



Easy Reading
Career Planning Series

Work and You Book 2

Decide on a Job



Career Advisors and Tutors

This is the second of two *Work and You* books in the Easy Reading Career Planning Series. The series is written at a Grade 2 to 3 reading level. It helps adults with low literacy or English as a Second Language expand their knowledge of occupations and choose an occupational goal. In the *Work and You* books, this occupational goal is described as the “best job.” This was done to help readers clearly identify their top occupational choice (goal) from among a number of other satisfactory choices.

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Work and You Book 1: Make Some Job Choices uses stories, checklists and exercises to help clients create a short list of jobs to investigate.

Work and You Book 2: Decide on a Job has clients research and evaluate the short list of jobs they created in the first book. In the end, they will choose a job goal to pursue. It is recommended that clients who haven’t done Book 1 do so before doing Book 2.

Throughout the books, clients are encouraged to talk to their career advisors and tutors if they need help.

Work and You: Help for Career Advisors is a complementary online resource to help advisors walk their clients through each step of the workbooks. It includes learning outcomes and strategies, additional occupations and other resources.

Other products in the Easy Reading Career Planning Series are

- *Easy Reading Job Profiles*
- *Easy Reading Job Profiles Dictionary*
- *Easy Reading Job Profiles: Help for Career Advisors*

You can find these products at **alis.alberta.ca/ERadvisors**.

Check out these related resources on the Alberta Learning Information Service (ALIS) website:

- **alis.alberta.ca/career**
Look here for useful self-assessment tools and career planning resources and services.
- **alis.alberta.ca/occinfo**
Here you’ll find detailed occupational profiles of over 500 occupations in Alberta, searchable by title, interest or industry.

This publication is available to download or order at alis.alberta.ca/publications.

All photos in this booklet are for illustrative purposes only. They are not actual photos of any individuals mentioned.

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05/2014–35M



How can you choose the best job for you?

In Work and You Book 1: Make Some Job Choices, you learned about different jobs. You decided on your top 1 to 3 job choices. These jobs interest you. But you need more information about these jobs.

This book is called Work and You Book 2: Decide on a Job. You can ask your **career advisor** or tutor to help you with this book.

- In this book you will find more information about your job choices. This information will help you choose the best job for you.
- You will compare the different jobs. For example, you will ask, “How are these jobs the same? How are they different?”
- At the end of the book, you will choose the best job for you.

Maybe you didn't do Book 1. You can do it now. Book 1 will help you get ready for Book 2. You can ask your career advisor or tutor for help.

tip

Do you see some words in **bold**?
You can look up these words in the
Easy Reading Job Profiles Dictionary.
Go to the website alis.alberta.ca/EasyReading.
You can ask your career advisor or tutor
to help you.





Follow these steps

There are 5 steps in this book.

- Read each step. It tells you what to do. Start on Step 1.
- Do the exercises. You will find more information about your top job choices. You will choose the best job for you.

Here are the 5 steps.

Step 1: What jobs did you choose? Page 5

Step 2: What job information can you find? Page 9

Step 3: How can you compare your job choices? Page 38

Step 4: Which job is the best choice for you? Page 45

Step 5: What are your job goals? Page 52

tip

Do you want more information about jobs? Go to the Easy Reading Job Profiles and Work and You Book 1 at the website alis.alberta.ca/EasyReading. You can ask your career advisor or tutor to help you. They can help you find many other job profiles. They can help you find videos about some jobs.



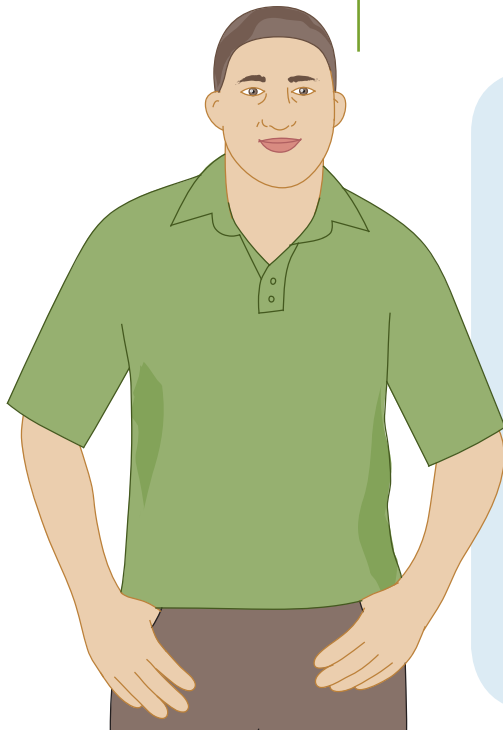
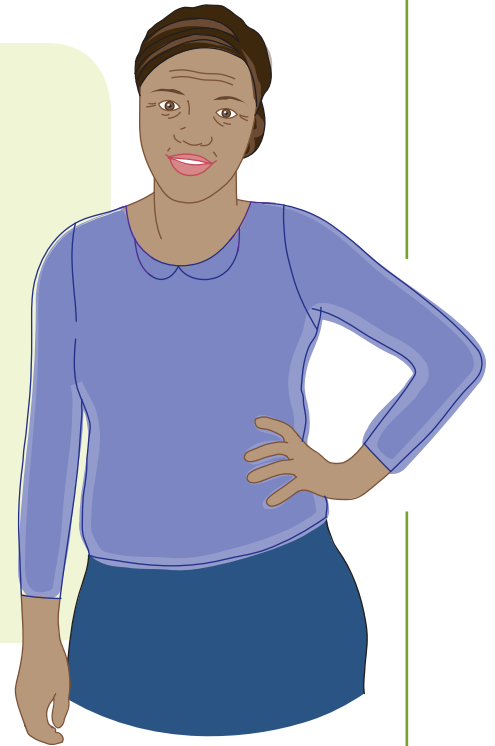


Meet Maxine, Leo and Kim

In this book you will read about Maxine, Leo and Kim. Did you do Work and You Book 1? Then you already know them. They are doing the steps in this book. You can learn from their examples.

My name is **Maxine**. I'm 43 and a single parent.
My children are 12 and 14.

- I dropped out of school in Grade 9. I have a literacy tutor now.
- I work as a housekeeper in a hotel. I want to do a different job.
- I like helping people. I'm good at taking care of people.
- I like to make things. Sometimes I sew or make crafts.
- My job choices are health care aide and nurse. I need more information about these 2 jobs.



My name is **Leo**. I'm 30 and married.

- I grew up on a farm. I did many jobs on the farm. For example, I drove farm **equipment**. I left the farm because I wanted a different job.
- Now I live in a large town. I work as a labourer.
- I like to work with my hands. For example, I make birdhouses at home. Sometimes I sell the birdhouses. I also like to drive.
- I want to work inside. I do not like to travel far from home.
- My job choices are carpenter and painter.



My name is **Kim**. I'm 19 and I live with my parents.

- I finished Grade 11. I got sick and didn't get my **diploma**. I want to go back to school sometime.
- Now I work as a server in a restaurant. All of my jobs have been in bars or restaurants. I'd like a different kind of job. I'm tired of serving customers.
- I like to cook for my family and friends. I might like to work with food.
- I might like to take care of animals. I like animals a lot. I have a dog and a cat. I volunteer at an animal shelter.
- My job choices are animal care attendant, **caterer** and cook.



What will you do next?

Are you ready to start? In Step 1 you will look at your top job choices from Book 1. You will think about these jobs. You will think about your job information. How much do you know about these jobs? What other information do you need? You can ask your career advisor or tutor to help you with this book.



Step 1: What jobs did you choose?

