

# Employment Goal Tracker

# Digital

Use this to track your progress towards your employment goal. Even if you are unsure of your goal, this task will help you with goal setting and planning. This task can be helpful even if you are working towards a goal path that isn't employment.

There are directions for you as you move through the task.

## Sections

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## Websites

To get to a website, hold down the "Ctrl" button and click the [blue link](#).

## To print from a website

1. Right click on the page – click on "Print" – click "Print" from the window
2. Press "Ctrl" and "P" – click "Print" from the window

## Portfolio

You will be collecting resources as you work through the task. Keep these to create an employment goal portfolio.



## Instructor Check-Ins

There are also places to check in with your instructor.



# 1. About You

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Name	
Task Start Date	
Current Goal Path	
Education Goals	
Short Term Employment Goal	
Long Term Employment Goal	

**Short Term Employment Goal** This could be a part-time job that you want to get while you are upgrading. If you don't have one or already have a job, put "N/A"

**Long Term Employment Goal** Example Plumber (7251)

If you are unsure of your goal put "Undecided" or put down jobs you might be interested in. If you have an employment goal, find the Employment Title and National Occupation Classification (NOC) code. NOC codes are a way of organizing job titles. You can use them to search for specific jobs. You can also use them to explore jobs and job categories.

To search for a NOC code

1. Open a web browser and search engine like Google
2. Search "NOC 2016" and then your employment title (for example, "NOC 2016 plumber")
3. Click on the page that matches your search - print this page
4. Task - enter your employment goal name and NOC code into the chart beside "Long Term Employment Goal"

## 2. Career Exploration

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This section helps you to explore jobs that might be right for you. If you already have an employment goal, it can help to make sure it is the right fit.

### Step 1 Employment Surveys

**Work Preferences Quiz**

**Completed Date** \_\_\_\_\_

1. Click <https://www.workbc.ca/CareerCompass/Career-Quiz.aspx?quiz=WorkPreference>
2. Complete the survey and click “Next”
3. Click “Print Quiz Results” – you may want to just print page 1



### Results

What are 10 jobs that are listed that match your results?		
1.	2.	3.
4.	5.	6.
7.	8.	9.
10.		
If you have an employment goal, is it listed there? If so, write it in the box.		
List 3 jobs that interest you from the occupations that match your results.	1. 2. 3.	

**Explore Careers by Skills and Knowledge**      **Completed** \_\_\_\_\_

1. Click [https://www.jobbank.gc.ca/skillsandknowledge?action=search\\_form](https://www.jobbank.gc.ca/skillsandknowledge?action=search_form)
2. Complete the checklist by clicking 15-25 that match your skills and knowledge and click “View Results”
3. Print the report



The first # of a NOC code is the job category. From the results, enter the number of matches for each job category in this chart.

NOC Code - 1st Number	Job Category	# of Matches to this Category
0	Management Occupations	
1	Business, Finance and Administrative Occupations	
2	Natural and Applied Sciences	
3	Health Occupations	
4	Occupations in Education, Law and Social, Community and Government Services	
5	Occupations in Art, Culture, Recreation and Sport	
6	Sales and Service	
7	Trades, Transport and Equipment Operators	
8	Natural Resources, Agriculture	
9	Manufacturing and Utilities	

**Results**

If you have an employment goal, is it listed there? If so, write it in the box.	
List 3 jobs that interest you from the occupations that match your results.	1. 2. 3.

## Transferable Skills - Skills and Knowledge that I Have

The report also includes skills and knowledge that you have that can be used in other jobs (marked with a ✓). Enter your skills and knowledge in the chart below from your results. Some skills and knowledge will be repeated in the report. You only have to enter it once in the chart.

Skills that I have	Knowledge that I have

Note If you need more space, use another sheet.

## Skills and Knowledge that I Need

Skills and knowledge marked with an **!** are things that you will need for those jobs.

Enter the skills and knowledge you need for any jobs that you are interested in. Some skills and knowledge will be repeated in the report. You only have to enter it once in the chart.

Skills that I Need	Knowledge that I Need

Note If you need more space, use another sheet.

## Reflection

Completed \_\_\_\_\_

If you have an employment goal

1. Was your employment goal listed in the surveys? If so, check

- Work Preference Quiz
- Explore Careers by Skills and Knowledge

2. Has your original employment goal changed? If yes, why?

If you do not have an employment goal

1. Did you find job categories that interest you? If so, which ones?

2. Did you find specific jobs that interest you? If so, which ones?

If you still need some support with career exploration, see Step 2 (page 8).

## Step 2 Employment Services

Employment Services offer

- resources (computers, printers, fax, phones, etc.)
- information (job postings, workshops, information sessions, etc.)

If you are eligible they can also work with you 1-to-1 for assisted services.



