

Getting Started with Career Planning

Starting a new career or changing your career direction can be a big task if you are not sure which direction you are going. The best way to begin your journey to a new career is to figure out what type of work you want to do.

This tips sheet will give you some ideas to get you started as you explore new options.



Ask Questions

Find out the skills and training needed for a job in an industry by asking the right questions. The following list can help make finding a career a lot easier:

- What are the main skills needed for this job?
- What types of jobs are available in this field?
- What are the working conditions and expectations?
- Will this career be in demand five years from now?
- What kind of training do you need?

For example, for a retail sales cashier, the main skills could be providing good customer service, handling money, math skills, the ability to operate a till and so on.

Tip Sheet: CAREER PLANNING

Research

There are many ways to learn more about a job that you might be interested in.

Firsthand Knowledge:

Learn directly from someone working in that job or field. You might visit a workplace, job shadow an employee, or interview a person doing what you might like to do.

Entry-Level Jobs, Internships and Volunteering:

Taking an entry level job or participating in an internship can help you learn a lot about what a career might be like. When starting out, look for a company that promotes from within and explore the possibilities of laddering up within the organization.

Industry Associations

Research industry associations to learn the latest trends and training needs, to make connections and more. Many industries have websites and social media pages where you can find informative articles and company employees you can connect with.

Career Fairs

Attend job fairs to meet people from different industries all in one place. Speak directly with someone in the field and ask questions to learn more.

Online Research

You can find out a lot by researching online: salary, working conditions, training options, qualifications, and education needs. Check out labour market information to see industry forecasts and growth.

For additional career planning information, access our links to videos, self-assessments, and other career planning resources to find the tools you need in making your career decision.