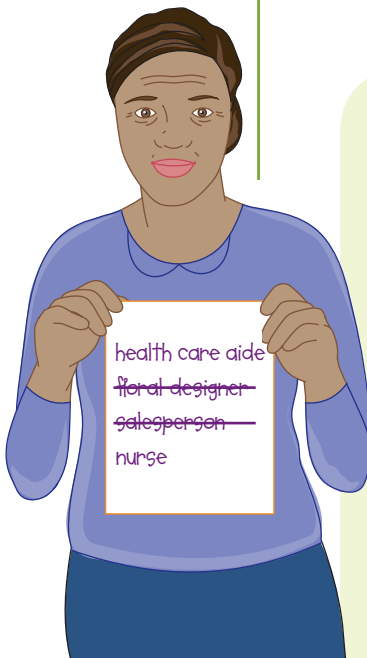
In Step 1 you will look at your top job choices. At the end of Work and You Book 1 you picked your top job choices. Maybe you have one job choice. Maybe you have 3 job choices.

Go back to Step 6 of Book 1. Look at your list of jobs. In that step you decided on these top job choices. Now you will think about them again. Maybe you didn't do Book 1. You can ask your **career advisor** or tutor to help you.

Write down your job choices

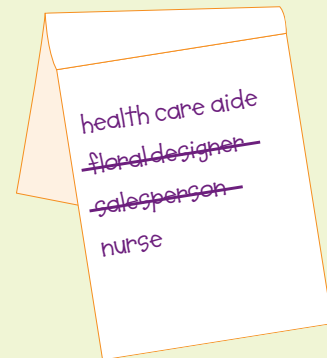
In the exercise on page 8, you will copy your job choices from Step 6 of Book 1.

First read about Maxine, Leo and Kim. What are their job choices?



Maxine did Book 1.
Maxine had 4 job choices.

- health care aide
- floral designer
- salesperson
- nurse



Maxine got more information about the jobs. She thought about the things she likes to do. She thought about the things she doesn't like to do. Then she took 2 jobs off her list. For example, she took floral designer off her list. She doesn't want to work with flowers all the time. Maxine also took salesperson off her list. She doesn't like to work with money. Now she has 2 top job choices — health care aide and nurse.

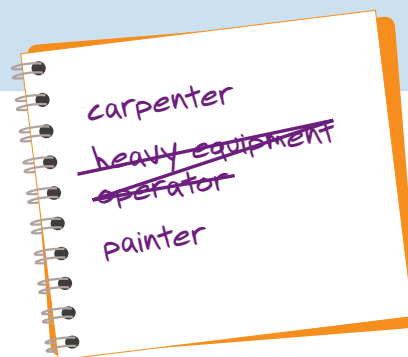


Leo had 3 jobs on his list.

- carpenter
- heavy **equipment** operator
- painter

Leo does not want to work outside. He does not want to travel far from home. He got more information about the 3 jobs. He took heavy equipment operator off his list. Some heavy equipment operators must work in remote places (far from towns).

Now he has 2 top job choices — carpenter and painter.





At first Kim had 8 jobs on her list. She likes many different activities.

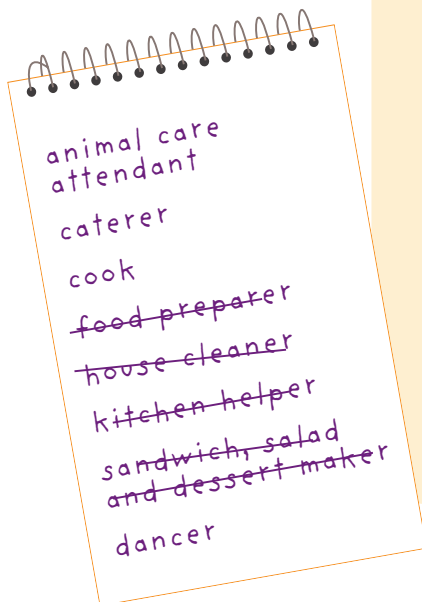
- animal care attendant
- **caterer**
- cook
- food preparer
- house cleaner
- kitchen helper
- sandwich, salad and dessert maker
- dancer

Kim took kitchen helper off her list. Kitchen helpers have to clean kitchen equipment. They have to wash large pots and pans. Kim doesn't like to wash dishes. She also took sandwich, salad and dessert maker and food preparer off her list. She does not like to do the same things again and again. She also took house cleaner off her list.

Then Kim had 4 jobs on her list.

- animal care attendant
- caterer
- cook
- dancer

It is difficult for Kim to decide. She might take dancer off her list. Kim loves to dance. But dancers usually work part time. Kim needs a full-time job. Kim will find information about dancers. Then she will decide. Dancing can always be her hobby.





Exercise: Write down your job choices

In Book 1 you learned about different jobs. You made some job choices. Look back at Step 6 in Book 1. Copy your list on the lines below.

Do you have only one job choice? That's okay. Do you want other job ideas? You can talk to your career advisor or tutor. Together you can look at information about different jobs.

My top job choices

What will you do next?

Now you have your list of top job choices. In Step 2 you will find more information on these job choices. This information will help you choose the best job for you.

tip

Use a pencil and eraser in this book.
You may want to change some
of your answers.



Step 2: What job information can you find?

You may have 1, 2 or 3 job choices. You need to find more information on all your job choices. This information will help you pick your best job. You have some information. But you need more details. For example, about the hours of work, the pay or the physical activities. Step 2 will help you find these details.

In Book 1 Step 7 you started to get some information. Did you talk to people about your job choices? Did you show your job choice list to anyone? Now you will do more research (get information) about your job choices. Maybe you didn't do Book 1. You can ask your **career advisor** or tutor for help.

Look at the things you did

In the exercise on page 11, you will look at the things you did. How did you get information?

First read about Maxine, Leo and Kim. What information did they get?



Maxine went to her aunt's **nursing home**. First Maxine talked to her aunt about the workers in the home. Maxine asked, "Who helps you? What do they do?" Then she talked to a nurse at the home. The nurse told her about different kinds of nursing jobs.

Later Maxine talked to her tutor. They watched 3 short videos. Maxine learned more about health care aides, licensed practical nurses (LPN) and registered nurses (RN). Registered nurses have a special license. They go to school longer than licensed practical nurses.



Leo wants more details about carpenters. He will talk to his career advisor. Leo wants help to look on the Internet. He wants to know more about **apprenticeships**. Leo's advisor showed him a job profile about carpenters.

Leo also wants to learn more about painters. Leo might talk to his cousin Doug. Doug works in a **home improvement store**. He knows some painters. Maybe Leo can talk to one of them.

Kim works as a server in a restaurant. She likes to prepare food. She might want to be a cook or a **caterer**. Kim talked to a cook in the restaurant. Kim also asked about places cooks work. For example, hotels or hospitals.

Kim needs more information about animal care attendants too. She wants to talk to someone at a vet clinic. She has questions about the work hours.





Exercise: Look at the things you did

When you do research, you find answers to questions. You have some information. You need more information. You want more details.

In Book 1 Step 7 you started to get information about your top job choices. What did you do? Read this list. Did you do some of these things?

Now put a check mark (✓) beside the things you did.

- ☐ I showed my job list to someone. I asked, “Do you know about these jobs?”
- ☐ I asked someone, “Do you know workers who do these jobs?”
- ☐ I asked someone, “Where can I look for this kind of job? Who can I talk to?”
- ☐ I got information from my tutor.
- ☐ I got information from my career advisor.
- ☐ I read an Easy Reading Job Profile. My career advisor gave the profile to me.
- ☐ I found information on the Internet.
- ☐ I watched a short video about one of my job choices. My career advisor told me about the video.

Other things I did

Did you do other things? You can write them here.



Look at your answers

You have started to get some information about your top job choices. Great! You will find out more information in this step too.

tip

Do you want more information about jobs? Go to the Easy Reading Job Profiles and Work and You Book 1 at the website alis.alberta.ca/EasyReading. You can ask your career advisor or tutor to help you. They can help you find many other job profiles. They can help you find videos about some jobs.

