



# ENTERING THE WORKFORCE

Finding a Job &  
Professional Development  
Past High School

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Making Sense of Finance  
Chapters 6, 8, 9 & 10

PRESENTATION BY:  
EDUQUO

# WHO ARE WE?



EduQuo aims to redefine the status quo of financial literacy amongst youth in Quebec.

Our goal is to provide students with a real-life introduction to financial literacy through advanced simulations.

**EduQuo**

# WHO ARE WE?



## EDUQUO CAN HELP YOU:



Learn about your personal motivations and factors to open your mind to a world full of opportunities.



Analyze financial issues that you are likely to encounter now or in the near future to help you manage your personal finances.



Process information in a systematic way that encourages critical thinking amongst you and your peers.



Increase in number of opportunities



Easy access to credit leading to debt



Rising costs of education



Increasingly complex economy

# THE IMPORTANCE OF FINANCIAL LITERACY

# SIM 1: ENTERING THE WORKFORCE

## LIST OF TOPICS

Educational Paths  
Job Search  
Resumé Building  
Interviewing Skills  
Salary & Wages

**SIMULATION 1**





NOW THAT YOU HAVE ALL THE TOOLS AND RESOURCES...

# LETS BEGIN!



PRESENTATION BY:  
EDUQUO

You are now starting to think about your career, or maybe you have been for some time already. It is important to approach this task in a systematic way. Keeping all your tools organized and as detailed as possible will not only help in your first job search, but all your future endeavours as well...

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# STEP #1

# EXPLORING

# OPPORTUNITIES

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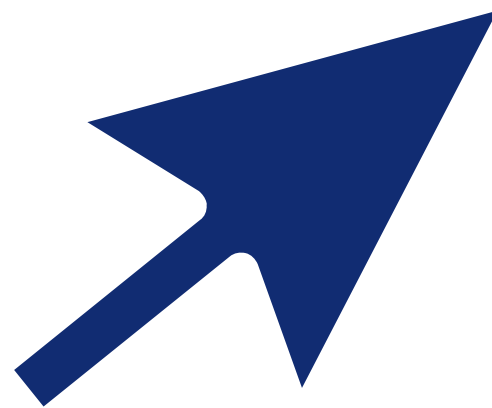
- 1) Choosing a Path Post-Graduation
- 2) Consideration of Pursuing an Internship

# 1) Choosing a Path



## QUESTIONS TO ASK YOURSELF

- What level of education do you intend to pursue?
  - What field do you intend to work in?
- What type of pay do you realistically expect at your first professional position?
- How many more years of school do you see yourself committing to?



## EVALUATION OF CHOICE

Briefly explain the reasoning behind your selection. (Focus on interests, professional goals you intend to set for yourself, level of commitment to continued education, etc.)

