

# Career Ninja™



**Career Ninja** (kə-rîr' nîn'jə): A highly talented and creative individual who has finely tuned employability skills. They are competitive, adaptive and ultimately, VERY successful in today's workforce.



Career Ninja™ and The Work Room made possible through the partnership of the Department of Post-secondary Education, Training and School District 6.

“The quality of a person’s life is in direct proportion to their commitment to excellence, regardless of their chosen field of endeavor.” - Vince Lombardi



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The Career Ninja™ Training Handbook is part of the Career Ninja™ website: <http://theworkroom.nbed.nb.ca>. This handbook can be downloaded for free by students to assist them in their career planning. This is NOT a substitute for career counseling that should be done with your school guidance counselor. Instead, this handbook allows you to do your own research and prepare a career plan that you can discuss further with your guidance counselor, parents and teachers.

For more information on Career Ninja™ and related career products, workshops and resource material please contact:

**Steve Carle**

The Work Room  
 Kennebecasis Valley High School  
 398 Hampton Road  
 Quispamsis, NB E2E 5X5

Phone: (506) 848-6693  
 Email: [theworkroom@hotmail.com](mailto:theworkroom@hotmail.com)



# Career Ninja™

"My job is about the most fun thing I do, but I have a broad set of **interests**, going places, reading things, doing things." – Bill Gates

Create a list of all the things you enjoy doing (ie; hobbies, interests). Don't worry about your skill level or whether there may be a future career attachment. Just list everything you enjoy doing.

## *Things I Enjoy Doing:*


Once you have generated a list, rank order the items starting with the thing you enjoy doing the most (#1), then the item you enjoy the next (#2), and so on until each item from the above list has been assigned a number.

1	7	13
2	8	14
3	9	15
4	10	16
5	11	17
6	12	18

The interests you have identified can help guide you on your journey to find a rewarding career path. To begin this journey, place the number for each interest you listed into one of the three boxes below. When you are finished, the box(es) with the most numbers will indicate if you prefer working with people, things or information.

*Things*

Working with your hands/  
machinery, building things,  
finding out how things work

*People*

Working as part of a team,  
caring/helping others,  
organizing or supervising

*Information*

Working with data, reading,  
solving problems, enjoy  
writing, art and music



## *Identifying Your Interests*



## Identifying Your Interests

The subjects you enjoy in school can help you in making career decisions as well. From the list below, rank order the subjects starting with the one you enjoy doing the most (#1), then the one you enjoy the next (#2), and so on until each item has been assigned a number. If your favorite subject isn't listed, add it.

Art	Physical Education	Biology	History	Law
Music	Computers	Chemistry	Social Studies	Skilled Trades
Math	Business	Physics	Languages	Hospitality
English	Psychology	Childcare	Cooking	_____
1	8	15		
2	9	16		
3	10	17		
4	11	18		
5	12	19		
6	13	20		
7	14	21		

Create a list of all the things you want to accomplish in your life. This could be places you want to visit, things you would like to own, people you would like to meet, careers you think you may want to explore, or goals you wish to accomplish. List both long and short term goals. Don't be afraid to have big dreams!

### *Things I Want:*

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

By identifying your interests and the things you want, you have started the career decision-making process. Your personality preferences, attitude and skill sets also play important roles in this process.

For more information on how to access more self assessment tools and resources, contact The Work Room (506) 848-6693 and/or visit the website: [www.theworkroom.nbed.nb.ca](http://www.theworkroom.nbed.nb.ca)



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"If we knew what it was we were doing, it wouldn't be called research, would it?"  
- Albert Einstein

Once you have established your interests, skills and personal goals you are ready to develop a plan to match them up to possible career options. Here are some ways in which you can research career options:

**1. The Work Room.** The Work Room is designed specifically for this purpose. You can find out more information on any career you choose. Important things to consider in your research would be wages, education requirements, labour market information (ie: Are there any job openings in the field?) and a description of the job-specific duties. There are two online tools that are used in the Work Room to help people collect information and start their career planning.

## **Choices Planner:**

<http://www.bridges.com/cdn/prodnserv/index.html>

### Login

Username: \_\_\_\_\_ Password: \_\_\_\_\_

### Portfolio

Username: \_\_\_\_\_ Password: \_\_\_\_\_

## **Career Cruising:**

<http://www.careercruising.com>

### Login

Username: \_\_\_\_\_ Password: \_\_\_\_\_

### Portfolio

Username: \_\_\_\_\_ Password: \_\_\_\_\_

Both tools contain self directed interest inventories that suggest possible career options based on your interests. After answering a series of questions, a list of career options will be provided that you can explore further. These career planning tools are very easy to use and provide a wealth of information. What's more, **the Work Room has site licenses that allow people to set up a free account so that they can access the information 24 hours a day from any computer!** This is an extremely popular service as it compliments today's busy lifestyles. Contact The Work Room for passwords to access these tools.



