

## **CAREER INFORMATION BRIEF #31 Preparing Students for the Future: Making Career Development a Priority**



The Centre for Career Education is excited to present the 31<sup>st</sup> monthly career information brief. The purpose of these career information briefs is to provide faculty and staff with timely information which they can use to assist students who are inquiring about more career specific information.

### **Introduction:**

Frank Parsons, the father of vocational guidance once wrote, "We guide our boys and girls to some extent through school, then drop them into this complex world to sink or swim as the case may be. Yet there is no part of life where the need for guidance is more emphatic than in the transition from school to work. . . The building of a career is quite as difficult a problem as the building of a house, yet few ever sit down with pencil and paper, with expert information and counsel, to plan a working career and deal with the life problem scientifically, as they would deal with the problem of building a house, taking the advice of an architect to help them". (*Choosing a vocation* 1909 (p. 4))

### **The Requirements for Success in the Workplace are Changing**

With the decreased levels of job security, the increased levels of competition, globalization, the increasing rate of change, and the increased use of technology, it is essential that students become as prepared as possible to enhance their chances of success. All students, regardless of their plans, have career development needs.

The challenge for students is to become knowledgeable of the changes taking place in the workplace, to understand the implications these changes have, and to become knowledgeable of the skills required to be successful.

#### ***Traditional Workplace***

Centralized control  
Individual worker tasks  
Mass production  
End of line/process quality control  
Workers as a cost  
Advancement by seniority  
Information to decision makers  
Little concern for foreign markets or labour  
Worker "classes" title and degree

#### ***Current Workplace***

Decentralized control  
Work teams, multi-skilled workers  
Flexible production  
On line/within process quality control  
Work force as an investment  
Advancement by skill documentation  
Information to all  
Great attention to foreign markets and alliances  
Workers valued by degree of core skills tied to company mission

Students must learn to become increasingly proactive and develop the kinds of skills, knowledge, and attitudes that will enhance their opportunities for success. Effective communication skills, both verbal and written, flexibility and adaptability, and the development of effective teamwork skills, strong Interpersonal skills, and knowing how to develop and maintain relationships with others will be a necessity as they progress in their careers. Working with a variety of technologies, understanding complex inter-relationships, acquiring and using information, and identifying, organizing, planning, and allocating resources are other skills that need to be developed and managed. Developing such skills will enhance their marketability and make them more competitive in the changing world economy.

### **Goal of Career Development**

A major goal of career development activities is to facilitate career decision making and help students learn the process of making career decisions. Knowing and being able to apply effective career decision making is a valuable life skill. The development of an individual career plan that assists the student in relating their career interests and educational aspirations to individual aptitudes and achievements brings into focus the need to plan and the process of planning. In addition, it reinforces the notion that plans are flexible and should be reviewed periodically to make appropriate adjustments.

It is important for students to understand that they must assume responsibility for their career development. In addition to learning how to make career decisions, career development activities assist students in learning about the various occupational and educational options available to them. Through the career development process, students are able to identify and become familiar with the various career pathways available to them, and develop strategies on how to pursue these to be successful.

## **In Conclusion**

As students progress through school, they should be encouraged to seek opportunities to learn about themselves, to learn about the world of work, to learn to make and implement career decisions, and to develop and implement action plans based on the decisions made. While some students may not have decided on a specific occupation or specific major, the goal should be that they know how to make career decisions, and that they become as well prepared as possible for the various options they are considering. This life skill will prove valuable to them as they change jobs, occupations, or majors.

## **Resources Available to University of Windsor Students**

The Centre for Career Education offers a wide variety of programs and services that can assist students with career development including:

- a. Vocational assessments to help identify potential career paths and choices
- b. 1-1 Career Advising
- c. Experiential learning programs such as Volunteer Internship Program and EXCEL Leadership Program
- d. Assistance with resume and cover letter writing, job search planning, and interview preparation and practice through Mock Interview sessions

**For a complete list of services visit our website at <http://www.uwindsor.ca/cce>**

**To help students prepare for work the Centre for Career Education offers the following resources:**

- Summer Resume Clinic – Monday, Tuesday, Wednesday, Thursday, 1:00 – 2:00PM Room 111 Dillon Hall
- Online resume critique – [resume@uwindsor.ca](mailto:resume@uwindsor.ca)
- Career/Vocational Advising (by appointment) Tuesday / Thursday 9:00 – 1:00PM, Room 111 Dillon Hall  
To register for an appointment go to <https://career.uwindsor.ca> or click on **myCareer** via the student portal at <https://my.uwindsor.ca>, create an account and review and register for appointments on the events calendar.
- 1-1 resume, job search, mock interview with employment advisor. To register for an appointment go to <https://career.uwindsor.ca> or click on **myCareer** via the student portal at <https://my.uwindsor.ca>, create an account and review and register for appointments on the events calendar.
- Pathways to Success instructional workshops focusing on career planning and development of employment readiness skills. To register for workshops go to <https://career.uwindsor.ca> or click on **myCareer** via the student portal at <https://my.uwindsor.ca>, create an account and review and register for workshops on the events calendar.