**THIS IS YOUR CHANCE TO TRULY THINK OF WHERE YOU PLAN TO BE IN A FEW YEARS!**



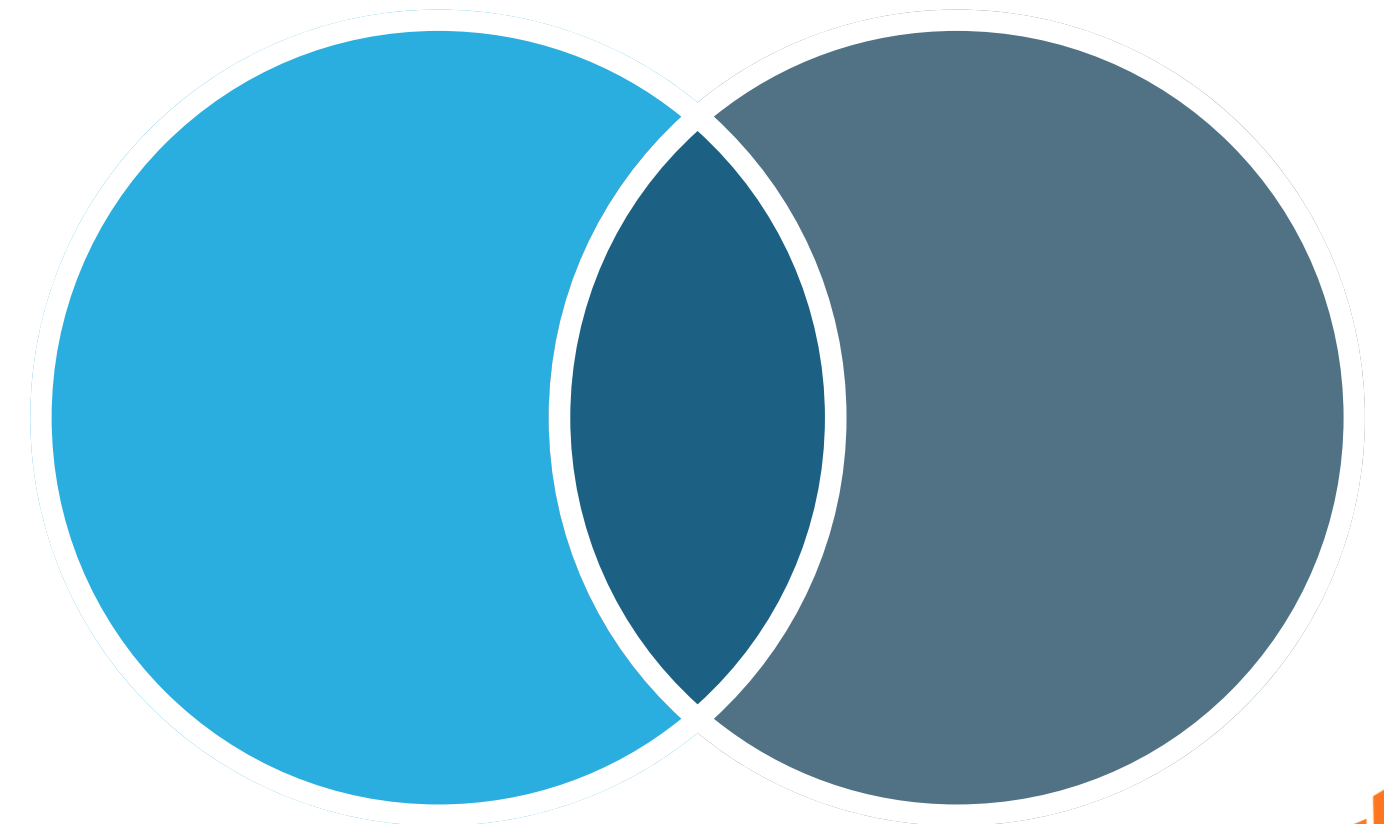
# 1) Choosing a Path (Cont'd)



## LIST PROS/CONS OF PATH CHOICE

Financial  
Personal  
Professional

## VENN DIAGRAM COMPARING PATH VS. WORKING FULL TIME



## 2) Pursuing an Internship



### FINDING AN INTERNSHIP OPPORTUNITY

Doing so will provide you with:

A realistic view of the internship opportunities out there

The types of tasks/duties that are asked of an intern

The companies that are looking for interns/the requirements that are set to be considered

### DELIVERABLES

- 1) Take a screenshot of the internship you found online
- 2) Write a short paragraph listing a few details of the job (Company, tasks, etc) - Does it interest you? Why or why not?

Example:

Internship Winter 2020 - Project engineering on the 429 program team



12 septembre 2019

INDUSTRIES Aérospatiale, Aviation Défense  
CATÉGORIES Gestion de Projets, Analyse d'Affaires, Ingénierie, Aéronautique, Aviation, Aéroport, Gestion de programme - Projet, Ingénierie, Intérieur, Aéronautique, Aviation, Aéroport  
© Mirabel, QC