## Researching Your Career Options



**2. The Internet.** The internet is a great place to start collecting information on careers. The downside, is that it can be very time-consuming if you don't know where to start. This is the benefit of career planning tools such as Choices and Career Cruising as they can help guide your search and produce results much faster. Here are a few good sites to get you started.

**Canada Prospects:** <http://www.careerccc.org/canadaprosects/>

**Career Circuit:** <http://www.vrcdatabase.com/en/?b=ie>

**CanLearn:** <http://www.canlearn.ca/>

**3. Guidance Counselors, School District 6.** Your school has guidance counselors that can provide you with information to help guide you in planning your career. Take the following list to your guidance counselor to discuss with them.

Based on my research, I am interested in the following occupations:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**4. Information Interviews.** One of the most effective ways to research a career is to find someone who is employed in the career field you are interested in and interview them. Most people are willing to talk about their career and this can be a very easy way to get an idea if a career is a good match for you before you spend a great deal of time, money and energy.

Career of Interest: \_\_\_\_\_

Company: \_\_\_\_\_

Person You Interviewed: \_\_\_\_\_

Contact Info: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Hopefully, your research will generate some possible career options. Once you have a career choice (or a couple), you are ready to move to the next step by developing a career action plan.



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*"By prevailing over all obstacles and distractions, one may unfailingly arrive at his chosen goal or destination." – Christopher Columbus*

Once you have established a career plan (or at the very least, a career goal), it is time to start acting on it. You have basically six options, or destinations, that can lead you towards your career goal. These are:

1. **Apprenticeship.** There are many opportunities and very good pay in the skilled trades. The best way to enter the field is through apprenticeship. An apprenticeship program is comprised of progressive on-the-job training as well as technical (in-school) training that culminates in recognized certification. About 80 percent of an apprentice training takes place on the job; the remaining 20 percent involves technical training at a post-secondary training establishment. At the end of the apprenticeship program, the apprentice is required to write the final examination. Upon the successful completion of this examination and by satisfying all other requirements of the apprenticeship agreement, the apprentice will be issued a Diploma of Apprenticeship and a Certificate of Qualification, both signifying journeyman status. These documents are recognized across Canada.

For more information on apprenticeship in New Brunswick, visit: <http://www.aoc-acp.gnb.ca/Apprentice-Ged.htm>.

2. **Community College.** Community College offers very practical training that is often formed in partnership with industry so there is confidence that the training a person receives is marketable in the workforce. There are co-op placements in some programs to provide students with job experience in their field of study. Increasingly, community colleges and universities are partnering to offer joint degree programs and/or will provide credits for courses taken at other institutions.

The website for the New Brunswick Community College: [www.nbcc.ca](http://www.nbcc.ca)

3. **Direct to Work/Starting your Own Business.** Do you have a great business idea? Check out this site, [www.cbbsc.org/bbsa](http://www.cbbsc.org/bbsa) for reliable information on market research, preparing a business plan, financing opportunities, protecting intellectual property, business taxes, hiring employees and more!

Maybe owning your own business isn't for you, but eventually you will want to become employed. A couple of great sites to find out about resume development, job search skills, and national job postings are:

Service Canada Job Bank: [www.jobbank.gc.ca](http://www.jobbank.gc.ca)

Career Beacon: [www.careerbeacon.com](http://www.careerbeacon.com)

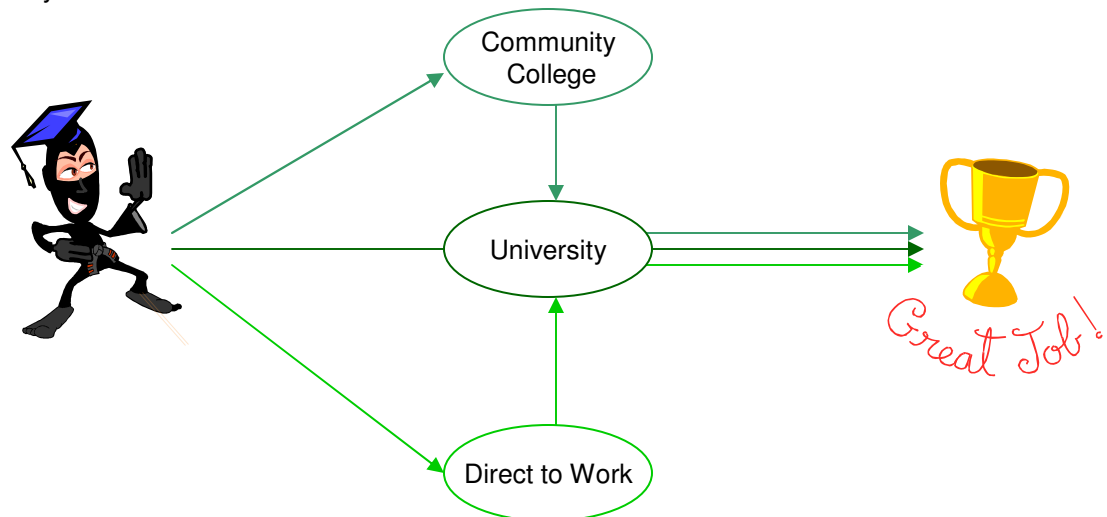
Monster Job Bank: [www.monster.ca](http://www.monster.ca)

