

## Proposal and Plan

In the second assignment of the Continuous Learning Project (CLP), you will use the feedback you've received on your Job Ready Communication (JRC) to decide which project pathway you will complete. You'll also:

- ✓ summarize the feedback you have received so far.
- ✓ describe your rationale for your project pathway choice.
- ✓ set goals for the CLP.
- ✓ plan for completing the Research and Interactions assignments and resubmitting your JRC.

You can create your own document, or you can submit a copy of this form. Before you begin, make sure have fully reviewed all feedback that you have received on your JRC submissions. Your instructor has left you feedback in the Job Ready Communication dropbox on LEARN. This feedback may include comments in the Overall Feedback section, comments in the rubric, and/or online feedback. You can also consider feedback that you have received from an RRC Polytech Career Advisor or your WIL Coordinator.

Project Deliverables	
1	<b>Proposal and Plan (All Project Pathways)</b>
2	Investigating: Research
3	Investigating: Interactions
4	Deliverable

### Write your proposal

1. Review all feedback that you have received so far regarding your JRC. **Paraphrase** and **summarize** the key points of your feedback here.

The feedback on my JRC shows that my application materials are strong overall, but could benefit from more attention to detail and interview practice. My resume is competitive among applicants with similar skills, though the initial submission in Word format led to formatting issues due to compatibility differences between platforms. I should always keep in mind that a PDF version would be a good option. My cover letter is clear, concise, and effectively highlights my qualifications, showing that I can communicate my skills well in writing. In terms of the interview, I need to strengthen my eye contact and ensure I am fully prepared before the interview. Although my answers were detailed, I should focus more on tailoring them to the specific job posting and using structured techniques, such as SOAR, STAR and BAR, to stay concise and organized. I also learned that including personal opinions or unrelated details can weaken my responses. My ending questions were strong and showed engagement, but I still need more practice and confidence in handling various question types. Overall, the feedback helped me understand where I am performing well and what specific steps I can take to improve my professional communication and interview performance.

2. Considering your JRC feedback and employment goals, which CLP pathway do you plan to follow this term? Explain the reasoning for your choice using **Claim + Evidence**. If you are selecting Pathway 2: Understanding My Industry, note which specific industry you would like to focus on. If you are

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selecting Pathway 3: Understanding my Community, note which specific community you would like to learn more about.

I plan to follow Pathway 2: Understanding My Industry, focusing on the Information Technology and Software Development sector. This pathway will help me enhance my understanding of the technical job market and improve how I present myself as a competitive candidate in future applications. Based on my JRC feedback, my written materials, including the resume and cover letter, are clear, concise, and competitive, but I need to develop my interview skills by tailoring responses to specific job postings and using structured techniques like BAR, SOAR, and STAR. Exploring my industry further will help me identify the skills, technologies, and communication styles employers value most. By researching current IT hiring trends, networking with professionals, and understanding workplace expectations, I can adapt my Job Ready Communication more effectively. This pathway also aligns with my employment goals of becoming a confident and well-prepared software developer for technical interviews. Understanding industry standards and employer expectations will guide me in polishing both my communication and professional skills to succeed after graduation.

3. Set three goals for your Continuous Learning Project. Each goal needs to be SMART (specific, measurable, achievable, relevant, and timely). Your goals must directly connect to your individual career needs related to COMM-2172 course content. These goals will help to define the focus of your Research and Interactions assignments, and will be revisited in the Deliverable assignment.

Consider a goal like “I want to get better at interviews”. This is not a SMART goal since it is not measurable, timely, or specific. Let’s look at some examples of SMART goals for COMM-2172:

- *By the time I resubmit my resume in week 10, I want to develop the ‘profile’ section so that it contains a summary of my seven best qualifications for the job. I want it to contain a high level of detail and closely match the job description that I’m applying for.*
- *To deliver interview answers that are organized and contain the right level of detail, especially for behavioural and situational interview questions. At my next JRC interview attempt on Oct. 23, I want to use a format like BAR to keep my answers organized, and to avoid going off on unrelated tangents or ending my answers too early.*
- *To get more comfortable and build my confidence in meeting new people in a professional setting (online and in-person). By the end of the course I want to meet at least five more people who are in my industry. Since face-to-face interactions are the hardest for me, I want to meet at least three of them in-person at events like Tech Thursdays and I will also try to reach out online on LinkedIn.*

Share your three goals here:

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### Goal #1:

To give clearer, confident, and well-organized responses in future interviews, by the end of this term, I want to improve my interview communication skills by practicing the BAR, STAR and SOAR method. Since interviews are my weak point, I will prepare and practice at least two general, behavioural, and hypothetical interview questions in the IT Industry each week. I will also record myself or practice in front of a mirror to observe my body language, tone, and eye contact, making adjustments based on what I notice.

### Goal #2:

To become a stronger candidate for Developer roles, by the end of this term, I will strengthen my knowledge of the software development industry by researching current trends and employer expectations, with a focus on areas such as Python, Angular, and DevOps. I will review at least two reliable industry sources, including job postings and LinkedIn posts, to summarize the key findings and expand the relevant knowledge and skills, including tools and programming languages.

### Goal #3:

To improve my career readiness and workplace communication skills, by the end of this term, I will build confidence in professional networking by conducting one informational interview to learn about real-world job expectations. I will reach out to professionals through LinkedIn, school networking events, or referrals from classmates. I will document each interaction and reflect on my key takeaways in my interactions to strengthen my professional connections and prepare for the real work environment.

4. Review the Research assignment instructions and form for your chosen project pathway. What are some employers that you would like to learn more about in the Explore Your Occupation section? What are some resources that you would like to review for the Explore Resources section? *Note: Questions 4 and 5 are designed to get you thinking ahead. It is likely and possible that you change your mind once you start working on your Research and Interactions assignments.*

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5. Review the Interactions assignment instructions and form for your chosen project pathway. Who would you like to meet with for this assignment? What would you like to learn during this meeting?

6. Which, if any, components of your JRC will you resubmit? When will you resubmit them?