

# SUMMER JOB SKILLS CHECKLIST

For many students, the benefits of obtaining a summer job is an obvious one; receiving a paycheck. However, if you are strategic in the type of summer employment you choose, you may benefit from MANY additional personal and professional perks.

This checklist may help you with choosing a summer job that not only pays you well, but can boost your longer term career goals as well.

## 1. Having a summer job Improves academic performance.

Research shows that students who secured summer jobs performed better in their academic studies than those who did not work over the summer. This is attributed to increased maturity and gaining practical work skills that translate directly to academic performance.<sup>1</sup>



Will this job I am considering help me with:

- time management (tardiness, taking time off)?
- working with others?
- focusing on the task(s) I am expected to complete?
- taking pride in my work and completing it best of my ability?

## 2. Summer jobs give you an opportunity to network with employers who may become mentors or employers for you in the future.



Will this job I am considering help me with:

- meeting someone who could act as a mentor for my career?
- networking with people who could help me with future job prospects?
- connecting with many people with diverse backgrounds and interests?

## 3. Summer jobs can provide you with valuable work experiences DIRECTLY related to your career goals.



What skills will this job provide that match my long term career goals?

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<sup>1</sup> 2015 Stanford University study, <http://news.stanford.edu/2015/09/01/summer-job-benefit-090115/>

**4. Summer jobs can provide you with valuable work experiences INDIRECTLY related to your career goals.**

These are called “transferrable skills” that are valued by employers no matter what type of job you are doing. By getting experience and strengthening these skill sets, you will be more successful in today’s job market.



**Which of the following skills do I hope to improve with this job?**

- Reading/literacy skills
- Document use/following instructions
- Writing skills
- Math/numeracy skills
- Oral communication
- Working with others
- Thinking/problem solving skills
- Computer/technology skills
- Continuous learning/ability to learn new skills

Want to learn what jobs can help build these skills? [http://www.jobbank.gc.ca/es\\_all-eng.do](http://www.jobbank.gc.ca/es_all-eng.do)

**5. Summer jobs can provide you with an opportunity to “test drive a job”.**

This gives you a chance to see if a career choice might be the right fit for you before you invest a lot of time and money in post secondary education. Remember that working a job that isn’t a perfect fit for the summer can still be a success as you get paid and you will gain transferrable skills (see # 4 above).



**What are my expectations for my summer job? What do I hope to learn?**

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If the job you are considering meets most of the criteria on this checklist, you are on the right path to choosing a job that is a good fit for you and you will enjoy the experience. For more information on summer job opportunities and information to help you with your job search, please visit [www.nbjobs.ca](http://www.nbjobs.ca) and select the SEED (Summer Employment Experience Development) icon.