4. **Military.** An increasingly popular alternative is the Canadian Armed Forces. People can become trained in many skilled trades, engineering, medical and scientific fields and have some of their training costs covered by the federal government. By choosing this route, a person can obtain financial assistance, gain valuable experience, and often be offered employment upon completion of training. Contact a local recruiter for more information or visit: [www.recruiting.forces.gc.ca](http://www.recruiting.forces.gc.ca). You may even find that military service is a great career option for you.
5. **Private Training.** There are many private training schools that offer industry-specific programs. Some schools offer flexible schedules, unique training opportunities and shorter certification programs than you could get through university or community college. Most private training schools in New Brunswick are reputable and offer excellent training, but make sure you research a private training institute before paying any money. See if they are registered under the New Brunswick Private Occupational Training Act [www.gnb.ca/0368/Pota-lst.pdf](http://www.gnb.ca/0368/Pota-lst.pdf), talk to former graduates, obtain graduate placement stats from the school and compare schools against each other.
6. **University.** If you have decided that university is the choice for you, you may be interested in checking out the annual MacLean's Ranking of Canadian Universities: <http://www.macleans.ca/universities/>. At university, a person can develop a well rounded education that is in high demand by many employers. Just make sure the degree(s) you pursue can be applied to a career field that is viable. Don't expect a degree will earn you free pass to the labour market. It is merely a tool that you must use to your advantage.

Here are some funding links:

Student Aid New Brunswick: [www.studentaid.gnb.ca](http://www.studentaid.gnb.ca)  
 Scholarships Canada: [www.scholarshipscanada.com](http://www.scholarshipscanada.com)  
 Student Awards: [www.studentawards.com](http://www.studentawards.com)

When developing your career plan, make sure you are aware of all the options available to you. Some occupations can be achieved via a very direct route, while based on factors such as finances, acceptance into a program, etc, you may have to choose alternate routes to get to your destination.







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"Skill to do comes of doing." - Ralph Waldo Emerson

The Conference Board of Canada, ([www.conferenceboard.ca](http://www.conferenceboard.ca)) conducted national surveys and discovered there are specific employability skills that you can develop that will help you succeed in the workforce. All these skills are introduced in your school curriculum, but you can hone these skills further to make yourself more competitive when applying for jobs or trying to get accepted into specialized post-secondary training programs.

- 1. Communication.** Your ability to read, write and share information using a wide range of communication technologies (computers, video, telephone, etc) will greatly impact your ability to secure employment and advance in your career.

## Reading

List some of the books/magazines you have read in the 6 months:

_____	_____	_____
_____	_____	_____
_____	_____	_____

How would you score your current skill level in this area?

☐

Poor

☐

Fair

☐

OK

☐

Good

☐

Excellent

## Writing

List any writing you have done in the past 6 months (ie: essays, blogs, short stories, etc.)

_____	_____	_____
_____	_____	_____
_____	_____	_____

How would you score your current skill level in this area?

☐

Poor

☐

Fair

☐

OK

☐

Good

☐

Excellent

## Computers

List any software and computer applications (email, Facebook, blogs, internet browsers) that you know how to use.

_____	_____	_____
_____	_____	_____
_____	_____	_____

How would you score your current skill level in this area?

☐

Poor

☐

Fair

☐

OK

☐

Good

☐

Excellent

## Presentation Skills

List some examples of when you presented information or performed in front of a group of people:

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How would you score your current skill level in this area?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poor	Fair	OK	Good	Excellent

**2. Managing Information.** We live in an information age. You need to be able to find and apply information to perform a job task or solve a problem.

## Research

What strategies do you use to find information or conduct research for a school project?

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How would you score your current skill level in this area?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poor	Fair	OK	Good	Excellent

**3. Using Numbers.** We use math everyday in applications such as banking, sports, cooking, building things and playing games.

List things you do everyday that use your math skills.

