

## Stepping Stones to Career Success

*A Career is like a canoe, we use it on our journey, carry the tools that we need, as we steer to our destination. Sometimes our direction may change, depending on the conditions we are faced with (CERIC).*

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### CAREER EXPLORATION

#### FINDING DIRECTION AND GATHERING TOOLS - DETERMINE YOUR DESTINATION AND LEARN THE STEPS INVOLVED TO GET THERE

Unsure of how to get your career goal or how to get started? Career decision making starts with learning about your skills, strengths and values, as well as what you enjoy doing. Find what you are passionate about & see if you can get paid for it!

The Advisors can help you get started with career & personality assessments.

- Click here to access assessments: [Self Discovery Tools](#)
- Book an appointment with an Advisor for [Career Assessment Support](#) at <https://humberadvising.mywconline.com/>

Other helpful assessments include:

- Career Cruising (free): <https://www.careercruising.com> – **username:** humberc | **password:** careers
- Clifton Strengths (paid): <https://www.strengthsquest.com/home.aspx>

## PLACEMENT & JOB SEARCH

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### STARTING THE JOURNEY - JOB SEARCH REQUIRES TIME & PATIENCE

Preparation, time and patience are the key ingredients for successful job search. Customization of resume & cover letter is essential. One-size resume fits all approach does not work. Be open to accepting different roles to get to your goal. Don't discount the experience, value and connections made by working for small businesses.

- **Step 1:** Use our [Career Resources](#) web page for resources & worksheets on resumes, cover letters & job search
- **Step 2:** Get feedback on your resume & cover letter from a [Career Support Peer](#)
- **Step 3:** Be sure to attend the [Job Search Skills workshop!](#)
- **Step 4:** Complete a mock interview and receive feedback on your LinkedIn profile from a [Career Support Peer](#)
- **Step 5:** Start applying to jobs on different job boards, including [Career Connect](#)
  - **Online Job Boards:**
    - Indeed – [www.indeed.ca](http://www.indeed.ca)
    - Glassdoor – [www.glassdoor.ca](http://www.glassdoor.ca)
    - Eluta – [www.eluta.ca](http://www.eluta.ca)
    - Yellow Pages – [www.yellowpages.ca](http://www.yellowpages.ca) (Directories)
    - Charity Village – [www.charityvillage.ca](http://www.charityvillage.ca) (Non-profit)
- **Step 6:** Be sure to keep a detailed job search log (see below for Job Search Log to get started)
- **Step 7:** Reach out to your Career & Student Success Advisor for advanced job search support

You may also want to reach out to recruiters who can help connect you with job openings in your field. Here are some resources:

- The Association of Canadian Search - <https://www.acsess.org/>
- Finding a Staffing Company - <https://www.acsess.org/members/member-directory/advanced-search>

*\*Tip: The Applicant Tracking System (ATS) is a software used to screen candidate's resumes during the hiring process. Ensure your application gets past the resume robots by using JobScan – <https://www.jobscan.co/>*

## LABOUR MARKET INFORMATION (LMI) & INDUSTRY SEARCH

Labour Market Information (LMI) can help you to better understand economic trends such as demographics, wages, and occupation projections for a particular job or industry. Conducting LMI research can help you to make more informed decisions about your career path. Here are some helpful websites to get you started:

- **Glassdoor:** <https://www.glassdoor.ca> – research organizations, read company reviews and see sample interview questions
- **LinkedIn:** <https://www.linkedin.ca> – search individuals in occupations of your interest to determine various education and employment pathways they took to reach your desired role
- **Scotts Directories:** <https://library.humber.ca/help/company-industry-research/scotts-directories> (video on how to use it)
- **Ontario LMI:** <https://www.ontario.ca/page/labour-market>
- **Federal LMI:** <https://www.jobbank.gc.ca/trend-analysis>

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## NETWORKING

### SEEK HELP ON YOUR JOURNEY - APPLY THE 80/20 RULE

In Canada, generally 80% of the jobs are filled through networking, whilst the remaining 20% are filled by posting job ads. Therefore, it is important to not only apply to jobs online, but also actively network to unlock jobs in the hidden job market. A good way to get started is by reaching out to people you already know. Don't worry if you do not know many people. You can begin by reaching out to Humber College alumni on LinkedIn. Some suggestions for networking:

- [LinkedIn – Humber College Alumni](#)
- [Ten Thousand Coffees](#)
- Attend networking events organized by Humber College and other institutions
- Network with family, friends and peers

Here is a sample script you can use to connect with Humber College alumni and other individuals for networking:

Hello \_\_\_\_\_,

We have something in common: we have both attended Humber College! The career path you have paved for yourself is very impressive! I was wondering if you would be open to sharing some insights and tips that you believe would be helpful for someone in my position (looking for a placement, recent graduate job, deciding on future education). *You can also use this opportunity to ask an important question related to education/career.*

Sincerely,

\_\_\_\_\_

*\*Please modify this script to tailor to your needs. It may not look very professional if everyone ends up using the same script.*

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## STEPPING UP TOWARDS YOUR CAREER GOAL

Generally, people tend to stay in a job for 2-5 years, before moving on to roles with more responsibility (a.k.a. working towards dream job). It is important to do your homework and start preparing for future roles from now.

- Ensure your research takes into account any certifications or credentials you may need, in order to move into bigger and more senior roles.
- A great place to start would be [Career Cruising](#) (select an occupation and then select Sample Career Path). Sample Career Path shares information on various levels of jobs that are usually found in the career. It shares salary, education, skills and experience that is ideally required for each level in that career. You are also encouraged to click on Related Careers to learn about other relevant careers of interest.

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- Continue working towards attaining relevant certifications and credentials. Ensure you mention them on your resume, even if they are in progress. In addition, [LinkedIn Learning](#) is a great place to learn some additional skills that can be highlighted on your resume.
- The network that you have been building can be very useful at this point. Reach out to individuals in your desired career path to seek career related advice. This may help unlock useful information that individuals outside of the career may not be aware of.
- Attend profession specific conferences every year. This may be a good way to introduce yourself to potential employers and to colleagues in your field of work.
- Actively connect with your network, recruiters (if applicable) and reach out to employers of interest, to seek out and apply for opportunities.
- Remember to update your resume & cover letter; ensure you highlight your relevant accomplishments & achievements.
- As an alumni, you can book an appointment with a [Career Advancement Coach](#) for job search support.

## Job Search Log

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### RESOURCE FOR ORGANIZING YOUR JOB SEARCH

For each position you apply to, fill out a row and update each on an ongoing basis. This will help you keep track of your job search.

| ORGANIZATION & POSITION APPLIED TO                           | CONTACT PERSON & POSITION TITLE | CONTACT PERSON EMAIL & PHONE NUMBER  | DATE & ACTION TAKEN  | CURRENT STATUS  |
|--|---------------------------------|--|--|---|
| <i>Example:</i><br>ABC Inc. –<br>Administrative<br>Assistant | Jane Doe<br>HR Manager          | <a href="mailto:Jane.doe@abcinc.ca">Jane.doe@abcinc.ca</a><br>416-123-4567 | Sep 28: Submitted resume & cover letter via email<br>Oct 12: Followed up with Jane Doe via phone | Oct 12: Jane Doe to contact me via email for interview availability |
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# RESOURCES

CAREER  
RESOURCES  
Humber Advising  
& Career

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