

STUDENTS:

Are you unsure of what to do after finishing high school?

Do you need information on specific occupations/careers?

Do you have career ideas but don't know how to make them work for you?

Do you wonder what you can do, while still in high school, to bring you closer to your career goals?

Are you looking for part-time work and/or other opportunities to help you along the way?

Do you want help getting information on post-secondary options?

THE CAREER PRACTITIONER CAN HELP YOU WITH YOUR CAREER-RELATED QUESTIONS!

The **Career Centre**, as a part of Student Services, is a resource centre where students, parents, and staff can access information about occupations, career planning, work, and post-secondary education.

Ms. Chapman, the **Career Practitioner**, is available to meet with you one-on-one to help answer your career-related questions. You can drop in or schedule an appointment through Mrs. McLaughlin (Guidance Secretary) or directly with Ms. Chapman.

CAREER PRACTITIONER CONTACT INFORMATION:

t – 403-289-2551 (ext. 2430)

e – brchapman@cbe.ab.ca

CAREER CENTRE LOCATION:

The Career Centre is located in the Library - Room #203

CAREER CENTRE HOURS OF OPERATION:

Monday to Thursday: 8:00 a.m. – 4:00 p.m. (Lunch time appointments are available by appointment)

Friday: 8:00 a.m. – 2:00 p.m.

KEY SUPPORTS FOR STUDENTS INCLUDE:

- One-on-One Assessments (Personality Type, Skills, Values, and Interests)
- C.S.I. (Career Scene Investigation) Industry Speakers
- Job Shadowing and Mentoring
- Career Exploration Websites
- Entrepreneurship/Self-Employment Information
- Resume and Cover Letter Development
- Job Interview Coaching
- Job Search Websites
- Volunteer Opportunity Websites
- Registered Apprenticeship Program (in collaboration with the Off Campus Teacher)
- Exploring Post-Secondary Opportunities (in collaboration with the Guidance Counsellors)

CAREER EXPLORATION WEBSITES

The following career exploration websites can help you better understand the career planning process and recognize how your personal attributes impact your satisfaction with certain careers and work environments.

- www.careercruising.com (email Ms. Chapman for your Username & Password)
- www.alis.alberta.ca
- <http://careerinsite.alberta.ca/careerinsite.aspx>
- www.nextsteps.org
- www.tradesecrets.alberta.ca – specifically for the 60+ occupations in the Trades