

### CAREER RESOURCES

#### Career Exploration & Planning:

[AB Career Information Hotline](tel:1-800-661-3753) : 1-800-661-3753

[Calgary Employment Services](https://www.alberta.ca/calgary-employment-services.aspx) : <https://www.alberta.ca/calgary-employment-services.aspx>

[Calgary Library Career Resources](http://calgarylibrary.ca/resources/job-search-careers-courses/) : <http://calgarylibrary.ca/resources/job-search-careers-courses/>

[CAREERinsite for Career Planning](https://careerinsite.alberta.ca/careerinsite.aspx) : <https://careerinsite.alberta.ca/careerinsite.aspx>

#### Resume & Job Search:

[Employment Bulletin](https://docs.google.com/document/d/1L2MaqEg7Ls83kGB6CuJbededd0DUlqZ0LyY1DJMFvU/edit) : <https://docs.google.com/document/d/1L2MaqEg7Ls83kGB6CuJbededd0DUlqZ0LyY1DJMFvU/edit>

#### Interviews:

##### Common interview questions:

- Tell me about yourself
- What skills would you bring to this job?
- Why do you want this job?
- Why did you leave your last job?
- What five words would you say describe you best?
- What kind of work environment do you prefer?
- What are your strengths?
- What are your weaknesses?
- What did you like about your last job?
- Tell me about a situation you did not handle well and what you learned from it?
- Why should we hire you?

##### Tips for answering questions:

- Identify the connections between your capabilities and the employer's needs even if they seem obvious to you.
- Avoid 'yes' and 'no' answers. Think of what the interviewer is trying to find out and respond to that.
- Avoid talking about your family, friends or any other personal matters. Focus on giving work-related information.
- Use action words to describe what you can do. Use words such as achieved, delivered, implemented, improved, established, recommended, promoted, solved, strengthened, initiated and delegated.
- Use lots of strong clear words to describe yourself. Such words could include adaptable, courteous, creative, logical, disciplined, knowledgeable, people-oriented, or versatile. These are just some examples. Use the words that describe you best.
- If the interviewer asks more 'open' questions (e.g. 'Why are you interested in this position?'), use this as an opportunity to lead the conversation toward a discussion of your strongest qualifications as they relate to the job.
- If you do not understand a question, politely ask the interviewer to ask the question another way. If you do not know the answer, say so.
- Let your interest and enthusiasm show. Take your cues from the interviews about how formal or informal to be and let your personality come through.

Below are additional career exploration websites (from Canada and the U.S.). They include “occupational profiles” which are descriptions of 100s of careers (including tasks, education, outlook, etc.).

[Alberta Learning Information Services \(Occupation Profiles\)](http://occinfo.alis.alberta.ca/occinfopreview) <http://occinfo.alis.alberta.ca/occinfopreview>

[O'Net \(American\)](http://www.onetonline.org/) <http://www.onetonline.org/>

[National Occupational Classification \(Canadian\)](http://www5.hrsdc.gc.ca/NOC/) <http://www5.hrsdc.gc.ca/NOC/>

[Dictionary of Occupational Titles \(American\)](http://www.occupationalinfo.org/index.html) <http://www.occupationalinfo.org/index.html>

[Career Tools at JobBank.gc.ca](http://www.jobbank.gc.ca/) <http://www.jobbank.gc.ca/>