



Student Summer Works Student Guide



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Student Summer Works

Congratulations on your employment! Your job is partially funded by the Ministry of the Economy's Student Summer Works (SSW) program.

What is Student Summer Works?

SSW is a summer program designed to connect students to part-time and full-time summer employment. SSW strives to:

- Support your ability to pay for further education
- Provide you with work experience to develop practical work skills
- Link you with potential long-term employers in Saskatchewan
- Create employment opportunities that strengthen organizational capacity and support succession planning

How will this guide help?

By following the tips and information in this guide, you will gain more from your summer job and your participation in the SSW Program.

If you are comfortable with doing so, please share your career plan with your employer or supervisor. Once they find out your interests, they may be able to adjust your duties to help you build the skills and experience to reach your career goal.

This guide contains the following tools to assist with career planning:*

- Tips for Success
- Tool #1 – Know Yourself
 - Build a personal profile (values, personal characteristics, abilities, and interests) and identify possible occupations that will fit your profile.
- Tool #2 – Know About Occupations
 - Use information sources to research possible occupations for your career options using the internet, paper and people.
- Tool #3 – Know the Labour Market
 - Gather information on trends and industries and occupations in demand.
- Tool #4 – Goal Setting and Action Plans
 - Establish a career goal and develop a career action plan to reach that goal.

We hope that you will find this guide will be a useful supplement to your employment experience.

*Adapted from: 2010, *Assessing the Impact of Labour Market Information*, Canadian Research Working Group on Evidence-Based Practice in Career Development

Tips for Success

Below is a list of actions you may wish to consider to ensure successful and productive summer employment.

- ✓ Record your career goal and action plan, including a list of skills you would like to develop or improve. Beside each skill, write down the action steps/milestones you will take to develop it. Create a similar list for knowledge you would like to gain, the experience you'd like to have or the people you'd like to meet. The tools on the following pages can help.
- ✓ Share your plan. Your employer, co-workers, other students, or family members will have good ideas on how to achieve your goals.
- ✓ Identify and approach someone you think would be a good mentor for you. This may or may not be your direct supervisor. Be clear about what you would like help with; how often you'd like to talk with them; and discuss when you are both available to meet.
- ✓ Ask people that have interesting jobs if you can interview them about what they do and how they got their job. This is sometimes referred to as an informational interview (see page 5).
- ✓ Be willing to take advantage of opportunities to experience something new at your job. Performing different tasks and meeting new people will help you know more about the opportunities available after you graduate.

We hope this job provides you with access to an employer, an industry and a network of people that will prove to be a positive influence in your career development.

On the next few pages, we've provided some additional tools to help you succeed.

Tool #1 – Know Yourself

This tool will help you find information to develop a personal profile that can help you select occupations or jobs that suit you.

Career goals are goals that define a long term vision for work and life. They can include anything from a specific career choice to where you want to be in a certain number of years. A career goal identifies which fields and occupations you want to pursue in your working life. Setting a goal will help you define what you want to achieve so that you can make deliberate choices about your next steps.

Based on the work you have enjoyed previously and resources identified on the following pages write an initial career goal. It could be short term, anywhere from tomorrow to six months from now, longer term 2 – 5 years, or a lifetime goal. The next step is to create a career action plan will define some stepping stones to get where you want to (see page 6).

The following websites contain resources that may help you through this process:

- a) SaskNetWork
<http://www.sasknetwork.ca>
- b) Career Action Plan Manual
<http://www.aeei.gov.sk.ca/career-action-plan-manual>
- c) Developing a Strategic Vision for Your Career Plan
http://www.quintcareers.com/career_plan.html
- d) Career Development eManual University of Waterloo
<https://emanual.uwaterloo.ca>

Your Career Goal:

(Consider what your current interests are; where you would like to work right now; what kind of environment would you like to work in.)

Tool #2 – Know About Occupations

There are excellent resources for learning about occupations. Here are some online resources that can help you explore your options. Use these resources in addition to:

- a) Gathering information from electronic and print materials; and
- b) Gathering information from people through information interviews (see page 5).

Title and Location	Personal Assessments	List of Occupations	Labour Market Information	Occupational Descriptions & Training Requirements	Videos of Real Workers	Wages
Career Cruising www.careercruising.com	✓		✓	✓	✓	✓
Job Bank www.jobbank.gc.ca	✓	✓	✓	✓		✓
Alberta Learning Information Service http://alis.alberta.ca	✓	✓	✓	✓	✓	✓
National Occupational Classification System http://www5.hrsdc.gc.ca/NOC		✓	✓	✓		
CanLearn www.canlearn.ca	✓	✓		✓		
Working in Canada www.workingincanada.gc.ca	✓	✓	✓	✓		✓
Jobs in Saskatchewan www.saskjobs.ca		✓		✓		✓

* Be aware some websites may change or become inaccessible due to upgrades or other changes that are outside the Ministry's control.

Tool #3 - Know the Labour Market

For information about industry, occupation and hiring trends in the labour market see some of the resources on the previous page.

The Working In Canada site www.workingincanada.gc.ca has labour market information by province and region within the province. Find prospects for work opportunities and descriptions of trends developing in occupations and industries.

Sections of your local newspaper such as the business section may have articles about companies, occupations and training. There may be clues about industries that are growing, who may be hiring, jobs that are needed and occupations or industries that are shrinking or disappearing.

Informational interviews are also a useful way to expand your networks and learn more about an industry or occupation. Often once you interview one person, they can recommend someone else who can share additional knowledge.

The following resources list tips for conducting informational interviews as well as a few suggested questions:

SaskNetWork – Informational Interviews

<http://www.sasknetwork.ca/html/JobSSWkers/careerplanning/infointerviews.htm>

Informational Interviewing Tutorial

http://www.quintcareers.com/informational_interviewing.html

Tool #4 – Goal Setting and Career Action Plans

Now that you have identified your career goal and performed research on occupations and the labour market, the next step is taking inventory of the skills and knowledge you have and need for your chosen career.

Use the table below to create a detailed Career Action Plan. Although this process may take a bit of time, it is useful to take a step back to figure out what your direction should be. By setting milestones as steps in achieving your career goals and recognizing who can help you in achieving these goals, you will be more prepared for your future and what it will look like.

List all the actions steps (milestones) that you will have to take to reach your goal. Be attentive to timing, some actions may need to happen before others (i.e. getting formal training before looking for a job). Be mindful of any barriers you may need to overcome to achieve your action steps.

Career Action Plan

Milestone	Target Date for Completion	Actions to be taken to reach this goal	Who can I turn to for help?
#1			
#2			
#3			