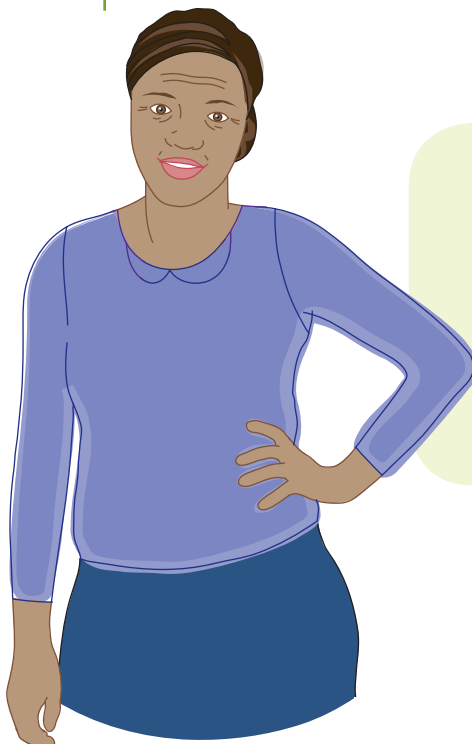
If you made no check marks

Maybe you didn't make any check marks. That's okay. You can start to get information now. Use the ideas in the list on page 11. Your career advisor or tutor can help you.

Plan your research

In the exercise on page 14, you will do some research (get information). You will get more details about your top job choices.

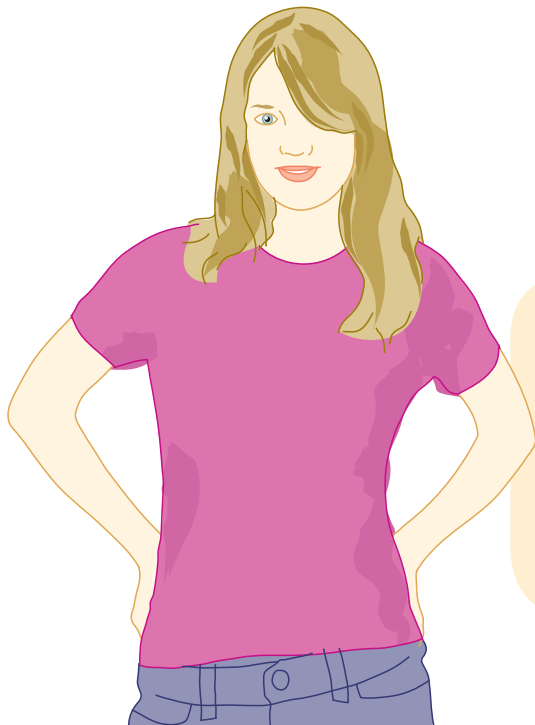
First read about Maxine, Leo and Kim.
What research did they do?



Maxine wants more information. She wants to know more details about health care aides and licensed practical nurses. She wants to talk to people in these jobs. Maxine will ask her tutor, "Do you know people I can talk to?"



Leo works as a labourer on a **construction site**. He wants information about carpenters. He talked to some carpenters on the site at lunchtime. He asked, "How did you learn to be a carpenter? How many hours do you work every week?" Then Leo talked to his **foreperson**. He asked, "How can I become a carpenter?"



Kim will ask her career advisor, "What different things do cooks do?" Kim wants more information about caterers too. For example, do you take training to be a caterer? What is the difference between cooks and caterers? She will ask her career advisor.



Exercise: Plan your research

When you do research, you find answers to questions. You have some information already. How can you find more information? You may want to make a plan for your research.

Now do your research.

- Read the Job Information Worksheet on page 17. It has questions about work. For example, questions about places of work, education and pay. These questions will help you get more details about the jobs. Maybe you know some of the answers to these questions.

tip

You can ask workers some questions about their jobs. People usually like to talk about their work. Be polite. Wait until they are not busy.

- Who can you talk to? Who can help you answer the questions on your Job Information Worksheet? Write down their names. Maybe your career advisor or tutor can give you some ideas.
- Talk to your career advisor or tutor. They can help you. For example, help you find information on the Internet. You can find out about job profiles or training.
- When will you do all these things? When will you talk to your career advisor? When will you talk to other people? This is part of your plan.

Use job information worksheets

You will find 3 copies of the worksheet on page 17. You can use these worksheets for your top job choices. Do you have more than 3 job choices? You can talk to your career advisor or tutor.

The worksheets will help you research your top job choices.

The worksheets will help you find answers to many important questions.

- What is the workplace like?
- What education do workers need for this job?
- What physical activity do they do?



First read about Maxine, Leo and Kim. How did they use the worksheets?

Health care aide is one of Maxine's job choices. She talked to a health care aide at her aunt's nursing home. Maxine asked some of the questions on the worksheet. She found out about **shift** work and many other things. For example, in the future there will be lots of jobs for health care aides.

Here are Maxine's answers to question 1 on the worksheet.



Job choice 1 health care aide

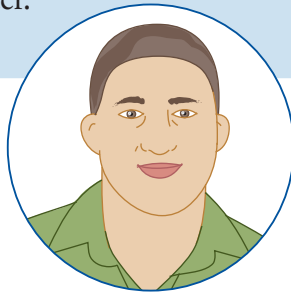
1. How much do people in this job work?

- ☒ part time
- ☒ full time
- ☒ casual or on call (for example, your employer calls you to come to work)
- ☐ part-time seasonal (for example, part time in the winter or full time in the summer)
- ☐ full-time seasonal (for example, full time in the summer)
- ☒ other: holidays



Carpenter is one of Leo's job choices. He sees carpenters at his job site. One day Leo talked to a carpenter at lunchtime. He asked, "What do you like about your job? What don't you like?" Leo learned some interesting things. For example, some carpenters work inside all the time. Other carpenters work outside. Carpenters usually need to buy their tools. Tools can cost a lot of money.

Here are Leo's answers to question 2 on the worksheet for carpenter.

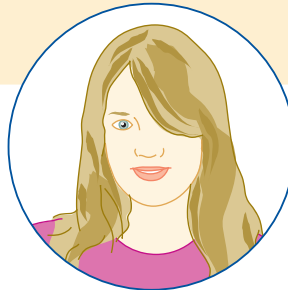


2. When do people in this job work?

- ☒ daytime
- ☐ nighttime
- ☒ weekends
- ☐ split shifts (for example, 7 a.m. to 11 a.m. and 4 p.m. to 8 p.m.)
- ☐ rotating shifts (for example, some day shifts, some night shifts)
- ☒ other overtime
(extra hours after a shift)

Caterer is one of Kim's job choices. Her friend knows a caterer. Kim talked to the caterer. Kim learned that caterers often work long hours. Their work can be seasonal too. For example, some caterers make food for weddings and special parties. They may work more in the spring, summer and fall.

Here are Kim's answers to question 3 on the worksheet for caterer.



3. Where do people in this job work?

- ☒ mostly inside
- ☐ mostly outside
- ☐ sometimes inside, sometimes outside
- ☒ other outdoor events
(for example, outdoor weddings or parties)



Job Information Worksheet — Job Choice 1

Write your first job choice on the line below. You can ask some of these questions. You may also know some of the answers.

tip

You can use this worksheet to write down information about your job choice. You can talk to someone about their job. You can ask your **career advisor** or tutor to help you. Or maybe you can ask a family member or friend.

- Do you know the answers to some of these questions? Put a check mark (✓) beside those answers.
- Did you talk to someone about their job? Did you find out some more information? Put a check mark (✓) beside those answers.
- Do you have an answer that is not on the list? You can write it down beside the word “other.”
- It’s okay to put check marks beside more than one box.

