

GLOSSARY

A

Abilities: The skills that can be enhanced through practice and increasing one's knowledge relating to the particular ability.

Agile Workforce: The ability of employees and organizations to quickly adapt and maintain productivity in the face of economic, cultural, and/or political change.

Aptitudes: Refers to innate abilities and capacities relating to particular skills, tasks and talents. For example, a person who is physically coordinated may have an aptitude for learning how to play different forms of sports.

B

Beliefs: Strongly held convictions or ideas.

C

Career: A series of related jobs, roles, or employment opportunities, both paid and unpaid, during which you strengthen and develop your skills, gain experience, and build connections. Careers typically involve increasing responsibilities, variety, and continual learning.

Career Concept: Terms developed by Brousseau and Driver to distinguish the unique variety of career experiences between individuals.

- **The Expert Concept** is the most common and traditional conceptualization of career. It emphasizes the lifelong commitment to one profession, mastering knowledge and skills in a particular field.
- **Linear Career Concept** emphasizes upward movement consistent with the idea of the career ladder. This concept is characterized by increased levels of responsibility, influence and status.

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- **Spiral Career Concept** is much less traditional and is characterized by lateral change typically every 5-10 years. Individuals with this career concept tend to develop a much broader skill set. Each transition builds upon existing skills.
- **Transitory Career Concept** is the least conventional of the concepts and is characterized by the most change. Some may not view this pattern as a career. A person with this concept consistently seeks change.

Career ladder: A commonly used term to define career progression as vertical movement, with increasing pay and responsibility. The notion of the career ladder is not inclusive of other career patterns and is becoming outdated.

Compressed Work Week: Working more hours in a day in exchange for a regular day off. As an example, a person may work four 10-hour days as opposed to five 8-hour days.

Consultants: Experts in their field who have technical or other knowledge-based expertise that they draw on to provide advice to companies on a temporary basis.

Contingent Workforce: An on-demand labour pool made up of individuals hired by organizations on an ad-hoc basis in order to complete specific tasks or specialized projects.

Contractors: An individual or company that works on a designated contract to provide a specific service or job.

Co-operative Education: A combination of theory and practical work experience offered by post-secondary programs. Every co-operative education program is unique but they will often provide a theoretical foundation in the initial term(s), followed by one or more work term(s).

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D

Digital Economy: An economy that relies on the use of digital technologies in order to conduct business.

Diversity: Diversity is a range of human differences that extends beyond visible characteristics, such as race, and includes characteristics such as age, educational level, ethnicity, family status, gender, gender identity, national origin, physical ability or attributes, religious, ethical, and political beliefs, sexual orientation, socioeconomic status.

E

Electronic and Print Career Research: Using a combination of websites, libraries, books, career centres, and other resources to obtain detailed descriptions of occupations as well as the type of training and education required to attain the career you want.

Entrepreneurship: An owner of a business who generates income typically through the demonstration of initiative, risk, and innovation. An entrepreneur may work alone or with partners and may employ others.

F

Flow: A state of engagement characterized by being fully immersed in a particular activity.

Freelancers: Individuals who work for multiple companies at the same time or at different times rather than having one job.

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G

Gig economy: A term used to refer to the idea that contract and project-based work is increasingly common and individuals transition from contract to contract.

Globalization: Refers to the interaction and integration of people, organizations, economies, and governments worldwide.

Global Marketplace: All customers for and sellers of a service or product in all areas of the world considered together.

I

Independent Contractors: Self-employed contractors who do not work on salary and are responsible for managing their own taxes and benefits.

Information interview: An information interview occurs when you interview a person working in an area of interest to you.

Interactive Career Research: Research that involves talking to or observing people in the roles that interest you. This allows you to gain a better understanding of an occupation as opposed to only reading about it. Two examples of Interactive Career Research are: conducting information interviews and job shadowing.

Interest: A subject area or activity one is drawn towards or curious about.

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Internship: A paid work experience that is designed to assist individuals entering a new career field who do not have extensive work experience in the field. As a result of lower levels of experience, people in these roles are paid less than individuals with more experience in the field.

Intrapreneurs: A person who works within an organization, but who takes responsibility for developing and promoting their own innovative ideas and approaches.

J

Job: Paid employment that involves doing tasks which may or may not require specialized training, are often but not always less challenging, and is often short-term.

Job Shadow: A form of interactive career research that allows you to follow someone as they go through their regular work day or a portion of a regular work day. It allows you to observe firsthand what the career entails.

Job Sharing: Two or more employees share the responsibilities of one position.

Job Specific/Technical Skills: Skills that are specific to a particular role or type of role.

M

Multi-career potential: The idea that there is more than one career you can enjoy and succeed in.

Multi-tracking: Holding two or more jobs at the same time.

O

Occupation: A person's usual work or profession in which they make a living.

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P

Participation Research: Actively participating in the field or role you'd like to pursue in order to explore whether the role is a fit. Volunteering, internships, part-time/temporary work, work experiences, practica, or work exchange programs are excellent examples of this.

Passion: Significant interest often accompanied by strong emotional attraction.

Personality: The combination of your emotional, attitudinal, and behaviour patterns.

Planned happenstance: The idea that one can take a chance occurrence and turn it into a career opportunity.

Portfolio Careers: Developing a portfolio of skills and knowledge which can be applied to new contexts thereby creating a portfolio of experiences.

Practicum: A work experience which you also gain credit for in your school program.

R

Reality: Your unique situation and circumstances that impact your career options. Reality changes the options we consider, and results in different opportunities as well as certain limitations.

Re-framing: Also referred to as "re-labelling", involves looking at a situation from a different point of view, often in a more positive way.

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Remote Work: Implementing flexible offsite working arrangements, typically facilitated by various technological supports.

S

Seasonal Workers: Individuals who work on a temporary basis, either related to weather or the season, within an industry.

Skills: Learned abilities that can be enhanced through practice and increasing one's knowledge relating to the particular ability. Two main types of skills include: transferable skills and job specific or technical skills.

S.M.A.R.T. goals: An acronym used in goal setting, referring to specific, measurable, achievable, realistic, time sensitive goals.

Social Media: Interactions among people in which they create, share, and exchange information and ideas, including marketing oneself, in virtual networks and communities.

T

Talent Pools: Typically formed by individuals with similar interests or complimentary skills and knowledge. Members assist each other to identify leads and/or work collaboratively on projects. May be referred to as a consortium or joint venture.

Technical Skills: Also referred to as "job specific skills", a category of skills which are specific to a certain role. For example, having knowledge of a computer programming language for the health care industry would be a technical skill specific to the role required in an administrative health care occupational setting.

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Transferable Skills: A category of skills which include those that can be taken from one job to another, and which assist an individual in effectively addressing a number of situations. Interpersonal abilities and verbal communication are examples of this form of skill.

The Knowledge Economy: Refers to the idea that knowledge is viewed as a commodity and is required for the exchange of goods and services.

V

Values: Values are what we consider to be important and are an essential part of what keeps us feeling satisfied and motivated.