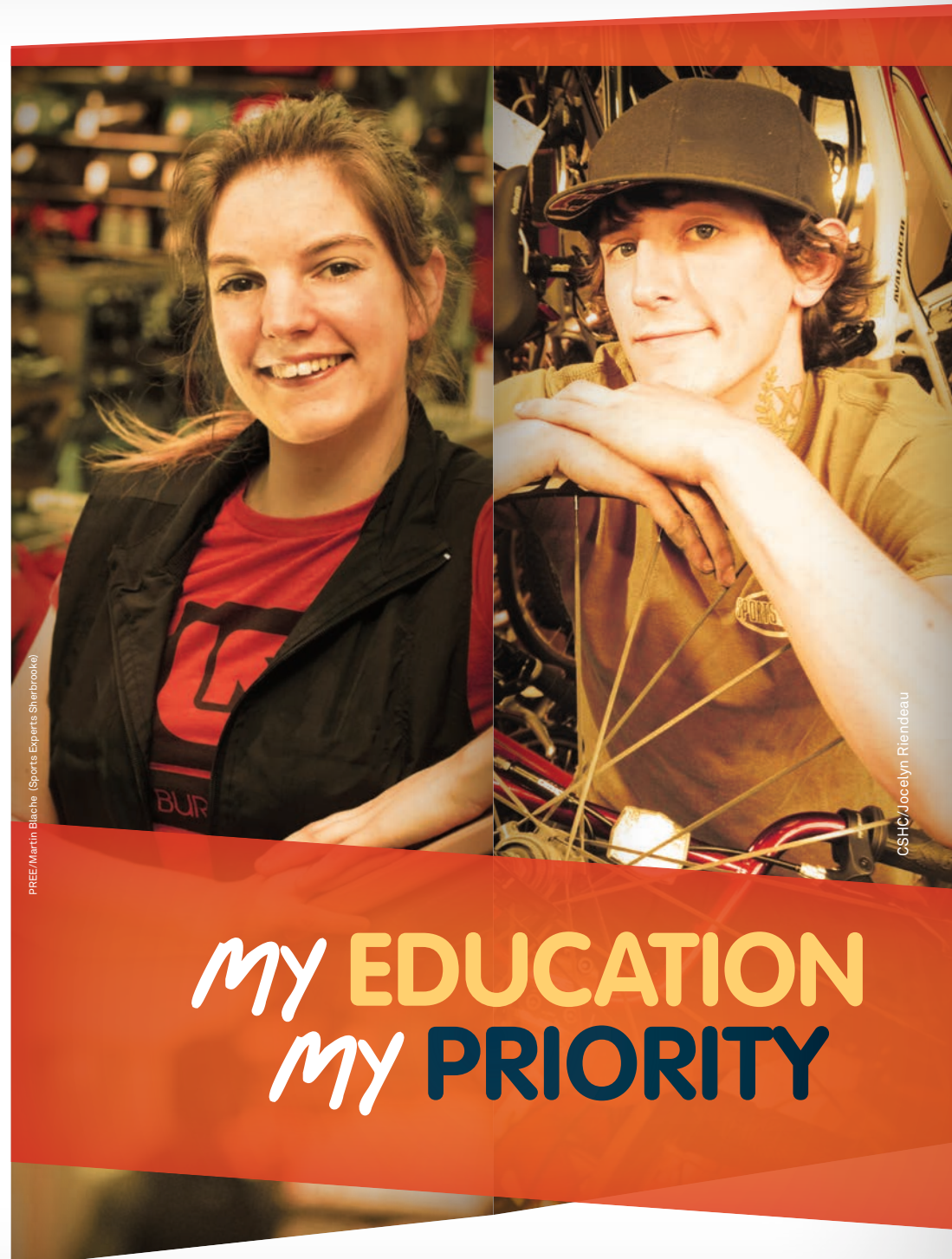


Is your teenager
looking for their
first job?
How can you help?



PREE/Martin Blache (Sports Experts Sherbrooke)

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My EDUCATION
My PRIORITY

This pamphlet gives you ideas on how to help your teenager who has chosen to work while studying. You will find topics for discussions with your teenager so that he/she can have a positive first work experience.

**As a parent,
I can help my
teenager find
a job.**

Step 1 → Define his/her profile

What an excellent opportunity for your teen to get to know themselves! Here are some topics on which you can question your teenager.

- Leisure time, interests, passions?
- Work with the public or manual labour?
- Team work, work alone or both?
- Strengths and weaknesses?
- Future occupation?

The answers will tell you what kind of job suits your teen.

Step 2 → Writing a cv

How does one make a CV interesting without work experience? You can help your teen turn qualities and commitment into skills!

Visit the following site to help him/her list their competencies:
youth.gc.ca/eng/media/skills_inventory.shtml

The qualities of a good CV:

- It is short and precise;
- It has a clear layout;
- It is not more than two pages.

The *Carrefours jeunesse-emploi de l'Estrie* websites also offer online tools that may be useful: cje-estrie.qc.ca

Step 3 → Target certified employers

Certified employers support perseverance by respecting the needs of students regarding their education. They offer an environment that encourages a balance between studies and work; that is to say schedules that are adapted to the needs of student-employees. For a complete list of certified employers in Estrie, visit:

jechoisismonemployeur.com

Step 4 → Preparing for an interview

You can help your teenager to be well prepared and to have a successful interview.

