



## INFORMED CAREER DECISION MAKING

Algonoma University's Career Hub assists students with a wide variety of career decision making needs to enable them to make informed decisions about their future. The tools provided below are vital in gaining meaningful employment!

Career decision making is an ongoing lifelong process where you continually reflect on your life, core values, interests, and aspirations to make informed decisions about our career development for years to come.

### Self-Assessment

Self-assessment is about getting to know yourself and determining your interests, values, skills, and personality. When thinking about your assets, be honest and objective. If you are able to do that, then you will be able to share your strengths with potential employers.

To start, ask yourself:

- What do I like to do?
- What don't I like to do?
- What do I want to do?
- What motivates me?
- What am I good at?
- What makes what I do worthwhile?
- What kind of lifestyle do I want?
- What am I like as a person?

To help you answer these questions, consider the following traits (this is not an exhaustive list):

VALUES	SKILLS	PERSONALITY
Flexibility	Computers	Dependable
Security	Problem-Solving	Flexible
Profit	Interpersonal	Optimistic
Location	Research	Confident
Helping Others	Helping Others	Cheerful
Recognition	Negotiation	Creative

Family	Organization	Observant
Environment	Analytical	Modest
Status	Team Work	Selfless
	Communication	

## Self-Assessment Tools

Identifying and describing your skills will be important for your self-promotion. Try the following self-assessment tools to assist you discover your interests, skills and personality.

- [Career Cruising](#) (*public.careercruising*)

A career exploration tool that helps you find careers that match your interests and skills. To gain free access, use the information below:

Username: algomauc

Password: saultstemarie

- [Devant Career Assessments](#) (*Devant*)

Understand your motivations, preferences, and values. What do you value in your current role? What is your typical style of interaction? What characteristics do you display and how are you perceived in the workplace? Reflecting on your motivations, preferences, values and working style can be useful when considering your current role and desired career path.

- [Career Pulse](#) (*Devant*)

An employability self-assessment tool that helps you understand your job readiness.

- [Working in Canada: Career Quizzes and Tests](#) (*jobbank.gc*)

Career quizzes and tests can help you choose, change or develop your career. You can use them as a starting point in your journey to get to know yourself better and explore the wide range of career opportunities available to you.

- [Employability Skills 2000+](#) (*Conferenceboard*)



[This toolkit](#) (*Conferenceboard*) provides a step-by-step guide to the skills needed to adapt and succeed in the world of work. It contains activities to lead readers through thinking about what skills they have, what skills they may need to work on, and how they can improve these skills.

- [CAREERinsite](#) (*alis.alberta*)

CAREERinsite is your one-stop guide to career planning. Everything you need to plan your work and learning is here.

### **Tips & Tricks**

Learning about the employer, organization and organizational culture can also help you make better decisions.

- [8 tips to investigate the culture of an employer](#) (*Devant*)
- [How to use Organizational Culture to Find the Perfect Job](#) (*Indeed*)

### **Labour Market Information**

Now that you have completed your self-assessment and determined your marketable skills, interests, values, and personality. These are the assets that you will offer to future employers, but what occupations interest you?

Labour market information through [industry and employer research](#) (*Devant*) helps you determine which occupations best fit your skills, interests, and values and which occupations have the best prospects. It also helps you learn what skills, training, or education can help you become a better prospect for the job, in addition to developing realistic wage expectations based on your current skill set. Finding an occupation that will match these strengths will assist in your overall job satisfaction and ability to succeed.

To start your labour market research, check out the following websites:

- [Algoma Workforce Investment Committee](#) (*Awic*)

The Algoma Workforce Investment Corporation (AWIC) is a community-based, non-profit corporation. It is one of 25 local boards in the province of Ontario, funded by the Ministry of Training Colleges and Universities (MTCU). The volunteer board members are knowledgeable about the labour force development issues in the District of Algoma. The mandate of AWIC is to act as a catalyst for change in the Algoma District's labour market by partnering with labour market groups in addressing training and adjustment issues.

- [Working in Canada - Trend Analysis](#) (*jobbank.gc*)



A web tool that provides job seekers, workers and those who are new to the Canadian labour market with the information required to make informed decisions about where to live and work. The site can assist individuals who are searching for work or looking to make career decisions.

