**Career Mapping and Development**

**Career Presentation Assignment**

**Value: 10%**

Due Date: Weeks 9 - 15 as scheduled

**Collect the following information and be prepared to present it in a PowerPoint format (10 minutes) to your classmates.**

**You will be evaluated on both your content and your presentation skills.**

**It is your responsibility to attend all classes for presentations (one absence is forgiven. Attendance will be taken, and marks will be deducted for absences after the first one).**

**Instructions**:

1. Find **three businesses/organizations/ agencies** for which you could be a potential entry-level employee (after you graduate from your chosen program). Using a list format that corresponds to the letters below, for each business / organization / agency, describe the following (**use one slide for each**):
   1. The business address
   2. The business website address (if there is one)
   3. The nature of the business
   4. The client base (discuss verbally)
   5. Titles of potential job postings (minimum one for each company)
2. Select **one** of these businesses and **speak to an employee (it could be the owner as well)** who does similar work to the position you would like; i.e. conduct an **informational interview**. Prepare and ask this person at least ten questions (see attachment). Choose questions that are meaningful to you. You may interact with the person by e-mail, phone, or in person. Using a list format, you should record the following information:
   1. The business address
   2. The business website (if there is one)
   3. The person’s name
   4. The person’s position
   5. The length of time he/she has worked for the company
   6. The date and time of the information interview

(All the above could go on one slide)

* 1. Your ten questions and the answers from the person whom you interviewed
  2. You may visually present all of the above, including your questions and answers, but choose two or three highlights to verbally discuss in your presentation

**You may put two or three questions and answers on each slide** – just make sure the font is large enough for us to read from the back of the room. Then, highlight the three questions and answers which you found the most interesting or learned the most from.

You may have to be persistent - if the person doesn’t answer your first e-mail, try again. Then, use the phone – long distance? Ask Career Services if you can use a phone there. Someone from your home town? Try to connect in person during the Break week.

Since the real purpose of the assignment is to give you a reason/ excuse to contact an employer you want to work for, you need to approach this assignment with the same drive and persistence you approach finding a job!

1. Choose one Canadian **Professional** Organization for the sector of employment in which you are interested. List the name and address/ website for this organization. Verbally, summarize the organization’s services and how this organization might help you in your job search. **Note**: A professional organization is one which has responsibility for licensing, certification, conferences, professional development, etc. in a profession or sector. Examples would be ECO Canada, or OFAH.
2. Finish your presentation by giving a short **summary describing what you learned** from this information interview process.



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| **Audio-Visual Aids**  \_\_ Integrated into presentation  \_\_ Support the topic  \_\_ Simple, effective use of slides: background, font size, colors, amount of text |
| **Presentation Skills**  \_\_ presentation shows evidence of preparation  \_\_ speaker faced audience, not computer or screen  \_\_ speaker could be heard  **EVALUATION FOR PRESENTATION SKILLS** / 5 |

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluation for Career Presentation 10%**

**Content: Value**

Part A: Contact Information about 3 potential employers 2

* complete

Part B: Contact Information about employer/ employee interviewed 2

* complete

Discussion: 10 Questions; highlights discussed 3

What did you learn? 2

Part C: Contact Information about a Canadian Professional Organization 1

**Presentation Skills:**

**Final mark for career presentation /15 = / 10**