



The Career Guide

Career Guide is divided into the following sections:

Knowing Yourself

Areas of interests

Your areas of interest are demonstrated through the activities and topics to which you're drawn. Making personal, professional and educational choices based on your interests can make your experiences more satisfying. It will also help in defining your future academic and professional goals.

Values

Your values define you and give meaning to your life. Having a career that supports your values is one of the best ways to maintain personal satisfaction and motivation in the workplace.

Personality

Your personality is the combination of traits and characteristics which distinguish you as an individual. Knowing and understanding your personality traits assists you in making complementary career choices. For example, an introverted personality type may prefer a career as a researcher or writer, whereas an extroverted personality type may prefer a career as a teacher or a public relations specialist..

Employability skills

Employers have identified employability skills as essential for entering and succeeding in the labour market. As outlined by the Conference Board of Canada, these skills include communication, thinking and learning; personal qualities, including positive attitudes and behaviours, responsibility and adaptability; and teamwork.

Through personal and professional experiences, including education, volunteer and work, these skills, which are transferable from one experience to another, are developed and reinforced.

Experience

Examining your past educational and professional experiences, both volunteer and paid, is valuable in helping you determine your preferences. Furthermore, reflecting on the positive and negative aspects of these experiences helps to clarify your preferences and define criteria for career-related decisions.

Considering your Options

Education

Education provides you with knowledge, personal growth, training and experience, while preparing you for a career related to your studies.



In evaluating your options, it is useful to recognize in what ways your education will prepare you for the career you are considering and explore whether further studies would be necessary or beneficial.

Labour market

Numerous options, both volunteer and paid, exist within the labour market.

Exploring occupational sectors, the labour market and economic trends and job prospects will assist you in selecting a specific field of employment.

Entrepreneurship

Starting a business requires significant time, investment and risk. Conducting thorough research on aspects such as financing, licensing and registration, taxes and insurance requirements increases the probability of success.

Though challenging, entrepreneurship can be personally, professionally and financially rewarding.

International experience

Choosing to study or work abroad is a popular option. Benefits include the potential for personal and professional growth.

Being immersed in and adjusting to a new culture fosters growth, autonomy and open-mindedness.

Experience abroad can also improve your employment prospects, since employers recognize the skills developed through these experiences, such as communication, adaptability and cultural awareness.

Investing significant time, research and planning is important to ensure your success and safety abroad.

Making a Decision

Listing your options

Without censoring yourself, write down the options you are considering as well as relevant information you have on each option. This will allow you to examine the possibilities simultaneously and to evaluate each option's potential.

Establishing your evaluation criteria and comparing your options

To narrow your choices, thoroughly review the aspects influencing your decision, such as time investment, potential for satisfaction, income and geographical location. Based on your priorities, establish your evaluation criteria.

Also, list the potential pros and cons. This systematic approach enables you to assess each option by the same standard.



Anticipating potential obstacles

When making a decision, it is important to consider potential obstacles. To prevent these challenges from impeding your progress, anticipate obstacles for each option and identify possible solutions.

Asking for advice

People with experience have gained important knowledge, which makes them an excellent resource. Don't hesitate to ask them for advice and to learn from their professional and personal experience.

Examples of individuals you can consult are friends, family, professors, alumni, professionals working in the field and the Career Development Centre team.

Making a decision

Making a decision can feel like an intimidating process. However, using the proposed process—identifying, evaluating and comparing your options, anticipating potential obstacles and seeking advice—will prepare you to make an informed decision. Remember, career development is not a linear process; therefore, the decisions you make can often be modified or changed later.

Preparing a back-up plan

Unforeseen circumstances can disrupt even the best career plans. Therefore, it is prudent to have a back-up plan or plans, including a different path or a detour improving your chances of success.

Use the previous subsections to identify your backup plan.

Building your Action Plan

Studies

- **Planning your studies:** Before planning your career path, you must plan your studies path. Begin planning your journey at university by taking a look at the University of Peshawar website and look at the different [Academic Programs](#) in Academics section. You must choose those programs which suits you the most.
- **Financing your studies:** Before registering to a program of study, you must plan your finances. To help you build a good action plan, take a look at the University of Peshawar [Aid and Scholarships Services](#) in Students Corner. You will find the list of scholarships offered to its students. Also take a look at the government Student Assistance Program. You will find the list of student loans and scholarships offered by the federal government and provincial governments.

Working experience

- **Work-study:** A part-time job allows you to gain work experience while studying. The key is to find the right balance between your work and academic obligations. You can always go for a part-time job providing flexible working schedules, not hampering your study schedule.

Do's and Don't's of Internships

DO's	DON'T's
<p>✓ Remember that you are an intern, not an employee. Respect your boundaries within your role to keep on good terms with everyone.</p>	<p>× Allow yourself to be pushed around. Team members or seniors may pick on you to do menial tasks they don't want to do. Don't let them have you slip into a 'runner' and distract you from why you are there.</p>
<p>✓ Try to make as good of an impression as possible so, you can come back in the future or even be kept on and employed. The potential of a job from your internship is quite high, so be on your best behaviour.</p>	<p>× Be shy. You're there to get sight into your field and of what you may be doing in the future. Ask to go to different departments, more work or other things to do. The more you try, the more certain you'll be about what you want to do in the future.</p>
<p>✓ Maintain a level of professionalism. Being young and potentially in your first job environment, the working world will be daunting. All the same, ensure you are headstrong in your work and appear calm and collected. Being immature or timid won't do you any favours.</p>	<p>× Get caught up in workplace dramas. It can quickly turn into Eastenders or a Shakespeare tragedy when employees are feuding. Try to keep your head down when it comes to trouble and say as little as possible. Head up for work, head down for gossip.</p>
<p>✓ Exploit your chance to gain experience. Keep notes of what you are learning and a good rapport with your supervisor. When applying for other jobs and such, it'll be a great reference to add and past work to refer to.</p>	<p>× Be unwelcoming of constructive criticism. You may receive feedback on your performance or work from others so, listen carefully. If you are someone that is easily offended, this is a great way to work on that. Remember: people are trying to help you and this is for your own good, even if you can't see it straight away.</p>



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| <p>✓ Stick to basic workplace rules such as dress code, language and privacy. If unsure about anything, just ask and you'll be directed. It's better to ask and know, than make yourself look a fool. Most employers won't allow you to use your phone to check Facebook or take a Snapchat of your lunch. Your new trainers may be nice but, not for an office and try not to swear every time you drop something.</p> | <p>× Be disheartened if you realize your 'dream job' is actually a nightmare. An internship is a fabulous way to test waters for a short period without getting stuck into a job you hate. You may have always wanted to go into Publishing then doing an internship realize you're better off doing Journalism. Try to stick it out and complete the term then, re-direct your goals. Internships can seem a little strange, and sometimes pointless when you could simply go into employment. But they are brilliant for students and graduates as they act as a bridge between studying and working. Pace yourself and take baby steps. You'll be fine.</p> |
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Building a contact network

Every day, you meet people that provide a wealth of information to guide you in your career path. Know how to build and maintain these relationships, whether it is with your family, classmates, colleagues, employers, professors or other professionals. Be sure to read up on networking and information meetings to take advantage of all situations.

What next?

You have built your action plan? Then go to the next section: Planning your Job Search. (Remember that you can come back to this section at any time to review your action plan.)