- [Ontario's Labour Market](#) (*Ontario.ca*)

Labour market information and statistics can help you plan your career. Learn more about work trends and the skills, education and training you need for jobs today, and in the future.

### **Additional Labour Market Information Tools**

- [LinkedIn](#) (*Devant*)
- [Glassdoor](#) (*Devant*)
- [Career Cruising](#) (*public.careercruising*)
- [Peel Halton – Workforce Development Group](#) (*Peelhaltonworkforce*)
- [Industries and Employers in Sault Ste. Marie](#) (*sault-canada*)
- [The Labour Market of Tomorrow: Projections From the Model of Occupations, Skills, and Technology \(MOST\)](#) (*Conference Board*)
- [Digital Skills for Today and Tomorrow: Perspectives From Canadian Employers and Industry Leaders](#) (*Conference Board*)

### **Information Interviews**

An [information interview](#) (*LinkedIn Learning*) is one of the best ways to gather information related to potential careers and work environments. They are short interviews conducted to gather information about a job, career field, industry or company. An information interview helps you to make an informed decision when planning a career and is one of the most effective networking tools. It's important to remember that an information interview is not a job interview.

There are many benefits to information interviewing, including:

- Gathering relevant information about the realities of working within a field, industry, organization or position;
- Discovering career paths you may not have known existed;
- Clarifying your goals to start creating your action plan; and
- Building and expanding your network.

For more information on how to conduct a great information interview, use the resources below.

- [Informational interview Guide](#)
- [Questions to Ask During Informational Interviews](#) (*LinkedIn Learning*)
- Leverage the [Alumni Tool](#) (*LinkedIn Learning*)



## Networking

Networking involves making and sustaining connections while building relationships with people who share your profession, industry, or interest. It's a great way to connect with people and learn about the ins-and-outs of your area of interest. You can even use the informational interview skills that you learned in the previous section when networking.

Learn more about networking and how to use it to your advantage by following the links below:

- [10 Reasons Why Networking Is Essential For Your Career](#) (*Forbes*)
- [How to Network: 18 Easy Networking Tips You Can Use Today](#) (*Science of People*)
- [How to Network on LinkedIn](#) (*LinkedIn Learning*)
- [Professional Networking](#) (*LinkedIn Learning*)
  - [Prioritize Contacts Worksheet](#) (*LinkedIn Learning*)
  - [Networking Event Worksheet](#) (*LinkedIn Learning*)

Below are some suggested networking tools:

### Ten Thousand Coffees

Make a profile on the Algoma University Cafe, powered by [Ten Thousand Coffees](#) and make a new connection. Don't be afraid to reach out to professionals and Algoma University Alumni! Use these tips to create the best profile:

- Add a picture.
- Update your profile.
- Add some icebreakers.
- Not sure what to do next? Click "Welcome" on the left-hand side. This gives you many great options and tools to use this networking platform successfully.
- Wait to be matched - you'll get a monthly email connecting you to a "match."
- Why wait? Find a new contact: go to "Members", scroll down to see all students and professionals or use "Filter" to select members based on field or interests.

### LinkedIn

Create a professional LinkedIn profile that meets and displays a high degree of creativity and strong communication skills.

Having a professional and well articulated LinkedIn profile is a must, especially in this post-pandemic era. [LinkedIn](#) (*LinkedIn Learning*) gives you the ability to showcase your profile, expertise, recommendations and connections. Not only is your profile the first professional impression of you when recruiters and employers use LinkedIn to search for candidates, but it also demonstrates credibility in your industry and highlights your achievements.



The recommended training below will assist you in creating a LinkedIn profile that markets you, helps you network, and showcases your career journey.

- [Creating Your LinkedIn Profile- Brief Overview](#) (*Devant*)
- [Creating Your LinkedIn Profile- Detailed Version](#) (*LinkedIn Learning*)
- [LinkedIn: Increase your chances of reply when messaging new connections](#) (*Devant*)
- Research and connect with 5 professionals in your industry of choice

## **Additional Recommended Training**

- [Get Hired Masterclass](#) (*Devant*)
- [Canadian Workplace Culture Certificate](#) (*Devant*)
- [Moving DEI from Intention to Impact](#) (*LinkedIn Learning*)

