. You will be asked to identify your immediate goals, your goals for the next 2-5 years, and your goals for the next 5-10 years. When you have checked the appropriate boxes, click **Save**.

Finally, your action plan will appear on the screen. If possible, print this information or save it to a disk. If you are using a computer at your local public library, ask a staff person for help. Staple the printed action plan into your Course Journal or scan it into your e-Journal. If you are unable to print your action plan, record the information in your Course Journal or e-Journal.

Part B

a) Complete the following self-assessment to help you identify your skills, interests, and values. Decide which items are not important (N), somewhat important (S), and very important (V).

Self-Assessment

- My work should be outdoors. N__ S__ V__
- My hours must be regular. N__ S__ V__
- I prefer to work on my own. N__ S__ V__
- My social skills are key to the job. N__ S__ V__
- I prefer to work on a computer. N__ S__ V__
- I need a flexible schedule. N__ S__ V__
- I want to work with animals. N__ S__ V__
- I need a creative atmosphere. N__ S__ V__
- My work includes sales as part of the job. N__ S__ V__
- I prefer to work in an office. N__ S__ V__
- I use my car for the job. N__ S__ V__
- I need to believe in what I'm doing. N__ S__ V__
- I want to help others. N__ S__ V__
- I want to be a leader. N__ S__ V__
- I enjoy meeting people. N__ S__ V__
- I like to build things. N__ S__ V__

b) Summarize your responses in two or three sentences.

- c) Examine the career ads in newspapers, employment or career publications, and at your local employment centre. Make a list of the jobs or careers that appeal to you. Remember to refer to the self-assessment and summary you completed on the previous page.
- d) Identify your goals for the next
- 0-2 years
 - 2-5 years
 - 5-10 years

13. If you have access to a computer, complete Part A. If you do not have access to a computer, complete Part B on page 11.

Part A

In order to complete this key question, you will need to return to *www.mazemaster.on.ca*. There is plenty of information about career planning on this site. Use your previewing and surveying skills to decide if you want to read all of the information. You can also refer to the Mazemaster site map provided at the end of this lesson to help you with this key question.

Return to the action plan the Mazemaster website compiled for you. Scroll down the page until you reach a section entitled **Next Steps**. In this section there are five categories of next steps: Get a Job, Get Experience, Get Informed, Get Qualified, and Get Organized. Click on **one** of the choices listed in one of the categories. Then, using the worksheet on the following pages, investigate this choice using the the Seven-Step Inquiry Model introduced in this lesson. This will help you personalize the computerized action plan. When you have filled out the worksheet, staple it into your Course Journal or scan it into your e-Journal.

Remember to:

- consider other ways that you might acquire information. You might find the following Internet sites of some use:

Youth Resource Network of Canada

www.youth.gc.ca/menu_e.shtml

Career Gateway

www.edu.gov.on.ca/eng/career/index.html

Campus WorkLink

www.worklinkngr.com

Ontario School Counsellors Association

<http://osca.ouac.on.ca/studres.htm>

The Beginner's Guide to the Internet

<http://www.northernwebs.com/bc/>

- keep track of the information that you collect
- review the information and present the best possible answer to your question.
- evaluate how well you conducted your research

Part B

Follow the Seven-Step Inquiry Model to find information about one of the jobs or careers you chose in Key Question 12 c). Complete the worksheet that follows.

You can find career planning information through local career agencies, continuing education centres, a library, and an employment centre.

EVALUATION CRITERIA FOR KEY QUESTION 12, PART A OR PART B

You must complete all three inventories (Values, Interests, and Skills) to complete your action plan. Your action plan must include:

- potential career paths
- a list of the values that are most important to you
- a list of the skills that you have now
- a list of the skills you might want to develop
- your goals for the next 2 years
- your goals for the next 2–5 years
- your goals for the next 5–10 years

You will receive a Level 3 grade if all of the above components are included in your action plan.

EVALUATION CRITERIA FOR KEY QUESTION 13, PART A OR PART B

Your worksheet will be evaluated using the following rubric. Level 1 is considered a pass. Level 3 is the provincial standard.

Category	Level 1	Level 2	Level 3	Level 4
Inquiry Process	Applies few of the steps involved in the inquiry process.	Applies some of the steps involved in the inquiry process.	Applies most of the steps involved in the inquiry process.	Applies all of the steps involved in the inquiry process.
Content	Communicates information in each step with little clarity. The information is scant.	Communicates information in each step with some clarity. The information is adequate.	Communicates information in each step with overall clarity. The information is sufficient.	Communicates information in each step with precision. The information is comprehensive.

MAZEMASTER SITE MAP

SELF-ASSESSMENT

- Interests
- Skills
- Values
- Action Plan

LABOUR MARKET INFORMATION

- What's Happening in Toronto?
- Looking To The Future
- Statistics Canada
- The Profiler
- Catch the Wave
- Job Futures
- Dollars and Sense

TRAINING AND EDUCATION

- Academic Institutions in Toronto
- Private Vocational Schools
- Apprenticeship
- Community Agencies for Youth
- Human Resources Development Canada
- For Your Information
- Support and Education
- Where It's At!

SELF-EMPLOYMENT

- Entrepreneurial Traits
- Type of Business
- Success Spotlight
- Business Plan
- Support and Education
- Financing
- Registration
- Taxes and Permits

JOB-SEARCH TECHNIQUES

- Cover Letter
- Résumé
- The Interview
- Making Contact
- Application Forms
- The Hidden Job Market
- Links

Now go on to Lesson 8. Remember, you do not send your journal to the Independent Learning Centre until you have completed Unit 2 (Lessons 6 to 10).