Job choice 1 _____**1. How much do people in this job work?**

- ☐ part time
- ☐ full time
- ☐ casual or on call (for example, your employer calls you to come to work)
- ☐ part-time seasonal (for example, part time in the winter or part time in the summer)
- ☐ full-time seasonal (for example, full time in the summer)
- ☐ other _____
- ☐ other _____
- ☐ other _____



Job Choice 1

2. When do people in this job work?

- ☐ daytime
- ☐ nighttime
- ☐ weekends
- ☐ split **shifts** (for example, 7 a.m. to 11 a.m. and 4 p.m. to 8 p.m.)
- ☐ rotating shifts (for example, some day shifts, some night shifts)
- ☐ other _____
- ☐ other _____

3. Where do people in this job work?

- ☐ mostly inside
- ☐ mostly outside
- ☐ sometimes inside, sometimes outside
- ☐ other _____
- ☐ other _____

4. What physical activity do they do?

- ☐ stand
- ☐ sit
- ☐ walk
- ☐ bend
- ☐ lift heavy things
- ☐ climb
- ☐ drive
- ☐ other _____
- ☐ other _____



Job Choice 1

5. What workplaces do they work in?

- ☐ **construction sites**
- ☐ hospitals and **nursing homes**
- ☐ hotels
- ☐ houses
- ☐ large companies
- ☐ **processing plants**
- ☐ restaurants or bakeries
- ☐ offices
- ☐ stores
- ☐ **warehouses**
- ☐ other _____
- ☐ other _____

6. What is the workplace like?

- ☐ sometimes very busy
- ☐ always very busy
- ☐ work a lot with customers
- ☐ work under pressure
- ☐ work alone
- ☐ work with a team
- ☐ other _____
- ☐ other _____



Job Choice 1

7. What are the working conditions? For example, the air, sounds and temperature of the workplace.

- ☐ clean
- ☐ dirty
- ☐ dusty
- ☐ quiet
- ☐ noisy
- ☐ cold
- ☐ hot
- ☐ wet
- ☐ humid (the air is wet)
- ☐ drafty (Sometimes a cold wind blows. For example, when an outside door is open.)
- ☐ other _____
- ☐ other _____

8. What education do workers need for this job?

- ☐ Grade 10
- ☐ high school **diploma** (Grade 12)
- ☐ **certificate** _____
- ☐ **diploma** _____
- ☐ degree (3 to 4 years at a **post-secondary school**) _____
- ☐ training as an apprentice _____
- ☐ training on the job
- ☐ safety training
- ☐ other _____



Job Choice 1

9. In the future will there be more of these jobs? Or will there be fewer jobs?

- ☐ more jobs (the business is growing)
- ☐ about the same number of jobs
- ☐ fewer jobs
- ☐ other _____

10. Are there other jobs like this one?

- ☐ no
- ☐ yes What are they? _____

11. What can help people get this kind of job?

- ☐ courses
- ☐ **experience** in a similar job or workplace (For example, Kim has experience in a restaurant. She knows how to prepare some foods.)
- ☐ good **references** from past employers
- ☐ volunteer work
- ☐ other _____
- ☐ other _____
- ☐ other _____

12. What things do workers need for this job?

- ☐ their own tools
- ☐ special clothing (for example, a uniform or safety glasses)
- ☐ their own car
- ☐ other _____
- ☐ other _____
- ☐ other _____



Job Choice 1

You can ask other questions too

For example, you can ask some of these questions.

What do workers do in this job every day?

What are the job duties (the things they have to do)?

How much reading and writing do you need for this job?

How much math do you need for this job? Do you work with numbers or money?

Do you use computers? What do you use them for?

How much is the pay for this job?



Job Choice 1

What do you like about your job?

What don't you like about your job?

Do you have other questions? Write them here.

My questions

What will you do next?

Make sure you do a worksheet for each of your top job choices.
Then you can go to Step 3. You will compare your job choices.



Job Information Worksheet — Job Choice 2

Write your second job choice on the line below. You can ask some of these questions. You may also know some of the answers.

tip

You can use this worksheet to write down information about your job choice. You can talk to someone about their job. You can ask your **career advisor** or tutor to help you. Or maybe you can ask a family member or friend.

- Do you know the answers to some of these questions? Put a check mark (✓) beside those answers.
- Did you talk to someone about their job? Did you find out some more information? Put a check mark (✓) beside those answers.
- Do you have an answer that is not on the list? You can write it down beside the word “other.”
- It’s okay to put check marks beside more than one box.

Job choice 2 _____

1. How much do people in this job work?

- ☐ part time
- ☐ full time
- ☐ casual or on call (for example, your employer calls you to come to work)
- ☐ part-time seasonal (for example, part time in the winter or part time in the summer)
- ☐ full-time seasonal (for example, full time in the summer)
- ☐ other _____
- ☐ other _____
- ☐ other _____



Job Choice 2

2. When do people in this job work?

- ☐ daytime
- ☐ nighttime
- ☐ weekends
- ☐ split **shifts** (for example, 7 a.m. to 11 a.m. and 4 p.m. to 8 p.m.)
- ☐ rotating shifts (for example, some day shifts, some night shifts)
- ☐ other _____
- ☐ other _____

3. Where do people in this job work?

- ☐ mostly inside
- ☐ mostly outside
- ☐ sometimes inside, sometimes outside
- ☐ other _____
- ☐ other _____

4. What physical activity do they do?

- ☐ stand
- ☐ sit
- ☐ walk
- ☐ bend
- ☐ lift heavy things
- ☐ climb
- ☐ drive
- ☐ other _____
- ☐ other _____



Job Choice 2

5. What workplaces do they work in?

- ☐ **construction sites**
- ☐ hospitals and **nursing homes**
- ☐ hotels
- ☐ houses
- ☐ large companies
- ☐ **processing plants**
- ☐ restaurants or bakeries
- ☐ offices
- ☐ stores
- ☐ **warehouses**
- ☐ other _____
- ☐ other _____

6. What is the workplace like?

- ☐ sometimes very busy
- ☐ always very busy
- ☐ work a lot with customers
- ☐ work under pressure
- ☐ work alone
- ☐ work with a team
- ☐ other _____
- ☐ other _____



Job Choice 2

7. What are the working conditions? For example, the air, sounds and temperature of the workplace.

- ☐ clean
- ☐ dirty
- ☐ dusty
- ☐ quiet
- ☐ noisy
- ☐ cold
- ☐ hot
- ☐ wet
- ☐ humid (the air is wet)
- ☐ drafty (Sometimes a cold wind blows. For example, when an outside door is open.)
- ☐ other _____
- ☐ other _____

8. What education do workers need for this job?

- ☐ Grade 10
- ☐ high school **diploma** (Grade 12)
- ☐ **certificate** _____
- ☐ diploma _____
- ☐ degree (3 to 4 years at a **post-secondary school**) _____
- ☐ training as an apprentice _____
- ☐ training on the job
- ☐ safety training
- ☐ other _____



Job Choice 2

9. In the future will there be more of these jobs? Or will there be fewer jobs?

- ☐ more jobs (the business is growing)
- ☐ about the same number of jobs
- ☐ fewer jobs
- ☐ other _____

10. Are there other jobs like this one?

- ☐ no
- ☐ yes What are they? _____

11. What can help people get this kind of job?

- ☐ courses
- ☐ **experience** in a similar job or workplace (For example, Kim has experience in a restaurant. She knows how to prepare some foods.)
- ☐ good **references** from past employers
- ☐ volunteer work
- ☐ other _____
- ☐ other _____
- ☐ other _____

12. What things do workers need for this job?

- ☐ their own tools
- ☐ special clothing (for example, a uniform or safety glasses)
- ☐ their own car
- ☐ other _____
- ☐ other _____
- ☐ other _____



Job Choice 2

You can ask other questions too

For example, you can ask some of these questions.

What do workers do in this job every day?

What are the job duties (the things they have to do)?

How much reading and writing do you need for this job?

How much math do you need for this job? Do you work with numbers or money?

Do you use computers? What do you use them for?

How much is the pay for this job?



Job Choice 2

What do you like about your job?

What don't you like about your job?

Do you have other questions? Write them here.

My questions

What will you do next?

Make sure you do a worksheet for each of your top job choices.
Then you can go to Step 3. You will compare your job choices.