### 2. Career Exploration

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#### Instructor Check-In

**Date Completed** \_\_\_\_\_

1. Set up a time to talk with your instructor about your work in this section.
  - a. Are there learning activities that can help you develop the skills and knowledge that you need?
2. If you need support with Career Exploration or finding a job, search for an Employment Service near you.

Search for an Employment Service

1. Click <http://feats.findhelp.ca/eng/search.html>
2. You can do a quick search using keywords or location
3. Or, you can scroll down to “What services are available near me?”
4. In Step 1 - Looking for Work dropdown - select “Employment Service including Second Career”
5. In Step 2 - Tell Us Where You Are - write in your postal code, town or city
6. In Step 3 - choose any option that is appropriate from the list (if any)
7. Click “Go!” (if you don’t get many matches, click the back arrow and choose “all groups” for Step 3)
8. Find an Employment Service close to you and click to view the details
9. print the page





## Employment Service Summary

Complete this chart if you need further support from an Employment Service for

- exploring careers
- finding a job

Be sure to read the profile of the Employment Service carefully. Also, discuss the service with your instructor. This will make sure the service is right for you.

Employment Service	
Phone	
Address	
<b>Visit Date (s)</b>	<b>What did you do during the visit?</b> <b>What did you learn?</b>

## Summary of Career Exploration

Short Term Employment Goal	
Long Term Employment Goal	

### 3. Employment Goal Profile

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You have done some career exploration to find what job is best for you. Now it's time to look at the profile of that job. Profiles will outline what is needed for the job and the outlook.

1. Click [http://www.jobbank.gc.ca/occupation\\_search-eng.do](http://www.jobbank.gc.ca/occupation_search-eng.do)
2. In "Occupation" start writing in your employment goal - a list will pop up - select your employment goal from the list
3. In "City or Postal Code" starting writing in your city - a list will pop up - select your city from the list
4. Click "Search"
5. From here you will see a summary page and options at the top for
  - a. Summary
  - b. Wages
  - c. Outlook
  - d. Jobs
  - e. Requirements
  - f. Skills
6. Explore the profile by clicking on the various pages and looking at the information for that job
7. Complete the tasks below

**Date Completed** \_\_\_\_\_

How many jobs are available in your area?	
What is the median (average) wage for this job?	
Are the employment outlook and prospects limited (★), fair (★★) or good (★★★) for this job?	
What are the employment requirements?	

### Essential Skills

Employers place a strong emphasis on essential skills in the workplace. Essential skills are used in nearly every occupation, and are seen as 'building blocks' because people build on them to learn all other skills.

Each profile has a list of example tasks in the 9 essential skills used in that job. Tasks are rated between 1 (basic) and 5 (advanced). Essential Skills levels 1-3 match OALCF (Ontario Adult Literacy Curriculum Framework) levels 1-3.

You will find the Essential Skills needed for your employment goal under the Skills tab. Click the Essential Skills to expand them. Print the profile.



#### From the printed report

1. Check off all of the tasks that you are currently able to do – these are your transferable skills that you can use on your resume
2. Circle the tasks that you need to work on or learn



### 3. Employment Goal Profile

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#### Instructor Check-In

Date Completed \_\_\_\_\_

1. Set up a time to talk with your instructor about your work in this section
2. Together, fill out the charts below

Essential Skill Tasks I Can Complete

Note If you need more space, use another sheet.

Tasks that I Need to Work On	Activity Completed	Date

Note If you need more space, use another sheet.

You can find tasks to work on through

**Task Based Activities for LBS**

<http://taskbasedactivitiesforlbs.ca>

**Ontario Skills Passport**

<http://www.skillszone.ca/cesl/search/index.cfm>

**Measure Up**

<http://www.skillplan.ca/measure-up>

**Ontario Native Literacy Coalition**

[www.onlc.ca/tasks](http://www.onlc.ca/tasks)

## 4. Preparing for Employment

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While you are upgrading you can also look into employment preparation.

Employment Services offer

- workshops (such as job searching, resume building and interview skills)
  - training (such as WHMIS, SmartServe and computer workshops)
  - assisted services (such as job search, on-the-job training)
1. To find what is available in your area Search for an Employment Service (find the instructions on page 8)
  2. Visit their websites to find their calendar or workshops or training sessions



### 4. Preparing for Employment

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Instructor Check-In

Date Completed \_\_\_\_\_

Employment Service	Workshop/Training/Service	Date Completed

## 5. Making the Transition

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When you are getting ready to move to your next step, you may want to consider connecting with Employment Services. To search for an Employment Service please see the instructions on page 8.

### 1. Resource and Information Centre

You may be looking for a part-time job while you are working on your next step.

Employment Services have

- computers, printers, fax, photocopiers, phones, etc.
- workshops/information sessions
- short-term training
- job postings and employment resources

### 2. Assisted Services

You may be eligible for assisted services.

This could include

- assisted job search and support
- on-the-job training
- wage incentives
- work experience support
- apprenticeship scholarships

Employment Service	Service	Date