MY FIRST JOB GUIDE FOR TEENS

presented by KALEIDO

Welcome to the My First Job Guide for young people aged 12 and over*!

* The minimum legal working age in Quebec is 14. Certain exceptions may apply to young people aged 12 and over who wish to work in a position subject to exceptions determined by government regulation. Check out "Working conditions - Young people under 14" for more information.

The purpose of this guide is to help you help your teenager find a job and manage their first paycheck. It was produced by Kaleido in collaboration with our partners specializing in financial education and guidance counselling.

Josianne Grenier Genest
Guidance counsellor

Nataly Labelle
Founder, Fric et fortune

Guidance counsellor, Josianne, will help you **identify the right job** for your teen, based on their personality and interests, suggest **places to look** (and tips on how to do it right!), and help you **prepare your youngster for an interview**.

Financial education specialist, Nataly, will give you tools to make **the right choices between saving and spending**, explain what **a financial goal** is and how to stick to it, and discuss the notion of **financial responsibility**.

My First Job Guide is designed to be fun and informative, to help your youngster realize their full potential. This will give them greater confidence in their job search and money management.

In a hurry? We know what it's like to be a parent, so we've planned ahead: you'll also find **short video clips** linked to each subject, summarizing the content of the sheets! This will save you some time and you can come back to it later (when the kids have gone to bed 😉).

We hope you enjoy reading the texts and watching the videos!

Remember: working when you're young brings much more than a paycheck. IT'S A LIFE EXPERIENCE!

SHEET N° 1

FINDING A JOB FOR TEENS

Click on the image to watch the video **(in French only)**

Your kid has grown up! they're getting more mature and responsible and would like to work this summer. Where should they start for an effective first job search?

HERE ARE 4 STEPS TO GET STARTED.

01

Identify the type of job you want

A variety of student jobs exist, involving completely different tasks. **That's why it's vital to target the type of job** that will appeal to your youngster.

« Do they want to be a salesperson, or does the sheer thought of advising customers give them cringe? Would they rather like to entertain children or cook hamburgers? »

It's not easy to know when you've never worked before!

To help your kid make a choice and put their CV in the right places, **you can point out what you observe about their preferences or behaviours**. He-She must have certain preferences and a natural talent for a certain area! You can also ask more specific questions to pinpoint their interests and strengths. For example, you could ask: "Would you rather do crafts with your sister or explain to her how to fix her broken toy? "This will undoubtedly help them apply for the right summer jobs.

IMPORTANT

These 3 organizational criteria have to be taken into consideration when employing your young person:

- **How many hours** a week do they want to work?
- Do they prefer **daytime work** only, or can they also work evenings?
- Do they want to work for **a company close** to their family home?

02 Conducting an intelligent, structured search

Now that your teen knows more about what they're looking for, it's time to... find a job!

The first step is to consult the job offers posted on the Internet (on the Québec emploi, website for example), at your local grocery store, at Carrefour jeunesse-emploi, at your local youth centre, and so on. These offers often mention a number of interesting details, such as hours, salary and hiring date.

THINK ABOUT IT!
Many of the jobs available to young people are to be found in places where you'd least expect them.

Some companies may be looking for employees without advertising it, so you need to know how to push things along! It's a good idea for your youngster to show up at the local café to deliver their CV in person and make a good impression at the same time. Who knows? Maybe they'll get a job offer.

You can also help your kid find a job by making good use of your contacts, be they neighbours, friends, colleagues or, why not, your social networks.

03 Drafting your CV

What's on it?
The curriculum vitae (CV) is a summary of our skills and experience. It allows us to quickly present ourselves to an employer, showing them why we're THE candidate for the job.

> **My youngster has no work experience.**
> **What can they put on their CV?**

You have to build on their strengths! They should list volunteer commitments, hobbies, skills and anything else that might help an employer make a connection with the person they are looking for to complete their team. The fact that your kid plays sports regularly, for example, shows that they have developed certain skills that are transferable to a job, such as rigour, organization and discipline.

If your teen raked dead leaves in the neighbour's yard as a self-employed worker, that can go on the CV!

How do we present it?

A CV should be concise and contain a number of different sections.

CV templates are available online, on design platforms like Canva, for example.

The basic sections of a CV are:

- ☐ name and contact details
- ☐ professional skills
- ☐ computer skills
- ☐ languages spoken
- ☐ school-based training
  (and others, such as CPR - cardiopulmonary resuscitation - or the "gardiens aververtis" course)
- ☐ work experience
- ☐ Community involvement
  (volunteering, special achievements, participation in scouts or cadets, etc.)
- ☐ hobbies and interests

04

Preparing for the interview

There you go! Your teen has just been contacted for an interview. To be well prepared, they can **prepare** for possible **questions** and **think of winning answers in advance**.

