

EXPLORE CAREER OPTIONS

This resource sheet explains how to use two online tools--the **National Occupational Classification** and **Career Cruising**--to learn more about the jobs that interest you. After you have conducted your labour market research, you'll learn where and how to **find job opportunities** in your fields of interest.

Explore Career Choices with the National Occupational Classification

The National Occupational Classification (NOC) is a tool for helping Canadians understand the jobs found throughout Canada's labour market. It describes duties, skills, interests, aptitudes, educational requirements, and work settings for occupations in the Canadian labour market. By following the steps below, you will be able to navigate easily through the NOC website.

Step 1: Link here for the [National Occupational Classification](http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/Welcome.aspx) website:

<http://www5.hrsdc.gc.ca/NOC/English/NOC/2011/Welcome.aspx>

Step 2: Find the National Occupational Classification Code

- On the left side of the screen click on "Search the NOC."
- In the drop-down menu ("Select Search type"), select "Index of Titles". At the next drop-down menu, select "Alphabetic". Then select the letter that corresponds to the job title you are interested in exploring.
- Scroll down the list until you find the job title and then click on the title.
- You can also use the "Quick Search" at the bottom of the left-hand side of the NOC home page. Enter either the job title or, if you know it, the 4-digit NOC code of the job.

Step 3: Employability Skills Identification

- Print out the NOC information on the job that interests you.
- Identify the skills needed for this position.
- You may be able to use some of the wordings to help you build your resume and cover letter.
- However, if your resume and cover letter read like a job description, you need to explore ways of marketing your skills better.

TIPS

- Don't forget to explore the "Classified Elsewhere" section on the bottom of the screen. You may be able to tap into your transferable skills to obtain employment in those fields.
- If you are interested in the positions listed in the "Classified Elsewhere" section, enter the NOC code in the box provided in the upper half of the screen on the left-hand side.
- All you are doing now is exploring your options. Remember, the Faculty of Arts Career Counsellor can help you research educational and career options that match your program of study and your personal interests.

Explore Career Choices with Career Cruising

Career Cruising (www.careercruising.com) is an interactive career resource designed for people of all ages. If you want to find the right career, explore different career options, or plan future education and training, you've come to the right place! Career Cruising is highly recommended by career professionals as this testimonial indicates: "Your site is GREAT! We use it almost exclusively for our students looking for advice on specific programs, doing career searches, Matchmaker, and requesting information on colleges and universities. This is really the most comprehensive tool I have seen. Keep up the good work."

By following the steps below you will be able to navigate easily through the Career Cruising website.

- Step 1:** Email Ryerson's Career Development and Employment Centre front desk at career@ryerson.ca, using your Ryerson email account, to request the Career Cruising username and password.
- Step 2:** At the Career Cruising website (www.careercruising.ca), enter your username and password.
- Step 3:** Find the Job Title.
- At the top, you will find the ICON index "Career", click on it.
 - Type in the exact job title.
 - You may find that your search will generate multi-job titles. Please select the most relevant match and click on it.
 - Use the "General Information" categories to guide your search. You may find that it is easier to start with "Sample Career Path."

TIPS

- Don't forget to explore the "Related Jobs" section on the bottom of the screen. You may be able to tap into your transferable skills to obtain employment in those fields.
- If you are interested graduate or professional school, this site will help you identify the universities that offer your program of choice.
- The resource section is important. You will find associations and additional websites for your investigation.
- Don't forget to click on Interview Section. You will find most of your questions answered by people who are already working in the field.
- All you are doing now is exploring your options. Remember, the Faculty of Arts Career Counsellor can help you research educational and career options that match your program of study and your personal interests.

Search for Jobs

After you have explored your career choices by using the above resources, you are now ready to search for jobs. The website [eluta.ca](http://www.eluta.ca/) (<http://www.eluta.ca/>) is your resource to break into the job market.

Eluta.ca will help you:

- identify the companies, across Canada, who are interested in your skill sets and have openings that match your employment goals
- gather contact information to properly address your cover letter and resume
- contact potential employers to conduct information interviews and develop your “employment network”
- apply for positions before those job opportunities are on the open job market (internet and newspapers).

Are you ready to try out eluta.ca? This website has three sections: Keyword, Location and Advanced Search. We will work with the **Advanced Search** only. Follow the steps below.

- Go to the Advanced Search - the icon just above the “Find Jobs” box.
- Under “Occupation”, there are options, such as “Marketing.” Select the option by clicking it on and then click the “Find Jobs” icon. You will discover that this search will generate job postings across Canada.
- Identify the Employers by the city, for example XYZ Inc. is located in Toronto. If this employer is a good match for you, then proceed to the Employer Listings.
- Go to the Employer Listings to find XYZ Inc. The employers are listed alphabetically.
- Under XYZ Inc. you will find important information, such as: the employer's contact name, address, telephone/fax numbers, website, employer background and “number of new positions created.”
- It is important that you read job postings that interest you so that you are able to assess your own qualifications and skills.

Are you ready to dig deeper into the hidden job market? Follow the steps below.

- Company Research: Go to the company's website.
- Identify Current Positions: Look for headings, such as: Career Opportunities, Employment, Job Board to search out job leads.

TIPS

- Identify your transferable skills and use the Occupational Index listings to identify employers that may have positions for you. Consult with the Faculty of Arts Career counsellor to start an action plan to build your experience.

Created by Sonny Wong, MEd, Career Counsellor, Faculty of Arts, Ryerson University.