



## CAREER INVESTIGATION

This form is designed to assist you in collecting the information you need to make an informed career decision. It will help you determine it needs to be submitted with your application 30 days prior to the start date of your program:

- What the benefits and drawbacks of an occupation are
- The opportunities for employment in the field
- If this occupation is right for you
- What type of training you need, and where it is offered

While completing this may seem a big task, you will be investing a great deal of time and effort in training so it is in your best interest to be sure this is the best choice for you, that the training will support you in following the career path that best suits you and your needs. It is possible by spending some time exploring your options that you will find an occupation you love and employment that is meaningful to you.

Completing this form is mandatory for any application for MSSTI funding, please complete it accurately and completely, you can request assistance from you Settlement HRO or from MSSTI Central office.

Please take the time to really explore your choice and what is best for you!

## RESOURCES

### Alberta Learning Information Systems

<http://alis.alberta.ca/index.html>

Provides: Occupational Profiles, Salary and wage information, Employment and Industry outlook forecasts  
Job search resources, Educational Resources, and tools to help you discover and determine what occupation is best suited to your interests.

### Trade Secrets

<http://tradesecrets.alberta.ca/>

Get more information on the Apprenticeship and Industry Training System, our partners, designating trades, and how to get involved.

## Personal Info

LAST NAME \_\_\_\_\_ GIVEN NAME \_\_\_\_\_

MIDDLE NAME \_\_\_\_\_ EMAIL: \_\_\_\_\_

## General Research

Resource required: Occupational profile and Alberta Wage survey ([www.alis.gov.ab.ca](http://www.alis.gov.ab.ca))

Occupation \_\_\_\_\_

1. What are some of the duties you will be required to perform in this occupation?
2. What are working conditions or environment you will be working in? (Indoors, outdoors, safety considerations etc.)?
3. What skills and characteristic are required in this occupation?
4. What locations would you find potential employment (rural, urban, camp etc.)?\
5. What is the Salary range? \_\_\_\_\_ Will you be able to support yourself and family with the average annual salary? Yes  No
6. What are the opportunities for advancement in this occupation?
7. List some related occupations?

8. Name and discuss three drawbacks to this occupation and how they would affect your life and how you would overcome them.

### **Personal Suitability**

1. When looking at the occupational profile how well do your academic abilities, personal skills and interest compare to those required in this occupation?
2. What kind of previous experience or related experience in this occupation (including volunteer or related experience)?
3. Why do you feel this would be the right occupation for you?
4. Have you research other occupations? Please List:

## Labour Market Demand

1. What factors will impact the demand for this occupation in the next few years?
  
2. List three postings for this occupation
  - a. How many were in commuting distance of your current residence? \_\_\_\_\_
  - b. Would you be willing to relocate for these opportunities? \_\_\_\_\_

Employer	Source	Date	Requirements	Position	Wage	Location

## Educational Research

In seeking financial support from the MSSTI, cost-effectiveness is an important consideration as well as the Industry recognition of the training you will be receiving.

Resources required: Occupational Profile, <http://www.alis.gov.ab.ca/education>;

1. Review the occupational profile and list educational institutions that offer training for this occupation.

	Educational Institution	location	Program	Duration	Cost
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>5</b>					

## Employer Research

Please contact 3 employers for their opinion on your proposed training and the hiring process. Be sure to ask all the questions and record their responses. Your employment Counsellor will call to verify this information.

Employer	1 _____	2 _____	3 _____
Contact person name			
Position			
Who does their hiring			
How many people do they hire in a year			
How many do they plan to hire in the next 90 days			
What training or schools does this employer recommend for this occupation			
Starting wage			

## Additional Information

Additional Information