



EduQuo - Financial Literacy Education
Entering the Workforce

Presented by:
Paisley Nyberg-Gordon
Stephen Sitaras

Simulation #1

DEADLINE TO SUBMIT:
Resume: MONDAY, SEPTEMBER 30TH
Steps 1, 2 and 4: THURSDAY, OCTOBER 3RD

Delivery: The simulation will require you to submit a written assignment, varying in length depending on the level of detail you provide for each deliverable (roughly 2-3 pages). You will also be creating a resumé. This assignment should be completed in groups of 2-3.

Description: You are about to graduate from high school and are thinking about what you might want to pursue in the near future. Although you have a few years before entering the workforce, it is imperative to start thinking now about the potential direction you plan to take. This simulation provides you an opportunity to practice all the critical steps in preparing yourself to enter your career years and position yourself for the best chance of success;

- 1) Choosing an Education Path
- 2) Job Search
- 3) Building a Targeted Resumé
- 4) Preparing for the Interview

By breaking down each step in the process and providing justifications of your choices, you are learning about your personal preferences and possible changes you might decide to make in the future. As chemistry/physics students, you are required to pursue a path related to those fields of study and work. Don't think you'll necessarily pursue a career in these fields? Don't worry, this assignment will provide you templates and resources that are applicable across all industries for your future endeavours.

Part 1 – Choosing an Educational Path

The first step in the process is choosing which level of education you intend to pursue. This is critical for learning about the different pros/cons of continued education.

1. Choose a path – discuss your choice (250-300 Words)
 - a. Level of commitment to continued education past high school
 - b. Potential degrees of interest – why?
 - c. How the path fits best with your interests and goals
 - d. Professional goals you intend to set for yourself
2. Evaluate your path
 - a. Make an exhaustive list of pros/cons of path (6 points – Be creative. These are personal, financial and professional outcomes of pursuing your chosen path)
 - b. Create a Venn diagram comparing the pros of your path vs. working full time right out of high school (6 points total)
3. Using online resources, find any internship opportunity in a field related to physics/chemistry – get used to knowing where/what to look for! (ex. Aerojobs.com)
 - a. Take a screenshot of the potential internship
 - b. Briefly summarize the internship post (Company, tasks, etc.) and if it interests you. Why or why not? (250-300 Words)

Part 2 – Job search

Now that you've chosen an educational path, it is time to move on to finding a job.

From here on out, you are completing the assignment with the assumption that you have completed your post secondary school education.

1. Make a short list of potential jobs (3 Jobs)
 - a. Take a screenshot of 2 jobs from online sources, and find 1 job from social/personal network (if you don't have any in your network, use a newspaper/journal to find the third job and provide a picture of the posting)
2. Choose a job using your findings in step 1, justify your choice (250 Words)
3. Make a table of all factors to be considered before pursuing a job posting
 - a. Make a short table showing the critical factors (Pay, Job Requirements, Application Requirements, Demand in Field – refer to slides for more info)

Part 3 – Building a Targeted Resumé (1 Page Only – Keep it Concise and Informative)

1. Build a functional resumé targeted to the chosen job (Submitted as an appendix with the written assignment)
 - a. Use the slide set for details of elements that should be on your CV
 - b. Use the online tool provided on the slides for finding skills critical to your field
 - c. Be creative – not all resumé will look the same!

Part 4 – Preparing for the Interview

1. Research the target company
 - a. Make a list of at least 5 relevant facts about the company (ex. competition, new projects, large customers, company reputation values, etc.)
2. Prepare to answer typical interview questions (500 words)
 - a. Answer 3 of the questions provided on the slide set – example provided in slides for reference.
3. Formulate questions to ask interviewer
 - a. Come up with 3 unique questions to ask the interviewer. Be creative – this is your chance to learn more about the company that might not necessarily be public knowledge.

General Guidelines

Your assignment will be a mix of written work and short tables and graphs (Venn diagram and lists), keep it organized. Complete each part in order, each step brings you along the process and some of the information from one part may carry over to the next. It is imperative to use external resources during this assignment - some of which are provided, others you will have to find on your own. Make sure to provide credit for any additional resources you use.

Final Tip: Have fun with this assignment and be creative! It may seem like a lot of tasks to complete, but they are all critical in preparing to enter the workforce. The systematic approach you are learning through this process will be integral when it is time for you to start your career plan.

Grading Rubric

	Choosing a Path (15%)	/15
3 marks	Explain your path choice after High School (250-300 Words)	/3
3 marks	Make a list of pros/cons of chosen path (6 points)	/3
3 marks	Create a Venn Diagram comparing path w/ working full-time (6 points)	/3
3 marks	Take a screenshot of a potential internship opportunity in the field of physics/chemistry	/3
3 marks	Brief summary of internship position - tasks, company, does it interest you, etc.	/3
	Job Search (10%)	/10
3 points	Find 3 Jobs - 2 from online sources, 1 from any other possible source	/3
2 points	Justify your choice of selected job (250 words)	/2
4 points	Make a table of all critical factors to be considered before applying for a specific job posting	/4
	Building a Targeted Resumé (50%)	/50
4 points	Main heading with name, address, phone number and professional e-mail address	/4
5 points	Detailed career objective customized for the job opening	/5
4 points	Summary of qualifications (3-4 points)	/4
3 points	Include three educational degrees acquired (High School, CEGEP & University) - name and location of school, dates of attendance, major fields of study, degrees received	/3
2 points	Include two past employment experiences (can be real or not, but relevant to job application) - company name, city and province, dates of employment, most important job title, significant duties, activities and/or accomplishments	/2
6 points	Highlight 3 most relevant soft skills and 3 technical skills for job opening	/6
1 points	Include any awards, honours or activities that are most relevant (maximum 3)	/1
	Prepare for Interview (20%)	/20
4 points	Research target company and make a list of 4 relevant facts (Competitors, company values, etc.)	/4
3 points	Answer 3 of the common questions that are asked in an interview (500 words)	/3
3 points	Create 3 potential questions to ask the interviewer	/3
	Format (5%)	/5
1 point	Paper is well-organized	/1
1 point	Word count requirements were all met	/1
1 point	All lists/tables/graphs/screenshots were provided	/1
1 point	Resumé provided in appendix	/1
1 point	All external sources are referenced when used	/1