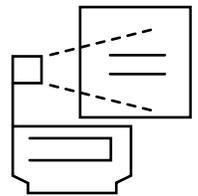


# **lesson two**

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making money



overheads



# the career planning process

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Whether you are seeking your first job, or considering changing to a different field, various actions must be taken to obtain a job.

phase 1: Assess your personal interest, abilities, and career goals.

phase 2: Evaluate the current employment market.

phase 3: Identify specific job opportunities.

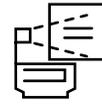
phase 4: Apply for employment positions with the use of a resumé or application letter.

phase 5: Interview for available positions.

phase 6: Obtain additional career training.

# preparing for a job interview

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## before the interview

1. Research the organization.
2. Practice your interviewing skills.
3. Prepare questions that you plan to ask.
4. Prepare proper dress and grooming.
5. Plan to arrive early at the interview.

## during the interview

1. Relax. Be yourself.
2. Answer questions completely and calmly.
3. Ask questions to help you better know the organization.
4. Ask when you might hear from the organization.

## after the interview

1. Write down notes on how you can improve for your next interview.
2. Promptly send a thank-you letter to the person with whom you interviewed expressing your appreciation for the opportunity to meet with them.



# common interview questions

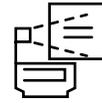
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the following are some questions commonly asked at a job interview:

1. What activities have helped you expand your interests, abilities, and knowledge?
2. In what types of situations have you done your best work?
3. Describe the supervisors who motivated you the most.
4. Describe someone who was difficult to work with.
5. What are your major strengths?
6. In what areas do you need to improve?
7. What do you know about our organization?
8. Who is someone you admire? Why do you admire that person?
9. Why do you want to work for this business?

# adding up the benefits

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benefits cost your employer between 33% and 50% of your pay. This may include:

- Paid vacation days
- Paid sick days
- Health, dental, and eye care insurance
- Life insurance
- Disability insurance
- Pension plan
- Registered retirement savings plan
- Parental leave
- Stock purchase plan
- Employee assistance plans
- Employee fitness programs
- Employee discounts



# reading a pay stub

*Waist not!  
Want not!*

**PAYROLL ACCOUNT**

EMPLOYEE G. Raymond Martin  
SIN 123-456-789  
PAY PERIOD 3/1/\_\_\_ TO 3/15/\_\_\_  
NET PAY \$524.28  
CHEQUE NO. 060432

GROSS EARNINGS			DEDUCTIONS			OTHER DEDUCTIONS	
Description	Hrs.	Amount	Tax	Current	YTD	Description	Amount
REGULAR	80	640.00	INCOME TAX	104.55	293.40	RRSP	35.00
OVERTIME	05	60.00	UIC	20.65	160.65		
			CPP	15.52	64.08		
CURRENT		700.00					
YTD		2100.00					

# lesson two

making money



student activities

name: \_\_\_\_\_

date: \_\_\_\_\_



## assessing your personal career interests and abilities

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**based on your personal situation, answer the following questions:**

1. What topics of study do or did you enjoy most in school?
2. What skills do you do well? What do you feel to be your most distinguishing skill or area of specialty?
3. What are your interests away from school or work?
4. Describe a situation in which you helped organize the work of others.
5. Describe a situation in which you worked with a team to achieve a goal.
6. Describe the kind of job you might like.

**based on your answers to the above items, describe two or three jobs that meet your criteria:**

A.

B.

C.

name: \_\_\_\_\_

date: \_\_\_\_\_

# evaluating the current employment market

---



Select two career areas that interest you. Using library information, the Internet, and interviews with others, obtain answers to the following questions:

career 1

career 2

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1. What are the general activities and duties of this job?

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2. What are the physical surroundings, work hours, and mental and physical demands of this type of work?

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3. What training and educational background is needed for this area of employment?

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4. Will these career areas be in demand in the future?

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5. What are the starting and advanced salaries for this industry?