- Tell him/her about your personal experiences.
- Simulate an interview, ask questions, help him/her to formulate answers.
- Suggest that he/she gathers information about the company before the interview.

The employer wants to know about who they may be hiring. That is why first impressions are so important. The applicant must project a positive and confident image.

Obviously dressing appropriately, politeness and enthusiasm are very important the first time you meet an employer.

Step 5 → Keeping one's job

Your teen has found a job he/she likes. How do you help him/her keep it?

Remind him/her of the importance of the following:

- Be punctual;
- Demonstrate autonomy and a sense of initiative;
- Demonstrate a positive attitude;
- Listen carefully to instructions;
- Ask questions about safety;
- Advise the employer of exam periods, at least two weeks in advance.

EMPLOYMENT CAN BE AN ASSET
FOR SCHOOL PERSEVERANCE...
EXCEPT WHEN WE SPEND TOO
MANY HOURS A WEEK ON IT!



In Quebec,
43%

of teenagers work while
pursuing their studies
in high school.

BENEFITS

- DEVELOPMENT OF A SENSE OF ORGANIZATION
- DEVELOPMENT OF A SENSE OF RESPONSIBILITY
- DEVELOPMENT OF PERSONAL DISCIPLINE

DISADVANTAGES

- LESS ENERGY AND TIME FOR STUDIES
- DECREASE IN CONCENTRATION
- DELAYS AND ABSENTEEISM
- DECREASE IN MOTIVATION

The challenge? **balance!**

Support your teen with school-work balance!

If your teen experiences an imbalance, his/her academic success will be in danger. As a parent you can positively influence your teen and help him/her make the right decisions.

You can help your teenager to balance his/her studies and work, by keeping yourself informed about:

- The number of hours worked;
- The burden of school work;
- The marks received at school;
- The exam periods and end of session;
- The employer's practices with regard to school-work balance;
- The signs of stress or fatigue;
- How your teen manages his/her budget.

Attention : Working too much in order to over-consume

→ Is it a real need, or frivolous?

Many teens increase their work hours to buy what they want. Guide your teen regarding his/her choices and help him/her maintain a balance between studies and work.

Calculate with your teen how many hours of work represent the purchase of a meal at a restaurant or a cell phone plan. He/she will be surprised!

The interest you show in your teenager will help to develop his/her self-confidence!

DO NOT HESITATE TO SHARE YOUR OBSERVATIONS WITH YOUR TEEN. FURTHERMORE, CONTINUE TO BE INTERESTED IN HIS/HER WAY TO KEEP A BALANCE BETWEEN STUDIES AND WORK.

NEVER FORGET THAT YOU REPRESENT ONE OF THE MOST INFLUENTIAL PEOPLE IN THE PURSUIT OF HIS/HER STUDIES.

Enjoy the discussions!



Are you looking for your first job?

Step 1 → Define your profile

Knowing oneself is the first step towards an effective job search: Identify your interests, name your passions and your strengths.

- What do you **LIKE**?
- What is close to your **HEART**?
- What are your **STRENGTHS**?

This will prepare you to choose the type of work that suits you best. It will also increase your chances of having a first positive employment experience.

Step 2 → Write your CV (*curriculum vitae*)

- The CV is a portrait of you. It is your passport to an interview.
- The purpose of a CV is to attract attention to your application.
- It must entice the employer to meet you and to get to know you.
- Invest time in writing your CV.
- Focus on the visual presentation of your CV. You will benefit from this additional effort.

IS IT DIFFICULT FOR YOU TO NAME YOUR COMPETENCIES?

Visit the following site that will help to give you ideas:

- youth.gc.ca/eng/media/skills_inventory.shtml

ARE YOU LOOKING FOR EXAMPLES OF CVS?

Surf the following sites:

- youth.gc.ca/eng/home.shtml
- cje-estrie.qc.ca

Step 3 → Target certified employers

They support school perseverance because they respect the needs of their student employees with their studies.

- Visit this site: ichoosemyemployer.com

As a student, I choose my employer and I give priority to my education.

Step 4 → Prepare for your interview

The employer will read your CV before the interview. He wants to meet you. He wants to know if you are the ideal candidate to fill the vacancy.

The employer will watch for these elements during your interview:

- Your training
- Your competencies
- Your personal qualities
- Your abilities
- Your interest to fill the position
- Your knowledge of the company

BE PREPARED TO ANSWER THESE QUESTIONS.

Step 5 → Keep your job

YOU GOT THE JOB?

Here are a few tricks to create a good atmosphere in your new work environment:

- Listen carefully to the information that your employer and your supervisor gives you;
- Express your ideas politely and with a positive attitude; even in difficult situations;
- Choose a good moment and the right people to make your requests to;
- Be available when your employer needs you to help out;
- Inform your employer at least two weeks in advance when exam time is approaching.



School-Work Balance Estrie encourages school perseverance by making employers and students aware of the importance to balance studies and work.

ichoosemyemployer.com

