

Workshop # 2 – Deliverable - Career Conversation

Career Conversation

**Hard Copy to be handed in. One Page Summary (MAXIMUM) in MS Word.
Make sure your NAME, “N” NUMBER & PROGRAM are at the top of the page.**

Purpose of Assignment:

Grow in your awareness of what employers look for, how to start your career in a very competitive job market, as well as begin the process of networking and discussing your career goals and interests.

Prepare in Advance:

- a) Read the Section in the “Job Search Workbook” on the Information Interview (pgs. 20, 25 – 27) at <http://appliedtechnology.humber.ca/work-placement/job-search-resources.html>

- b) Consider some questions you have about job searching, the job market, the skills required by employers, the types of organizations that hire from your program of study, potential career options, etc. The more meaningful the questions to you, the more you will learn and the more you will get out of this exercise.

The Approach:

Connect with someone you know or who is reasonably well known to you. Select someone whose opinion you trust. This could be someone currently working in business or industry, or a relative, the parent of a friend, someone you know through a sports league, club or religious affiliation etc. It is preferably someone who is in the workforce in some capacity.

- Let your contact know you are doing a research assignment for your work preparation course at Humber. Most people are happy to help a student with an assignment.
- It will only take a few minutes to ask the questions. Hopefully you will use this opportunity to ask more questions that are important to you.

Your goal is to get the answers to 5 questions. Three of these questions are set by your Advisors, and are mandatory (see below). You can select 2 questions of your own. Ask as many questions as you would like.

Satisfactory completion of this deliverable is 5 questions – 3 from your Advisor, at least 2 from you.

Record the Name of your Contact, Organization and Job Title (if applicable). Or, attach a business card.

Provide the Contact’s responses to the following questions:

1. What do you do (or what did you do) for a living? How did you get started?
2. If you had to hire a student, what would be the 3 qualities (or soft skills) you would look for, and why?
3. If you had to give me, a student, one piece of advice related to my job search, what would that be?
4. Your Question:
5. Your Question:

See sample questions on the reverse for some ideas for your questions.

Sample Questions for you to consider:

- How (or why) did you get into this field? What is your background?
- I'm interest in _____ <indicate type of work> _____. What particular skills, education or training does this type of work require today? In the future? What type of person is most suitable for this type of work?
- What skills are most critical to success in the workplace?
- In your job, how would you describe a typical day? A typical week?
- Just so I can set realistic expectations, what can a graduate expect to earn? What can a student expect to earn?
- What do you think about my resume? Is it suitable for the type of work I'm seeking? Are there changes you would suggest?
- When you look at someone's resume, what makes that resume stand out for you?
- What obstacles do you think I will face in reaching my objective? What is your advice on how I can overcome them? What do you suggest that I need to do or learn?
- How have you prepared for interviews?
- Would there be someone else I should talk to about a career in this field? May I use your name when I contact them?
- What is the best way to go about looking for work in my field?
- I hear a lot about this ___<trend>_____ in the news. What is your perspective on what is happening, and the impact on hiring trends – for students or recent graduates?
 - NOTE: The "trend" can be*
 - youth unemployment*
 - proposed increase in minimum wage to \$14/hour next year*
 - loss of manufacturing jobs in Ontario*
 - the growth in automation of factories and warehouses*
 - the housing boom and demand for new homes , and products and services for those homes*
 - an aging population*