

CAREER & TECHNOLOGY STUDIES

Prairie Rose School Division

Management Skills 40S Module C SPONSOR SEARCH MODULE

Career Internship Coordinator: Mr. E. Bart

C.1 OCCUPATIONAL PROFILE

Based on interest and data assembled from A1 - A4, research on an occupation (not a job) you are interested in. Start with a printout describing this occupation from careercruising.com. (use the printer friendly version). Read this report over carefully as it provides you with background necessary to develop meaningful questions at your information interviews. Use a variety of sources including your internship experience to develop this occupational profile. This report is to be included in your portfolio.

C.2 APPLICATION FOR EMPLOYMENT

Complete the Application for Employment form provided. Be sure to read the entire form before beginning.

C.3 Resume Assignment

Develop a “Combination” style resume that includes the following components:

- Personal Data: (Name, address, phone number)
- Objective
- Summary of Qualifications: (Skill Statements describing your ability in Literacy/Communications, Problem Solving, Human Relations, Technology)
- Work History (dates, type of work, employer)
- Education: (current year of study with list of courses)
- Activities and Interests (especially related to work in some way)
- References (see recommended format on a separate page)

Criteria:

- Objective statement targeted toward specific position.
- Focus on your skills and abilities related to the specific occupation.
- Be concise, include only relevant information
- Eye catching, lots of white space, visually attractive organized.
- Use a good printer
 1. Bold print for headings
 2. No spelling errors
 3. Two (2) pages maximum.

Note: When you ask someone for a reference, give him or her a copy of your resume. Ask for feedback and what they might have to say about you!

1145 Truro Avenue
Winnipeg, Manitoba
R2X 0S3

Phone (204) 786-8677
Fax (204) 947-2650
E-mail akelley@shaw.ca

Arlene Kelley

Objective To gain volunteer training experience in the area of sales and customer service.

Summary of Qualifications

- Gets along well with others and great team player
- Excellent listening, speaking and writing skills
- Holds Drivers license with clear abstract
- Good computer skills
- Effective problem solving and decision making skills

Skills and Abilities

Communication and Customer Service Skills:
Sales skills
Shipping and receiving skills
Equipment operating skills (computer, scanner, fax)
Interpersonal and supervisory skills

Work History

Present	2003	Baby Sitting	Roland family friends
Summer	2003	Gas Bar Attendant	Carman Co-op
Summer	2002	Waitress	Breakaway Restaurant

Education 2003-2004 Carman Collegiate Carman, Manitoba
Completing Senior 4
3. Mathematics, Language Arts, Food and Nutrition, Biology, and French

Interests and activities

Sports: Tai Kwon Do, Skiing,
Reading: Science Fiction,
Music: guitar

References include references on a separate page

C.4 COVER LETTER ASSIGNMENT

Develop a one (1) page cover letter according to the guidelines, suggestions, and example attached. Your cover letter often determines whether or not the employer will even read your resume. **IT IS IMPORTANT TO DO IT WELL!**

Guidelines:

Paragraph	Contents Suggestions
Introductory: Indicates the position you are applying for, mention the school, program, you're enrolled in or where you are currently Employed. Where you saw the job advertised or who referred you. Any knowledge that you have acquired through your research about the company should also be mentioned.	Address this letter to a specific person. State why you are writing. Describe the type of experience you are looking for.
Highlight your strengths: Education and relevant work experience. Be specific and mention those aspects specific to the job you are applying for.	Refer to you attached resume. Indicate what you have to offer (e.g. an interest in a specific related career. State how your education (courses) fit with your ambition. Show how your skills and interests fit the particular work site. Sell yourself/ be positive about what you have to offer.
Prove that you want the job. Reasons why the employer should consider your application ahead of others. What you bring to the position.	Provide phone numbers where you can be reached Sign your cover letter

- **Proof read for errors**
- **Include with resume**
- **One page only**
- **Neat and easy to read. Be honest!**

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92 Streetside Lane
Carman, Manitoba
R0G 0J0

Colin James

January 29, 2009

Maggie's Restaurant
6239 Whiteside Way
Carman, Manitoba
R0G 0J0

Mr. G. Smith, Manager

Please consider my request for volunteer training with Maggie's Restaurant. I am a student participant in "Career Internship" at Carman Collegiate. Mr. Bart, Internship Coordinator has informed me that your business may be willing to host an intern/ trainee. I am looking forward to an opportunity to develop professional skills related to "Hospitality and Tourism."

From my resume, you will notice that I have held part time and summer jobs. I enjoy working with people tremendously. My eventual goal is to be trained in hotel management. I am currently enrolled in both business and nutrition courses at Carman Collegiate.

Thank you for agreeing to meet with me to discuss my suitability for internship at your restaurant. I look forward to discussing a "training plan" with you. I will be able to begin, part-time, on February 23. I can be reached by telephone at 745-6589 from 3:30 p.m. to 10:30 p.m. or by Fax at Carman Collegiate 745-6288.