<https://www.aerojobs.ca/fr/>



# STEP #2

# JOB SEARCH

# PROCESS

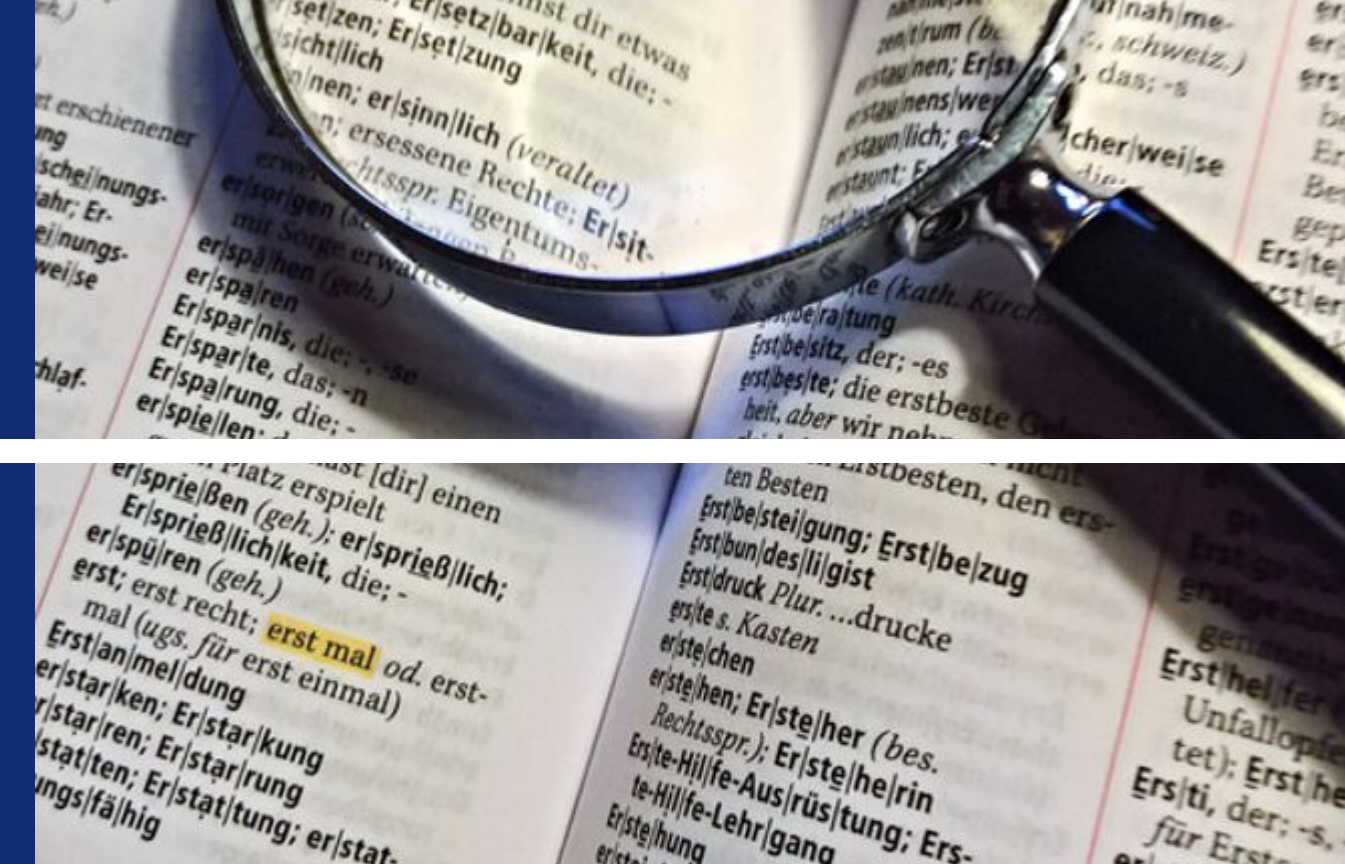
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**ONCE YOU'VE CHOSEN A PATH (AND GRADUATED OF COURSE),  
IT'S TIME TO LOOK AT YOUR OPTIONS**

- 1) Job Search Process
- 2) Evaluation of Job Choice



# 1) Job Search Process



## WHAT'S NEXT NOW THAT YOU'VE GRADUATED?

Now it's time to get out there and start applying. The process can be daunting and it can be tough to find a job that matches your interests and aspirations without knowing all the resources at your disposal.

## MAKE A SHORT LIST OF POTENTIAL JOBS

- Find 3 jobs using two different methods:
- 2 from online postings (Monster, Indeed, etc.)
- 1 from social/personal networks

## CHOOSE THE JOB THAT INTERESTS YOU MOST FOR THE NEXT STEPS

### JOB SEARCH METHODS

ONLINE JOB POSTINGS

TARGET POTENTIAL EMPLOYERS

SOCIAL NETWORK

PERSONAL NETWORK

# 2) Evaluation of Job Selected



## CONSIDER ALL ASPECTS OF THE JOB BEFORE APPLYING

A job may look perfect at first glance, but there are factors that must be considered before pursuing the opening.

### FACTORS TO CONSIDER

- PAY**
- APPLICATION REQUIREMENTS**
- JOB REQUIREMENTS**
- DEMAND IN FIELD**

## MAKE A TABLE WITH ALL FACTORS TO BE CONSIDERED

Ex. Aerospace Engineer

Pay Scale	Application Requirements	Job Requirements	Demand In Field
Min. \$39,000	Internship - Not Necessary	Conducting Research	Medium
Avg. \$82,700	Degree In Mechanical Engineering	Creating, Desining	High Demand in MTL
Max. \$140,040		Crunching Numbers	

\*This information is very accessible, but not utilized by many...do your research!\*