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6. What makes these careers attractive to you?

name: \_\_\_\_\_

date: \_\_\_\_\_



## creating a resumé

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A resumé is a personal data sheet commonly used to apply for a job. It lists your skills and experience so that future employers can see what you have already done and whether your experience meets the job's requirements. Fill out the following categories to assist you in preparing your resumé.

### **education**

degree/programs completed, school, location, areas of study, dates

### **work experience**

title, organization, dates, responsibilities

### **other experience** (*volunteer work, school, and community activities*)

title, organization, dates, responsibilities

### **recognition/awards**

title, organization, dates

name: \_\_\_\_\_

date: \_\_\_\_\_



## read and interpret pay stubs

---



### directions

Answer the following questions using the attached pay stubs:

1. What is the name of Zina Picard's employer? \_\_\_\_\_
2. How much did Zina earn before deductions? \_\_\_\_\_
3. What is Zina's hourly wage? \_\_\_\_\_
4. List Zina's deductions. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. What pay period does Peter deBoer's cheque cover? \_\_\_\_\_
6. How much Income Tax has been taken out of Peter's cheque so far during 20\_\_? \_\_\_\_\_
7. How much did Peter contribute to a retirement plan from this paycheque? \_\_\_\_\_
8. How much is Peter's take-home pay? \_\_\_\_\_
9. Where does Mary Stone work? \_\_\_\_\_
10. What is Mary's hourly wage? \_\_\_\_\_
11. How much money was deducted from Mary's paycheque? \_\_\_\_\_
12. How much has Mary been paid in total during 20\_\_? \_\_\_\_\_

name: \_\_\_\_\_

date: \_\_\_\_\_

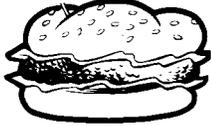


## read and interpret pay stubs

*Hamburger Palace Enterprises, Inc.*

NAME: Zina Picard      PAYROLL ENDING: 3/14/\_\_\_      CHEQUE NO.: 9343

EMPLOYEE NO.: L4325      AMOUNT: \$229.33



EARNINGS			DEDUCTIONS			OTHER DEDUCTIONS	
Description	Hrs.	Amount	Tax	Current	YTD	Description	Amount
REGULAR	40	240.00	INCOME TAX	42.65	128.70	MEALS	7.00
OVERTIME	6	54.00	E.I.	8.67	126.23		
			CPP	6.35	25.41		
CURRENT		294.00					
YTD		3582.00					

*The Banana Breadbox*  *Banana Bread... And More!*

EMPLOYEE: PETER H. deBOER  
 SIN: 999-999-999  
 PAY PERIOD: 8/6/\_\_\_ TO 8/12/\_\_\_  
 PAY DATE: 8/15/\_\_\_  
 CHEQUE NO.: 3259  
 NET PAY: \$186.26

**PAYROLL**

GROSS EARNINGS			DEDUCTIONS			OTHER DEDUCTIONS	
Description	Hrs.	Amount	Tax	Current	YTD	Description	Amount
REGULAR	40	240.00	INCOME TAX	30.75	372.01	RRSP	30.00
OVERTIME	6	54.00	E.I.	22.49	272.13	HEALTH	15.00
CURRENT		294.00					
YTD		3582.00	CPP	9.50	114.95		

# read and interpret pay stubs (continued)

EMPLOYEE Mary Stone  
 EMPLOYEE NUMBER A5926  
 PAY PERIOD 7/1/\_\_\_ TO 7/15/\_\_\_  
 PAY DATE 7/14/\_\_\_ NET PAY \$349.77  
 CHEQUE NO. 3259



GROSS EARNINGS			DEDUCTIONS			OTHER DEDUCTIONS	
Description	Hrs.	Amount	Tax	Current	YTD	Description	Amount
REGULAR	56	448.00	INCOME TAX	49.95	385.62		
			E.I.	34.28	264.64		
CURRENT		448.00					
YTD		3460.00	CPP	14.00	108.08		



## read and interpret pay stubs answer key

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### directions

Answer the following questions using the attached pay stubs:

1. What is the name of Zina Picard's employer?  
*Hamburger Palace Enterprises, Inc.*
2. How much did Zina earn before deductions?  
*\$294.00*
3. What is Zina's hourly wage?  
*\$6.00/hour*
4. List Zina's deductions.  
*Income Tax, E.I., CPP, meals*
5. What pay period does Peter deBoer's cheque cover?  
*8/6/\_\_\_ to 8/12/\_\_\_*
6. How much Income Tax has been taken out of Peter's cheque so far during 20\_\_\_?  
*\$372.01*
7. How much did Peter contribute to a retirement plan from this paycheque?  
*\$30.00*
8. How much is Peter's take-home pay?  
*\$186.26*
9. Where does Mary Stone work?  
*Dance-o-Rama*
10. What is Mary's hourly wage?  
*\$8.00/hour*
11. How much money was deducted from Mary's paycheque?  
*\$98.23*
12. How much has Mary been paid in total during 20\_\_\_?  
*\$3,460.00*



## lesson two quiz: making money

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### true-false

1. \_\_\_\_\_ The career planning process starts with assessing your personal interests, abilities, and goals.
2. \_\_\_\_\_ Interviewing is the final phase of the career planning process.
3. \_\_\_\_\_ Travel costs to work are considered to be “hidden” job costs.
4. \_\_\_\_\_ Worker’s compensation is a common employee benefit received by most workers.
5. \_\_\_\_\_ Gross pay results from deducting various deductions from your earnings.

### multiple choice

6. \_\_\_\_\_ **The first phase of the career planning process is to:**
  - A. identify specific job opportunities.
  - B. interview for available positions.
  - C. assess personal interests and abilities.
  - D. apply for employment positions.
7. \_\_\_\_\_ **After applying for an available position, the next step usually involves:**
  - A. interviewing.
  - B. obtaining training for necessary skills.
  - C. comparing employee benefits.
  - D. preparing a personal data sheet (résumé).
8. \_\_\_\_\_ **A hidden cost of a job might involve:**
  - A. gross pay.
  - B. uniform fees.
  - C. employee discounts.
  - D. retirement benefits.
9. \_\_\_\_\_ **Which of the following employee benefits would a working parent find most useful?**
  - A. stock options
  - B. retirement savings plan
  - C. employment insurance benefits
  - D. life insurance
10. \_\_\_\_\_ **A common deduction on a person’s pay stub would be:**
  - A. gross pay.
  - B. union dues.
  - C. charitable donations.
  - D. income tax.

### case application

Navine Nesrallah has worked for nine years in retail sales. She is considering going back to school to change career fields. What factors should be considered before making this decision?



## lesson two quiz: making money answer key

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### true-false

1. t The career planning process starts with assessing your personal interests, abilities, and goals.
2. f Interviewing is the final phase of the career planning process.
3. t Travel costs to work are considered to be “hidden” job costs.
4. f Worker’s compensation is a common employee benefit received by most workers.
5. f Gross pay results from deducting various deductions from your earnings.

### multiple choice

6. C The first phase of the career planning process is to:
  - A. identify specific job opportunities.
  - B. interview for available positions.
  - C. assess personal interests and abilities.
  - D. apply for employment positions.
7. A After applying for an available position, the next step usually involves:
  - A. interviewing.
  - B. obtaining training for necessary skills.
  - C. comparing employee benefits.
  - D. preparing a personal data sheet (résumé).
8. B A hidden cost of a job might involve:
  - A. gross pay.
  - B. uniform fees.
  - C. employee discounts.
  - D. retirement benefits.
9. C Which of the following employee benefits would a working parent find most useful?
  - A. stock options
  - B. retirement savings plan
  - C. employment insurance benefits
  - D. life insurance
10. D A common deduction on a person’s pay stub would be:
  - A. gross pay.
  - B. union dues.
  - C. charitable donations.
  - D. income tax.

### case application

Navine Nesrallah has worked for nine years in retail sales. She is considering going back to school to change career fields. What factors should be considered before making this decision?

*Navine should consider her personal interests and abilities as well as potential demand in the new career field. Next, she should assess if she can afford the time and money that may be required when making this career change. In addition, Navine should consider the impact of this decision on her personal well-being and that of family members.*