Job Information Worksheet — Job Choice 3

Write your third job choice on the line below. You can ask some of these questions. You may also know some of the answers.

tip

You can use this worksheet to write down information about your job choice. You can talk to someone about their job. You can ask your **career advisor** or tutor to help you. Or maybe you can ask a family member or friend.

- Do you know the answers to some of these questions? Put a check mark (✓) beside those answers.
- Did you talk to someone about their job? Did you find out some more information? Put a check mark (✓) beside those answers.
- Do you have an answer that is not on the list? You can write it down beside the word “other.”
- It’s okay to put check marks beside more than one box.

Job choice 3 _____**1. How much do people in this job work?**

- ☐ part time
- ☐ full time
- ☐ casual or on call (for example, your employer calls you to come to work)
- ☐ part-time seasonal (for example, part time in the winter or part time in the summer)
- ☐ full-time seasonal (for example, full time in the summer)
- ☐ other _____
- ☐ other _____
- ☐ other _____



Job Choice 3

2. When do people in this job work?

- ☐ daytime
- ☐ nighttime
- ☐ weekends
- ☐ split **shifts** (for example, 7 a.m. to 11 a.m. and 4 p.m. to 8 p.m.)
- ☐ rotating shifts (for example, some day shifts, some night shifts)
- ☐ other _____
- ☐ other _____

3. Where do people in this job work?

- ☐ mostly inside
- ☐ mostly outside
- ☐ sometimes inside, sometimes outside
- ☐ other _____
- ☐ other _____

4. What physical activity do they do?

- ☐ stand
- ☐ sit
- ☐ walk
- ☐ bend
- ☐ lift heavy things
- ☐ climb
- ☐ drive
- ☐ other _____
- ☐ other _____



Job Choice 3

5. What workplaces do they work in?

- ☐ **construction sites**
- ☐ hospitals and **nursing homes**
- ☐ hotels
- ☐ houses
- ☐ large companies
- ☐ **processing plants**
- ☐ restaurants or bakeries
- ☐ offices
- ☐ stores
- ☐ **warehouses**
- ☐ other _____
- ☐ other _____

6. What is the workplace like?

- ☐ sometimes very busy
- ☐ always very busy
- ☐ work a lot with customers
- ☐ work under pressure
- ☐ work alone
- ☐ work with a team
- ☐ other _____
- ☐ other _____



Job Choice 3

7. What are the working conditions? For example, the air, sounds and temperature of the workplace.

- ☐ clean
- ☐ dirty
- ☐ dusty
- ☐ quiet
- ☐ noisy
- ☐ cold
- ☐ hot
- ☐ wet
- ☐ humid (the air is wet)
- ☐ drafty (Sometimes a cold wind blows. For example, when an outside door is open.)
- ☐ other _____
- ☐ other _____

8. What education do workers need for this job?

- ☐ Grade 10
- ☐ high school **diploma** (Grade 12)
- ☐ **certificate** _____
- ☐ diploma _____
- ☐ degree (3 to 4 years at a **post-secondary school**) _____
- ☐ training as an apprentice _____
- ☐ training on the job
- ☐ safety training
- ☐ other _____



Job Choice 3

9. In the future will there be more of these jobs? Or will there be fewer jobs?

- ☐ more jobs (the business is growing)
- ☐ about the same number of jobs
- ☐ fewer jobs
- ☐ other _____

10. Are there other jobs like this one?

- ☐ no
- ☐ yes What are they? _____

11. What can help people get this kind of job?

- ☐ courses
- ☐ **experience** in a similar job or workplace (For example, Kim has experience in a restaurant. She knows how to prepare some foods.)
- ☐ good **references** from past employers
- ☐ volunteer work
- ☐ other _____
- ☐ other _____
- ☐ other _____

12. What things do workers need for this job?

- ☐ their own tools
- ☐ special clothing (for example, a uniform or safety glasses)
- ☐ their own car
- ☐ other _____
- ☐ other _____
- ☐ other _____



Job Choice 3

You can ask other questions too

For example, you can ask some of these questions.

What do workers do in this job every day?

What are the job duties (the things they have to do)?

How much reading and writing do you need for this job?

How much math do you need for this job? Do you work with numbers or money?

Do you use computers? What do you use them for?

How much is the pay for this job?



Job Choice 3

What do you like about your job?

What don't you like about your job?

Do you have other questions? Write them here.

My questions

What will you do next?

Make sure you do a worksheet for each of your top job choices.
Then you can go to Step 3. You will compare your job choices.



Step 3: How can you compare your job choices?

In Step 2 you did more research about your job choices. In this step you will compare your job choices. What do you like about these jobs? What don't you like? How are the jobs the same? How are they different? This will help you choose your best job.

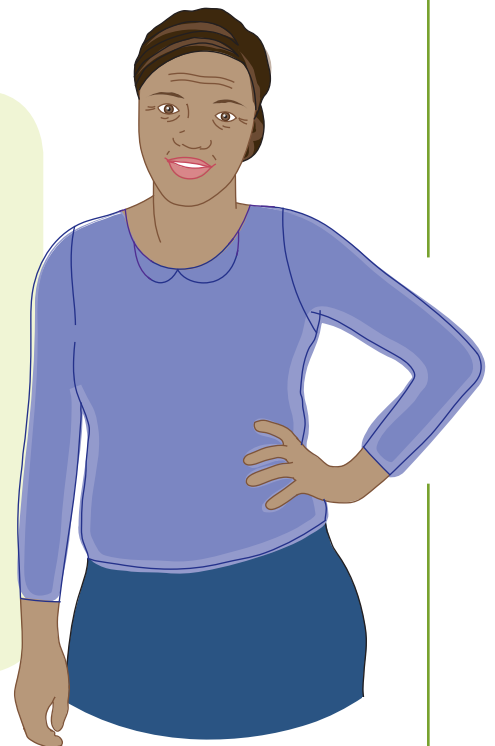
Compare your top job choices

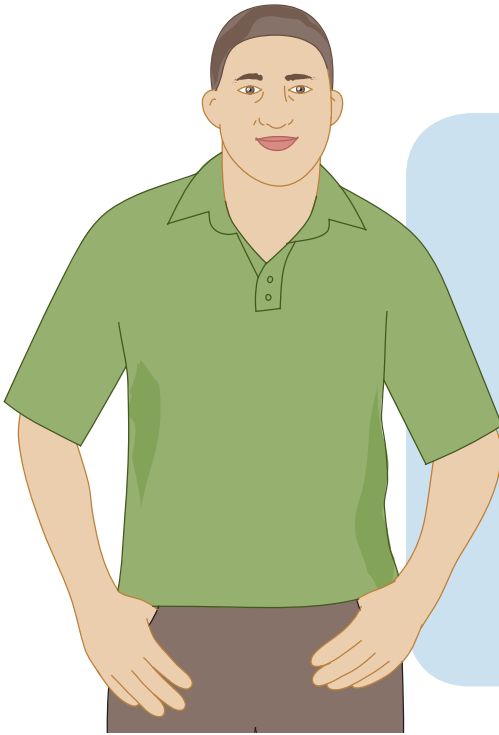
In the exercise on page 41, you will compare your top job choices.

First read about Maxine, Leo and Kim. What are their top job choices?

Maxine has 2 job choices — health care aide and licensed practical nurse (LPN). Maxine used the job information worksheets. She learned many things about the 2 jobs. For example, she learned about the work hours and the physical activities.

Maxine compared her 2 top job choices. Her literacy tutor helped write down Maxine's ideas. The big differences are the training and the pay. Health care aide training takes about 5 months and can be part time. Maxine likes this. She can work and take the training. LPN training is longer. But the pay for an LPN is higher.