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How would you score your current skill level in this area?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poor	Fair	OK	Good	Excellent

**4. Ability to Think and Solve Problems.** Can you assess a situation and identify a problem?  
Do you like to find solutions to a problem or discover how things work?

List some problems, puzzles or difficult situations you were able to resolve.

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How would you score your current skill level in this area?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poor	Fair	OK	Good	Excellent

**5. Positive Attitude and Behaviours.** If you have difficulty getting along with other people or like to complain a lot, chances are you are not a lot of fun to be around. Guess what? Employers don't want to hire these type of people as they make everyone miserable and hurt morale. Be pleasant, optimistic and deal with others fairly and you will go far!

How would you score your current skill level in this area?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poor	Fair	OK	Good	Excellent

**6. Be Responsible.** This means taking charge of your life. Setting goals for yourself and attaining them. Feel good about your accomplishments and take responsibility to correct your mistakes.

List your short term life goals:

_____	_____	_____
_____	_____	_____
_____	_____	_____

List your long term life goals:

_____	_____	_____
_____	_____	_____
_____	_____	_____

**7. Be Adaptable.** If you can be resourceful and innovative in times of change, you will cope more easily in today's rapidly changing workforce.

How well do you adapt to change?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poor	Fair	OK	Good	Excellent

**8. Learn Continuously.** Learning should be fun. The more you know, the more adaptable and skilled you become (not to mention more interesting). Try to set a goal of learning something new every day.

List some things you do to learn new information or skills.

_____	_____	_____
_____	_____	_____
_____	_____	_____

How would you score your current skill level in this area?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poor	Fair	OK	Good	Excellent

**9. Work Safely.** Everyone should have safety and/or first aid training.

List any courses that you have taken.

_____	_____	_____
_____	_____	_____
_____	_____	_____

**10. Working With Others.** Do you work well as part of a team? Are you able to take orders and accept criticism?

List experiences you have had were you were part of a team.

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How would you score your current skill level in this area?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poor	Fair	OK	Good	Excellent

**11. Leadership.** Are you able to take a leadership role to help get a job done? Can you plan, organize and manage a project from start to finish? Can you resolve conflict and act as a mediator between group members if required?

List situations in which you had to assume a leadership role and/or had to resolve conflict.

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How would you score your current skill level in this area?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poor	Fair	OK	Good	Excellent

How did you do?

You can't expect to be good at everything, nobody is. This is simply a way in which you can measure some of the skills you are good at and identify areas that may need improvement. By making small improvements in all these skill sets can have a huge overall effect in your confidence and success in your career.

Try to seek out opportunities where you can acquire and practice these skills. As your skill level improves and you develop new skills, keep adding them to your list. This is a good motivator to measure your progress and it will give you information you can add to your resume and prepare for your interviews.

Master these skills and you will truly become a.....Career Ninja!





# Career Ninja™

"I'm a great believer in luck, and I find the harder I work the more I have of it."  
-Thomas Jefferson

A successful job search is a strategic one. Randomly handing out resumes as if it were a fishing expedition is not very effective, yet a lot of people use this approach. Follow this step by step process and your chances of successfully obtaining the job you want will dramatically improve.

1. **Resume and Cover Letter.** The first step in the job search process is to create your resume and cover letter. For tips on creating an effective resume:

[http://theworkroom.blogspot.com/2006\\_03\\_01\\_archive.html](http://theworkroom.blogspot.com/2006_03_01_archive.html)

- Creating your own resume is a great way to prepare you for interview questions
  - You can use resume templates as a guide (i.e.: MS Word), but try to avoid "cookie-cutter" resumes. If your resume doesn't stand out, chances are you won't get a call for an interview.
  - To save time, save a generic copy of your resume and cover letter that you can modify to suit specific jobs to which you are applying.
2. **Plan your job search.** Grab a phone book, surf the internet or drive around your community and take note of the places you would like to work. You should be looking for employment that gives you experience or contacts to help advance you closer to your career goal. For example, if you want to become a veterinarian, try to find jobs working with a veterinarian, pet groomer, animal shelter, local zoo or pet store. Alternatively, this is a good way to work on weak skill sets. If you are shy, seek out a customer service job to help you develop this skill.

Here is a handy way to keep track of your job search:

Cut out the business-sized card below and make photocopies of it. Fill out one of these cards for every resume you drop off and keep them in your wallet, purse or stick them on your fridge to remind you of follow-up times and interviews.

Job Title _____	Application Deadline _____
Ref # _____	Date Applied _____
Company _____	Contact Person _____
Address _____	Phone _____
_____	Fax _____
_____	Email _____
Date to Follow-up _____	Method of Follow-up _____
Interview Date _____	Items to Bring? _____
Interviewer _____	Interview Location _____