[headingforsuccess.com](http://headingforsuccess.com)







# STEP #3

# CREATING A CUSTOMIZED RESUMÉ

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**BEFORE APPLYING FOR YOUR JOB OF CHOICE, IT IS ESSENTIAL TO BUILD A CUSTOMIZED RESUMÉ SHOWING THAT YOU ARE THE BEST CANDIDATE FOR THE JOB**

1) Building a Functional Resume



# 1) Building a Functional CV

## FUNCTIONAL VS CHRONOLOGICAL CV

### FUNCTIONAL

SKILL-BASED

LIST SKILLS & ACCOMPLISHMENTS

FOR THOSE WHO HAVE MINIMAL EXPERIENCE

### CHRONOLOGICAL

EXPERIENCE-BASED

LIST EXPERIENCE AND JOB HISTORY

FOR THOSE WHO HAVE YEARS OF EXPERIENCE & STEADY CAREER GROWTH

## BUILD A DETAILED FUNCTIONAL RESUMÉ

### PARTICULAR EMPHASIS ON:

EDUCATIONAL EXPERIENCE

EXTRA-CURRICULAR ACTIVITIES

SKILLS (SOFT & TECHNICAL)

INTERESTS

\*Different jobs look for different skill sets...familiarize yourself with them\*

[thebalancecareers.com](http://thebalancecareers.com)

(Employment Skills Listed by Job)





A close-up photograph of a person's hands pointing at a document on a table. The person is wearing a black watch on their left wrist. A blue pen and a pair of glasses are also visible on the table. The background is a light blue wall.

# STEP #3

# INTERVIEW SKILLS & TECHNIQUES

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**YOU'VE NOW MADE IT TO THE INTERVIEW PROCESS, THIS IS YOUR OPPORTUNITY TO DIFFERENTIATE YOURSELF AND SHOWCASE YOUR BEST SELF TO THE INTERVIEWER**

- 1) Research the Target Company
- 2) Prepare to Answer Typical Interview Questions
- 3) Formulate Questions to ask Interviewer

# 1) Research the Target Company



## GO INTO THE INTERVIEW KNOWING AS MUCH AS YOU CAN ABOUT THE COMPANY

Learning about the company before the interview is key. It shows engagement, passion and motivation to getting hired.

### ASSESS

Your abilities in relation to the requirements for the position.

### DISCUSS

Your training, experience, knowledge, abilities in more detail.

### ESTABLISH

What drives and motivates you, both personally and professionally.

### DECIDE

Whether you would be a good fit into the organization/company.

## MAKE AN EXHAUSTIVE LIST OF INFORMATION YOU FOUND ON THE COMPANY PRIOR TO THE INTERVIEW

**Find at least 5 relevant facts about the company**

For example:

Competition

New Projects

Customers

Company Values/Reputation

Corporate Structure



## 2) Prepare to Answer Typical Interview Q's



### PRACTICE ANSWERING THE QUESTIONS YOU WILL MOST LIKELY BE ASKED

Be prepared to discuss success stories/behavioural questions such as:

- Learning From a Mistake
- Working in a Team
- Going Above and Beyond
- Dealing With a Crisis
- Successfully Juggling Multiple Tasks

### MAKE A LIST OF RESPONSES TO THESE QUESTIONS & PRACTICE

Answer 3 of the Questions Provided on this Slide

ex. Discuss a time where you learned from a mistake.

"While completing a lab in Ms. McRae's chemistry class, I used the bunsen burner without asking permission and set my sleeve on fire. I was over-confident that I knew exactly what I was doing and I didn't wait for my teacher's supervision. This taught me that despite the work and calculations I've completed, it's always good practice to run it by your superiors before execution."



# 3) Formulate Questions to Ask Interviewer



**YOU ARE INTERVIEWING THE COMPANY JUST AS MUCH AS THEY INTERVIEW YOU**

How is the training program run?

What will my duties be if/when I start here?

What do you personally like best about working here?

What type of staff dynamic do you have here?  
(Friendly, Family, Professional)

May I have a tour of the facilities?



**FORMULATE 3 UNIQUE QUESTIONS TO ASK YOUR POTENTIAL INTERVIEWER**  
These questions can be anything you want, you're the one trying to learn more details about the company



**GOOD LUCK  
&  
SEE YOU NEXT WEEK!**

**HAVE ANY QUESTIONS OR WANT TO FOLLOW-UP?**

**CONTACT US:  
[ssitaras@enactusconcordia.ca](mailto:ssitaras@enactusconcordia.ca)**

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EDUQUO**

