

Summer job skills checklist

For many students, the benefit of obtaining a summer job is obvious: earning a paycheque. However, if you are strategic in the type of summer employment you choose, you may benefit from **many** other personal and professional benefits.

This checklist may help you with choosing a summer job that pays well and, can boost your longer term career goals.

1. Having a summer job improves academic performance

Research shows that students who secure summer jobs develop the practical work skills and increase their maturity, both of which can help them improve their grades.¹



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:

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

3. Summer jobs can provide you with valuable work experience *directly* related to your career goals



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

¹ 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
- Document use/following instructions
- Writing
- Math/numeracy
- Oral communication
- Working with others
- Thinking/problem solving
- Computer/technology
- Continuous learning/ability to learn new skills

Want to learn what jobs can help build these skills?

- Government of Canada (Job Bank)
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 time and money in post-secondary education. Remember that working a job that is not a perfect fit for the summer can still be a success as you get paid and gain transferrable skills (see # 4 above).



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

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:

- Department of Post-Secondary Education, Training and Labour (Summer Employment Experience Development – SEED):
www.nbseed.ca