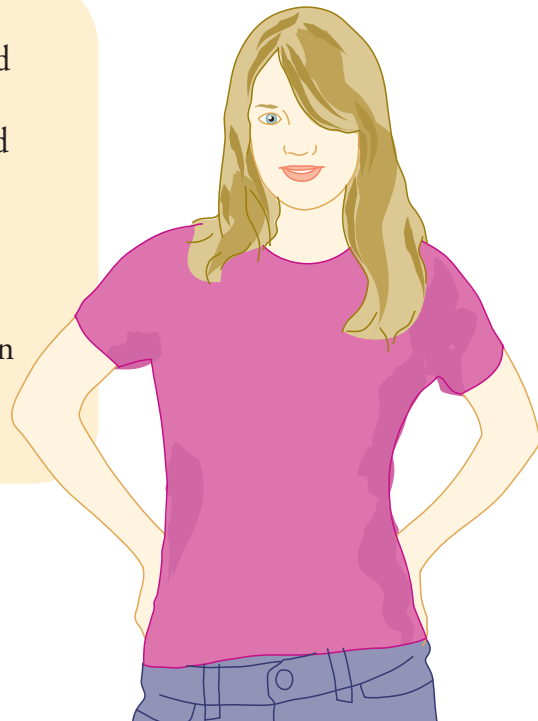




Leo has 2 top job choices — carpenter and painter. Leo talked to a carpenter and a painter. He used the job information worksheets for his questions. For example, he found out about training. Some people may take a one-year carpentry certificate.

Apprenticeship training is longer. Apprenticeship training for a carpenter takes 4 years. Each year an apprentice carpenter works for 10 months and then goes to school for 2 months. But first you need to find an employer.

Kim has 3 job choices — **caterer**, cook and animal care attendant. Kim decided to take dancer off her job choice list. First she talked to her career advisor. Kim learned that most dancers work part time. Kim needs to work full time. She likes dancing a lot. It will be her hobby. Then Kim compared her 3 top job choices. She wrote down the information from the job information worksheets.





Kim's Compare Jobs Worksheet

Job choice 1 caterer

Things I like

- I like to prepare different foods.
- I like to work in different places.
- I like to try different recipes.
- I like to be **creative**. For example, cooking different foods, making food for parties.

Things I don't like

- Work hours are not regular. For example, evening work and many hours on holidays.
- I may need more cooking experience.
- I don't like to plan menus.
- I might need a car to **deliver** food.
- I might need to serve food to customers.
- I don't like to work under pressure.

Job choice 2 cook

Things I like

- I like to prepare different foods.
- I like to work with other cooks.
- I like to learn on the job.
- I might like to work in a hotel restaurant.
- I don't have to serve customers.

Things I don't like

- The pay might be low.
- I might have to cook the same things all the time. For example, many customers may order the same foods.
- I don't like to work in bars. For example, late hours and noisy customers.

Job choice 3 animal care attendant

Things I like

- I like to work with dogs, cats and other animals.
- My volunteer **experience** might help me get a job.
- I like to learn on the job.

Things I don't like

- I don't like to work split **shifts**. For example, 7 a.m. to 11 a.m. and 3 p.m. to 7 p.m.
- I don't like to clean animal cages every day.
- I don't like to work with difficult animals.





Exercise: Compare your top job choices

Did you do job information worksheets for all your top job choices? You have lots of information about these choices.

Now you can compare your top job choices.

- Write down the names of your top job choices on the Compare Jobs Worksheet on page 42. This worksheet is for 2 or 3 jobs. Do you have only one job choice? Are you happy with that job choice? Then you can go to Step 4. Do you want more job choices? You can talk to your **career advisor** or tutor.
- Think about the information you have about each job. You can look at your job information worksheets in Step 2. You can go back to Book 1. Look at Step 2 about the job groups. You can look at the things you checked. You can think about things you like to do. You can also go to steps 4 and 5. You can look at things you don't like to do. You can think about your special job needs. For example, Kim has a learning disability.
- Write down the things you like about each job. Write down the things you don't like.
- You can ask your career advisor or tutor to help you. You and your advisor or tutor can work on it together.



Compare Jobs Worksheet

tip

Take your time on this step.
Maybe you can't finish it in one day.
You may have other questions.
You can talk to your **career advisor**
or tutor. They can help you write down
your information.

Job choice 1 _____

Things I like

Things I don't like



Job choice 2 _____

Things I like

Job choice 3 _____

Things I like

Things I don't like

Things I don't like



Exercise: Look at your Compare Jobs Worksheet

First look at your answers on your Compare Jobs Worksheet. Then look at this list. Did you write these things down on your Compare Jobs Worksheet? Put a check mark (✓) beside the things you wrote down.

- ☐ things I like to do
- ☐ things I'm good at
- ☐ things I don't like to do
- ☐ my special job needs
- ☐ courses I might need
- ☐ hours of work
- ☐ physical activity
- ☐ workplaces
- ☐ information about pay

Did you forget to write down anything? Write down any other information on the Compare Jobs Worksheet.

What will you do next?

In Step 3 you compared your top job choices. Now you are ready for Step 4. In this step you will choose the best job for you.



Step 4: Which job is the best choice for you?

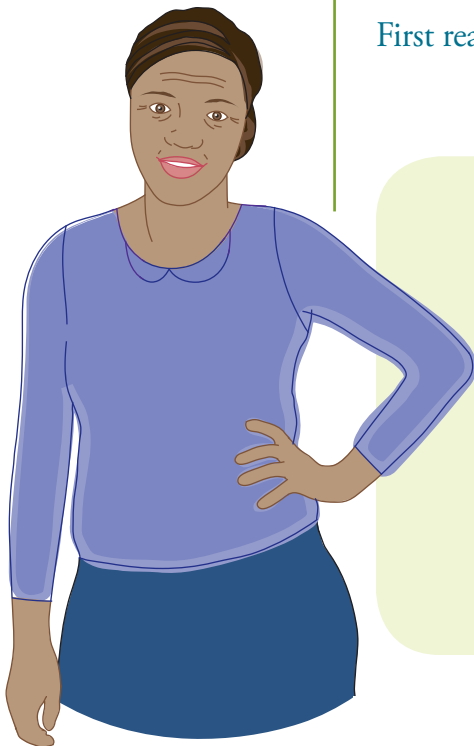
In Step 3 you compared your job choices. You looked at the things you like and the things you don't like about the jobs. In Step 4 you will pick your best job choice.

You can do many different jobs. In this step you will pick one job. It is the best job for you right now. Your best job choice is a job you want to do. You will do many things you like to do. You will probably like the working conditions. For example, working indoors or working outdoors.

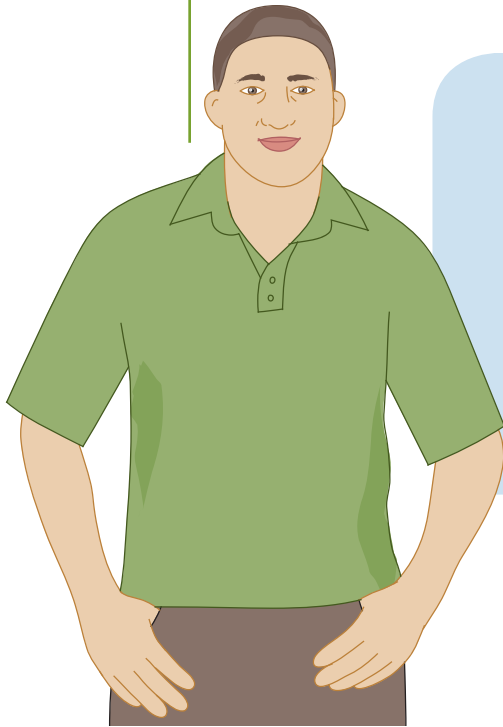
Choose your best job

In the exercise on page 47, you will look at your Compare Jobs Worksheet. You will choose the job that is best for you.

First read about Maxine, Leo and Kim. What job did they choose?



Maxine wants to be a health care aide. She likes to take care of people. She knows about health care aides from her aunt's **nursing home**. She looked at her Compare Jobs Worksheet. Health care aide training can be part time. It takes about 5 months. Part time training is good for Maxine. She needs to work. Licensed practical nurse is a good job too. But LPN training is longer. Maxine thinks health care aide training is better for her right now. Then later she might do LPN training.



