

Transition Planning



Full-Time Work

Complete the following document in detail with evidence of your research. Your responses should be thoughtful and reflective.

Attach the following documentation to this booklet:

- ❑ Career Cruising Matchmaker Report
- ❑ Resume and Cover Letter
- ❑ Reference Letter or Reference and Contact Information
- ❑ Interview Practice Sheet

Student Name: _____

Student #: _____

Grad Transition Advisor: _____

Due Date: **Feb 1st 2010**

Name _____

Full-Time Work

- 1) Are you currently working? If so, where?
- 2) Where do you intend to work after Mt. Doug?
- 3) Attach an updated and relevant resume and cover letter? Are you pleased with your resume? If not, do you need help updating your resume?
- 4) Do you need help with interview practice? What questions are you likely to be asked?
- 5) Do you need help with a job search? What resources are you currently using? What is the currently outlook in the area you are currently looking at? See www.jobfutures.ca
- 6) Did you complete the Career Cruising exercise in Planning 10? What were the results? Provide a Match Maker report.
- 7) Do you know what your skills, interests, traits and values are so that you are better equipped to choose a suitable full-time job?

Full Time Work Budget Planner

Complete the following Budget to the best of your ability some of the expenses will be your best estimate.
First provide an initial estimate and then a revised or final amount

	Initial	Revised		Initial	Revised
Housing			Living Expenses		
rent/condo fees			food		
internet service			personal travel -gas/transit		
cable TV			clothing		
hydro			laundry/dry cleaning		
water			parking }		
heat			auto payments / lease }		
basic telephone }			auto maintenance/license }		
long distance }			pet food and care		
cell phone }			insurance - auto		
insurance - renters			insurance - life		
other			medical / doctor/ glasses }		
			prescription drugs }		
			dental routine		
			dental - major		
SUB TOTAL			SUB TOTAL		
Work Expenses			Personal Expenses		
transit / gas (self)			tobacco		
transit / gas - (spouse)			alcohol/beverages		
lunches / breaks (self)			recreation		
lunches/breaks (spouse)			gifts		
special work clothes			fitness memberships }		
			religious donations		
			barber / hair cuts		
			grooming / toiletries		
			magazines/ newspapers		
Other			other		
tax provisions					
vacations					
Home furnishings					
RRSP contributions					
			TOTAL EXPENSES		
SUB TOTAL			NET mthly income - self		
			Total income		
			Total expenses		
			FUNDS AVAILABLE		