

Nait Standard Career Investigation Summary

The following is a guide to help you complete an effective Career Investigation Summary.

Learn About the Program

- Visit the NAIT Student Recruitment Office in Room O117 and speak with a Prospective Student Advisor. We recommend making an appointment, however students are also seen on a drop-in basis between the hours of 8:00 a.m. and 4:30 p.m.
- Arrange to be a student for a day through the Buddy System. Call the Student Recruitment Office at (780) 471-8874 to obtain the program contact information or visit www.nait.ca/buddysystem.htm.
- Many programs schedule Information Sessions between October and March to provide you with information on admission requirements for the specific program, application procedures, and course content details. Contact the Student Recruitment Office to obtain dates, times, and locations of these sessions or visit the web site at www.nait.ca/infosessions.htm
- Attend NAIT Open House, which is held around mid-October each year. Information booths are set up at major entrances to direct you to the program areas that interest you.
- Read about the program in the many resource materials available from your high school counsellor, local career centre, public library and from NAIT.
- Browse through the program pages, [Prospective Student webpage](#) to access information on graduate employment statistics, starting salaries, program and course information, application procedures, Graduate Skills Profiles and more.
- Contact the Student Recruitment Centre at (780) 471-8874 or e-mail us at askanadvisor@nait.ca if you have any questions about attending NAIT.

Learn About the Occupation

- Talk to someone already working in the occupation that interests you. Contact employers, unions or professional associations, counsellors, teachers, family members and friends about the occupational research you are conducting.
- Scan the Classified Ads and Careers sections in the newspaper to observe the demand for employment in your chosen career field and to see the job requirements and pay levels.
- Look through the Yellow Pages to discover companies that might employ people in the occupation you are considering.
- Visit the NAIT Student Recruitment Office or browse through the [Student Recruitment](#) web site for information on employment trends and occupational descriptions.
- If possible, find part-time employment or volunteer your services to work in the occupation.
- Arrange to visit employers in your area of interest to observe the work environment and to ask questions about the occupation. Sample interview questions are listed below to get you started. However, personalize them to the information you need to know in order to decide if you will pursue the career. A sampling of visits to three employers is the usual recommended number of contacts.

1. What is a typical workday like? (What does the employee really do?)

2. What does s/he like or dislike about the job?
3. What skills/abilities are needed/beneficial?
4. What education and training is required?
5. What are the starting, average, and maximum salaries in this occupation?
6. Are there opportunities for promotion?
7. What are the working conditions?
8. Where are jobs most likely to be located?
9. What are the normal hours of work?
10. Is the job typically full-time, part-time, seasonal or contract?
11. What is the future outlook for this career?
12. How stable is employment in this occupation?

Personal Background and Qualifications By using the following points as a guideline, consider why you think you would be successful in this occupation.

- Courses in school in which you excelled
- Additional training or courses completed related to this occupation
- Volunteer or work experience
- Interests or activities that demonstrate skills and abilities that are relevant to the program and occupation you are considering

Guidelines to Writing Your Career Investigation

- Check to see if the program you are researching has specific requirements for the Career Investigation
- Organize your information using headings. I.e. Autobiographical, NAIT Program, Industry Research
- Include dates you met with people or attended information sessions, names of occupational contacts and the companies where they work
- List web or paper resources you utilized in your research
- Report on the information you gathered through personal contact or other methods of research
- Aim for one to two pages in length
- Your Career Investigation should look professional, typewritten on white or pastel paper
- Check for spelling or grammatical errors
- Ensure the information is relevant and easy to read

The Career Investigation is very much like a resume in that you are competing to gain entrance into the program. In summary, you need to sell yourself and demonstrate your knowledge of the program.