Sincerely,

Colin James
Career & Technology Studies, Carman Collegiate

C.5 INFORMATION INTERVIEW/ SITE PROFILE:

One of the best sources for gathering information about what's happening in an occupation or an industry is to talk to people working in the field. This process is called *informational* or *research interviewing*. An informational interview is an interview that **you** initiate - you ask the questions. The purpose is to obtain information, not to get a job.

Following are some good **REASONS TO CONDUCT INFORMATIONAL INTERVIEWS:**

- to explore careers and clarify your career goal
- to discover employment opportunities that are not advertised
- to expand your professional network
- to build confidence for your job interviews
- to access the most up-to-date career information
- to identify your professional strengths and weaknesses

Listed below are **STEPS TO FOLLOW TO CONDUCT AN INFORMATIONAL INTERVIEW:**

1. **Identify the Occupation or Industry You Wish to Learn About**
Assess your own interests, abilities, values, and skills, and evaluate labor conditions and trends to identify the best fields to research.
2. **Prepare for the Interview**
Read all you can about the field prior to the interview. Decide what information you would like to obtain about the occupation/industry. Prepare a list of questions that you would like to have answered.
3. **Identify People to Interview**
Start with lists of people you already know - friends, relatives, fellow students, present or former co-workers, supervisors, neighbors, etc... Professional organizations, the yellow pages, organizational directories, and public speakers are also good resources. You may also call an organization and ask for the name of the person by job title. On line listings for Carman businesses are available at <http://www.townofcarman.com/>
4. **Arrange the Interview**
Contact the person to set up an interview:
 - by telephone:
Possible script: *Hello my name is _____ . I am a student at Carman Collegiate in the internship class. I am interested in learning more about a career in _____ (e.g. auto mechanics) and am wondering if you might have some time when we could meet to discuss your experience with this occupation. (pause). I have three or four questions to ask and feel the interview might take 10-15 minutes. When might we meet?***Note:** If the person you are calling is not in, ask when that person will be back and make another call then. If you get an answering machine leave your name and request and call back later. Don't wait for an employer to call you back, you lose control of the process when that happens.
5. **Conduct the Interview**
Dress appropriately, arrive on time, be polite and professional. Refer to your list of prepared questions; stay on track, but allow for spontaneous discussion. Before leaving, ask your contact to suggest names of others who might be helpful to you and ask permission to use your contact's name when contacting these new contacts. **DO NOT ASK FOR INTERNSHIP!**
6. **Follow Up**
Immediately following the interview, record the information gathered. Be sure to send a thank-you note to your contact within one week of the interview.

NOTE: Always analyze the information you've gathered. Adjust your job search, resume, and career objective if necessary.

20 POSSIBLE QUESTIONS!

Prepare a list of your own questions for your informational interview. Following are some sample questions:

1. On a typical day in this position, what do you do?
2. What training or education is required for this type of work?
3. What personal qualities or abilities are important to being successful in this job?
4. What part of this job do you find most satisfying? most challenging?
5. How did you get your job?
6. What opportunities for advancement are there in this field?
7. What entry level jobs are best for learning as much as possible?
8. What are the salary ranges for various levels in this field?
9. How do you see jobs in this field changing in the future?
10. Is there a demand for people in this occupation?
11. What special advice would you give a person entering this field?
12. What types of training do companies offer persons entering this field?
13. What are the basic prerequisites for jobs in this field?
14. Which professional journals and organizations would help me learn more about this field?
15. What do you think of the experience I've had so far in terms of entering this field?
16. From your perspective, what are the problems you see working in this field?
17. If you could do things all over again, would you choose the same path for yourself? Why? What would you change?
18. With the information you have about my education, skills, and experience, what other fields or jobs would you suggest I research further before I make a final decision?
19. What do you think of my resume? Do you see any problem areas? How would you suggest I change it?
20. Who do you know that I should talk to next? When I call him/her, may I use your name?

Note: If you decide to accept training at a different site...Mail or drop off a card thanking the sponsor for the interview, and informing him/ her where you are completing work experience.

Complete and submit **A SITE PROFILE** including the following information at each site at which information interview is conducted.

Requirements:

- Business Name
- Contact Person and position
- Address and Phone / Fax (a business card provides this information)
- Services/ products provided by organization.
- Job Description (duties and responsibilities of entry level employee)
- Characteristics of a person successful in this field

Note: The 'Site Profile' becomes the front matter of your "Training Agreement" in your portfolio.

C.6 TRAINING AGREEMENT:

TRAINING AGREEMENT AND PRELIMINARY PLAN

INSTRUCTIONS FOR COMPLETION:

Student Intern:

- Completes all pre-employment orientation (classroom) requirements.
- Participates in information gathering interview.
- Presents sponsor with calendar, cover letter and resume, and generic training plan.
- Completes appropriate aspects of Training Agreement Forms prior to interview.
- Following interview, informs Internship Coordinator of interview results.