Leo wants to be a carpenter. He looked at his Compare Jobs Worksheet. Painter is a good job. But Leo thinks carpenter is a better job for him. Leo likes to build things and use tools. He likes to work inside. Many painters work inside and outside. Painters may have more seasonal work.

Kim wants to be a cook. She likes to prepare foods. Kim looked at her Compare Jobs Worksheet. Kim loves animals. But she doesn't like to clean animal cages. She doesn't like to work with difficult animals. Animal care attendant isn't a good job for her. Kim wants to work regular hours. **Caterers** often don't work regular hours. They need to have a car. Kim would like to work in a hotel restaurant. Cook is a better job for her.





Exercise: Choose your best job

You have lots of information about your top job choices. You have answers to many questions. Are you ready to choose your best job?

Look at your Compare Jobs Worksheet from Step 3. Look at the things you like and the things you don't like about each job. You can ask your career advisor or tutor to help you.

- How many things you like (good things) did you write down?
- How many things you don't like (not so good things) did you write down?
- Is one job better for you than another job?

What is your best job choice? Write it down here.

I want to be a _____

If you can't decide

Is it difficult for you to decide? Maybe you feel nervous about choosing one job right now. That's okay. You can talk to your career advisor or tutor. Or you can go back and look at your job information worksheets. Maybe you can find other differences between your top job choices.

If you have no job choices

Maybe you took all your job choices off your list. You can find another job choice. Your **career advisor** or tutor will help you.

Be sure about your decision

In the exercise on page 50, you will think about your job choice. You will ask yourself some questions.



First read about Maxine, Leo and Kim. What questions do they have?

Maxine wants to be a health care aide. She thinks it is a good job for her. Maxine knows about nursing homes. She thinks she'd like to work in a nursing home. First she needs to ask someone about night **shifts**. Her children are 12 and 14. The health care aide course is part time. Maybe she can take the course and work at the same time. Maxine asks herself these questions.

Am I ready to go back to school?

Do I need to improve my reading and writing first?

Will I have enough time? Will I be too busy? I'm a single parent.

Will I have enough money for rent, food and other things? How can I pay for the course too?

Will my children help me more at home? For example, with cooking and cleaning. I will need time to study.





Leo wants to be a carpenter. He thinks it is a good job for him. He is a labourer now. He can start to learn about carpentry at his job site. He's not good at math. He's worried about it. Leo's boss says Leo can learn on the job. Later Leo may become an apprentice. Leo asks himself these questions.



Do I need to improve my math?
Should I take a math course?

Will apprenticeship training be difficult for me?

Do I want to stay with this construction company?

Will my wife like this idea?
How can she help me with this decision?

Will I need to buy tools right away?
How much will they cost?
What other costs are there?

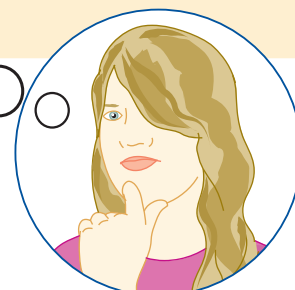
Can I learn on the job? I have a learning disability. I learn best by doing things.

Will my boss accept me as an apprentice?

Will I have time to do my volunteer work? I like to volunteer at the animal shelter.

Can I get funding from the government for training?
Or will my parents lend me some money? I might need to take a short cooking course.

Kim wants to be a cook. She thinks it is a good job for her. She wants to work regular hours. She wants to work in a large kitchen with other cooks. She wants to learn more about cooking. She hopes she can learn on the job. She asks herself these questions.





Exercise: Be sure about your decision

You want to make a good job choice. You have thought a lot about the job. Now you need to think more about yourself. You may have some questions about your decision. For example, about your reading and writing or paying your rent. You may need to talk more to your family about your decision. You may need to get more information. You can ask your career advisor or tutor to help you.

Now read this list. Put a check mark (✓) beside the questions you have about your best job choice.

- ☐ Do I need to work more on reading and writing?
- ☐ Do I need to go back to school? For example, for math or computer classes or to get a **certificate**.
- ☐ Do I need to talk to anyone else about my decision? For example, a teacher.
- ☐ Will I need to find child care?
- ☐ Will I need a car? Can I take the bus?
- ☐ Will I need special **equipment**? For example, a wheelchair ramp or a special computer.
- ☐ Could my health be a problem in this kind of job? For example, allergies or too much sitting or standing.
- ☐ Can I get funding from the government? For example, money to pay for a course.
- ☐ Is now a good time to make a big change in my life?

Do you have any other questions? Write your questions here.



Look at your answers

Will some things be a problem for you? For example, child care, money, reading and writing skills. Talk to your family and friends about these things. Talk to your career advisor or tutor too. These people can help you find solutions (answers) to your problems.

What will you do next?

In Step 4 you chose the best job for you. Great! Is that job your short-term goal? Is it a long-term goal? In Step 5 you will look at goals. Your career advisor or tutor will help you with your goals.



Step 5: What are your job goals?

In Step 4 you chose the best job for you. That job can become your goal. It can be a short-term goal or a long-term goal. In Step 5 you will choose your job goals.

Maybe your short-term goal is one of your job choices. Or maybe you need to do something before you can do that job. For example, take a safety training course or improve your math.

Decide on your job goals

In the exercise on page 54, you will think about your job goals. You will write them down.

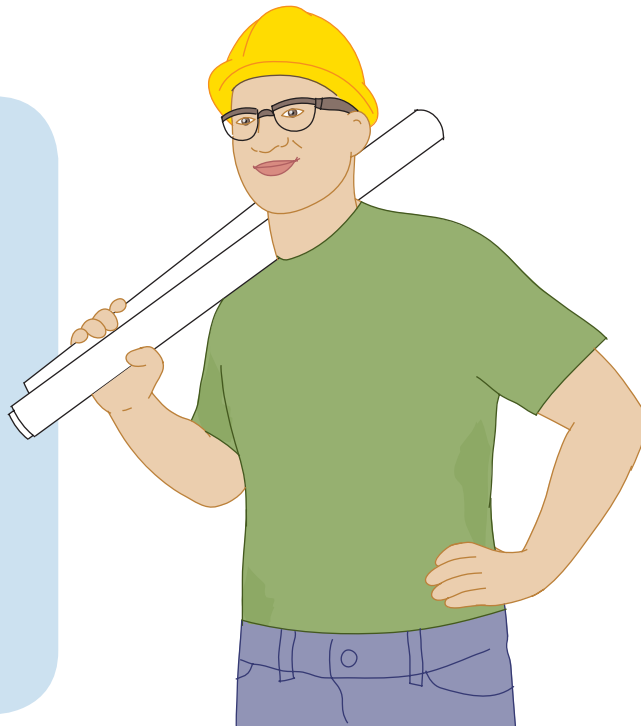
First read about Maxine, Leo and Kim. What are their job goals?



Maxine has two short-term goals. First she wants to improve her reading. Then she wants to be a health care aide. She will need to take a health care aide course too. She wants to work as a health care aide for a few years. She needs money for her family. Later she might become an LPN. That is her long-term goal.



Leo's short-term goal is to be an apprentice carpenter. He can't be a carpenter right away. He needs to learn more about carpentry. Now Leo is a labourer on a **construction site**. Leo's company has apprentice carpenters. Leo's boss will help Leo learn on the job. Then Leo can become an apprentice carpenter. Leo has a long-term goal too. He wants to be a **journeyperson** carpenter. This will take Leo 4 years.



Kim's short-term goal is to be a cook in a restaurant. She has worked a lot as a server. She's tired of serving customers. She wants to learn about preparing food. She wants to learn on the job. Maybe Kim will like cooking. Then she might decide to take a cooking course. Or she might start an **apprenticeship**. She is not sure about her long-term goal. Maybe she will change her mind.