Community Sponsor:

- Reviews student data (calendar, cover letter and resume)
THE CALENDAR MUST INDICATE SPECIFIC DATES AND TIMES.
- Interviews student intern to determine suitability.
Completes “Employment Interview Report” and discusses observations with intern.
- Considers all factors and decides to accept or reject student intern.
Informs student intern of decision.

PLEASE NOTE:

The signed originals of this entire package are to be returned to the school by the student intern. Copies will be returned to the community sponsor.

CAREER AND TECHNOLOGY STUDIES

Prairie Rose School Division

_____ Student's Name

Employer/ Mentor Information

Company Name _____ Telephone _____

Address _____ Contact Person _____

Student Information

Overall Job Summary _____

Related In-School Subjects _____

Hours Available for Work (Daily)

From _____ to _____

Work Period (overall)

From _____ to _____

General Workplace Expectations

Topics Discussed:

Occupational Hazards

Company Safety & Health rules

WHIMIS/MSDS location

First Aid & reporting protocol

Safety training programs

Protective clothing requirements

Confidentiality (form attached)

General Notes:

(workplace hazard and recognition control)

(e.g. steel toed shoes, gloves, glasses, etc)

(attached confidentiality form)

Summary of Basic Skills: (refer to attached inventory) The student will learn to:

Equipment. The student will learn to operate:

Procedures. The student will learn to:

Human Relations Skills. The student will learn to:

Attitudes. The student will develop:

Other. Please be specific:

Date: _____

Students Signature:

Cooperating Employer's Signature:

Student Coordinator's Signature:

C.7 CONFIRMATION INTERVIEW

Purpose:

Confirmation Interview: To determine if a particular site is willing to accept the student for internship. This is the time and place at which the participant requests placement.

Procedure:

1. Make an appointment, by telephone, to meet with the sponsor. Indicate that you would like to discuss the possibility of internship with that business.
2. Complete and prepare to discuss the following documents with the sponsor:
Cover Letter and Resume
Your calendar (conflicts, if any, (transportation, sports, school, other)
Training Agreement (complete as much as possible)
3. At the interview, **if the sponsor agrees to your internship**, review and complete the following documents: Return completed forms to your portfolio file.
Training Agreement (signatures)
Confidentiality Agreement (signatures)
Workplace Hazards Form (signatures and possible plant tour)
4. When placement has been secured. Notify your Internship coordinator immediately, then notify the other sites you have gone to for an information interview of your decision. Thank them for the informational interview they gave you.
5. If your first choice sponsor is not able to accommodate your request make an appointment with your second choice and follow procedures outlined 1- 3.

Elaboration:

1. Confirmation Appointment Telephone Script:

Ask for the department or person by title, make an appointment for them to meet with you as follows...

WHO: Hello! My name is _____. We met to discuss the type of work that you do at your place of work

WHY: "I am very interested in doing my internship with your company.

WHAT: I would like to meet with you to review my resume, time schedule and a possible training plan." This could take us 20 minutes.
Could I make an appointment to meet with you?

Write the time and date down so that you do not forget!

Try to arrange the appointment so that it falls out side of class time.

2. Confirmation Interview:

Be prepared to answer questions from the sponsor.

Sample Questions:

- “Tell me about yourself”
- “Why do you want to work/ train here?”
- “What subjects do you enjoy at school?”
- “What activities do you take part in during your spare time?”
- “What do you think your strengths and weaknesses are?” Be honest about your strengths, don’t brag.
- “What sort of job do you hope to have in five years?” A chance to show your ambition.

C.8 INTERNSHIP ACTIVITY PROFILE

INTENTS:

To develop a description of your internship experience in terms of the tasks endeavored and experienced in terms of process and procedure for the purpose of:

- a) Reflection related to a systematic application of knowledge.
- b) Recording experience for a learning portfolio.

RESOURCES:

Activity Profile Format, Transferable Skills, Action Verbs
Information Interview with employer.
Occupational Profile data. (Career Planning Guide)
Related areas of personal interest and ambition.
Tasks completed on site once work experience begin (student weekly reports)

PROCEDURE:

1. Open a computer file entitled “Activity Profile”
2. Key in all potential tasks from generic plans, interview etc. Categorize these tasks.
3. Update the Activity Profile at each seminar with tasks completed that cycle.

EVALUATION:

Include in your Portfolio along with the site profile, updated current training plan, reflecting details of the tasks completed at the work site. **This must be signed by employer/ sponsor at term end.**

Student Weekly Report; Tasks and Activities

Tasks and Activities section on each Student Weekly Report should identify activities that coincide with the Activity Profile. Activities not listed on the training plan should be added. The Student Weekly Report provides a convenient way of recording activity on a daily basis.