Exercise: Decide on your job goals

You can have more than one job goal. A short-term goal takes a short time. For example, a few months or a year. A long-term goal can take a long time. For example, a few years. First you pick a goal. Then you work toward that goal.

Now think about your best job choice. Write down 1 or 2 short-term goals. Your short-term goal might be that job. Or maybe you need to do something before you can do that job. For example, find an employer who wants an apprentice.

My short-term goals

My short-term goal is _____

Another short-term goal is _____

You need to work on your short-term goal first. Your short-term goal may help you with your long-term goal. For example, Maxine hopes to take a health care aide course. After that she can be a health care aide. Later she might become a licensed practical nurse (LPN). Her health care aide course may help her reach that goal.

If you have no short-term goal

Maybe you don't have a short-term goal. You can talk to your **career advisor** or tutor.



My long-term goals

Now write down 1 or 2 long-term goals.

My long-term goal is _____

Another long-term goal is _____

If you have no long-term goal

Maybe you don't have a long-term goal. Not everyone has a long-term goal.

Kim doesn't have a long-term goal. She only has a short-term goal. She wants to be a cook. Later she might think of a long-term goal. For example, she might decide to take an apprenticeship in cooking.

You can work on your short-term goal. Later you may decide on a long-term goal.

What will you do next?

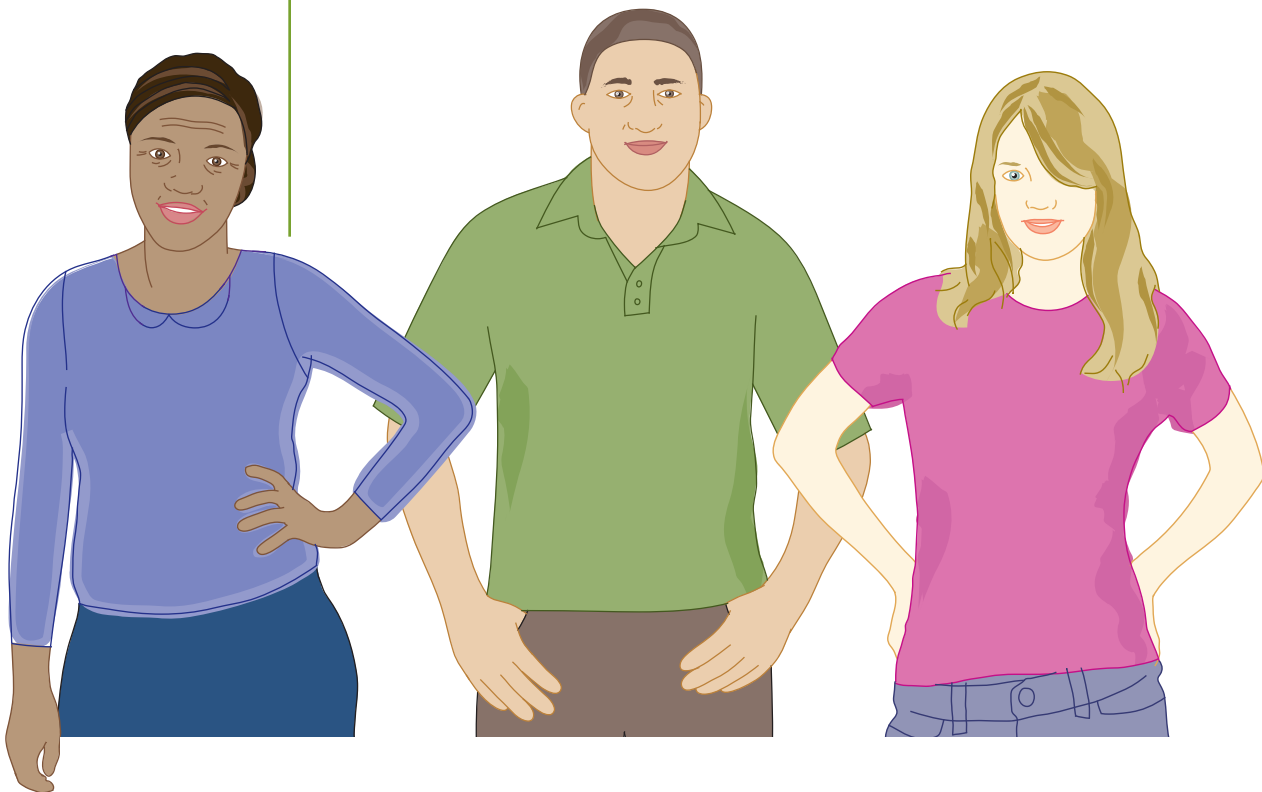
You have finished Step 5. You have made a job choice. You have picked some goals. Now you want try to reach these goals. You can ask your career advisor or tutor for help.



Where do you go from here?

You have done a lot of work. In Book 1 you picked your top 3 job choices. You learned about different jobs. You thought about the things that interest you. You thought about the things you don't like to do. You thought about your special job needs.

In this book you got more information about your top job choices. You compared your job choices. Then you chose the best job for you. Now you have a job goal. Maybe you have a few goals.





Exercise: What can you do now?

Think about your job goal. Are you ready to do that job now? Maybe you need some help to find a job. Maybe you need to do some things first. Then you will be ready for the job.

Put a check mark (✓) beside the things you need to do.

- ☐ I need to find an employer. I need help with my job search.
- ☐ I need to talk to my employer. Maybe I can try a different job.
- ☐ I need to get some **experience**. I want to learn more about my job choice. Maybe I can do volunteer work.
- ☐ I need to work on my reading and writing. Maybe I can take a literacy course. Or maybe I can get a literacy tutor.
- ☐ I need to take an upgrading course. For example, Math.
- ☐ I need to improve my English. For example, my speaking.
- ☐ I need to learn more about **apprenticeships**. For example, how long does it take to be a **journeyperson**?
- ☐ I need to choose the right courses. I might need to decide on a school.
- ☐ I need to find out about funding for training.
- ☐ I might need to move to another place. I can't take my training here. I can't work on my job goal. I need to talk to someone about moving.
- ☐ I need to make a plan. What do I need to do first? Then what do I need to do?
- ☐ Other things I need to do _____



You may have some questions about what to do next. You may need to find more information.

- Maybe a friend or someone in your family can help you.
- Maybe your **career advisor** or tutor can help you. Or your tutor can help you find a career advisor.
- You can call the Career Information Hotline. It's a free call in Alberta 1-800-661-3753 or in Edmonton 780-422-4266. They will help you find someone to talk to.
- You can find information on the ALIS website at alis.alberta.ca. For example, you can learn about courses. You can find out about government funding for courses.

You can go back to Book 1 or Book 2 anytime. For example, your interests and job needs may change. Then you may decide to change your job goal. That's okay. You can find information about other jobs. You can make new choices.

Congratulations! You have finished this book.
Good luck with your goals!

Notes

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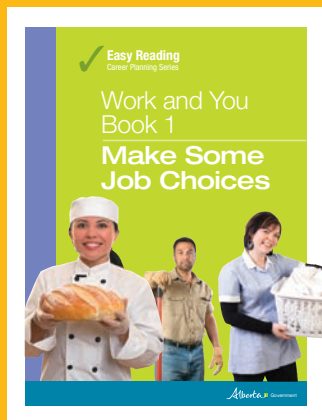
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The Province of Alberta is working in partnership with the Government of Canada to provide jointly funded employment support programs and services.



Work and You

The Work and You books can help you decide on the best job for you.

There are 2 Work and You books.

- Work and You Book 1: Make Some Job Choices
- Work and You Book 2: Decide on a Job

Read Book 1 first. In Book 1 you will learn about many jobs. You will choose jobs that interest you. You will make a list of about 3 jobs that you might like.

Read Book 2 after Book 1. In Book 2 you will compare your job choices from Book 1. You will decide on the job that is best for you.

You can ask your career advisor or tutor to help you with these books.