« Tell me about yourself. What are your strengths and weaknesses? »

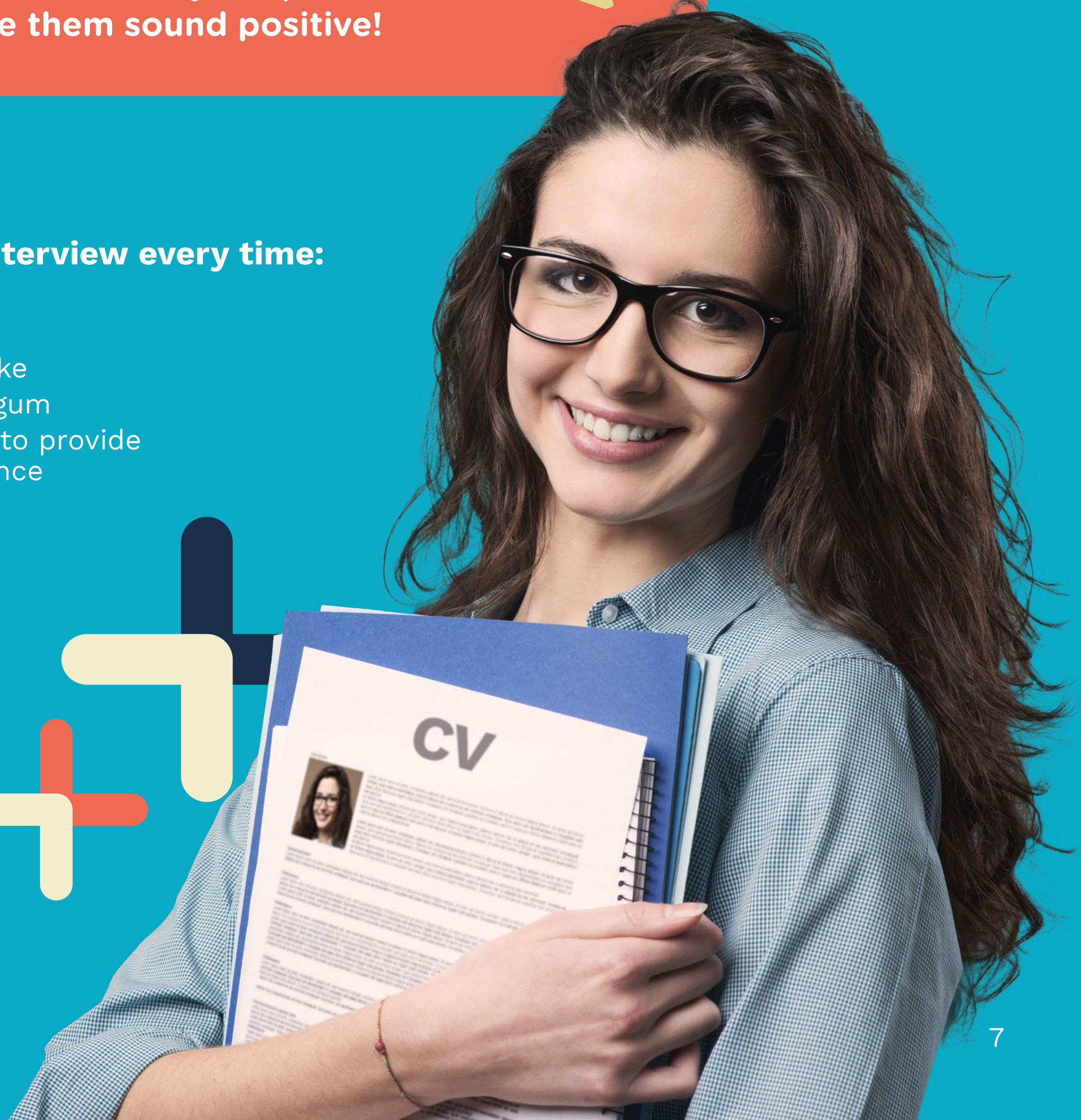
Your teen should be prepared to describe their personality and mention their skills, backing it all up with examples related to the job they're applying for.

THE LITTLE EXTRA

Help your kid think of a way to spin their faults to make them sound positive!

For a successful interview every time:

- ☑ Be on time
- ☑ Smile
- ☑ Give a handshake
- ☑ Avoid chewing gum
- ☑ Make an effort to provide a neat appearance
- ☑ Be positive



In collaboration with guidance counsellor Josianne Grenier-Genest.

SHEET N° 2

MANAGING YOUR PAYCHECK AS A TEENAGER

Click on the image to watch the video **(in French only)**

The summer job is in place. Now all you've got to do is help your teenager manage their first paycheck and the ones that follow!

HERE'S HOW TO GET OFF ON THE RIGHT FOOT,

with payroll management based on your teen's financial goals.

01 The pride and excitement of getting your first paycheck

Even when you're young, a job inevitably comes with the responsibility of managing your income in financial terms. At first, your kid will certainly be proud and excited to get paid for the first time for their services.

A first paycheck is:

- ☑ pride of accomplishment
- ☑ money to manage
- ☑ a greater sense of autonomy

One of the main functions of a paycheck is to **finance projects**. As a parent, it's up to you to get your youngster thinking about what this new income could be used for. It's also up to you to suggest that they put this new money in a safe place, in a bank account.

What?
You don't put your money under the mattress, do you?

With this first job, since your kid will have access to money on a regular basis, it's your role as a parent to provide them with the basics of sound financial management:

- ☑ don't spend it all
- ☑ save up
- ☑ make a budget
- ☑ plan your projects

IMPORTANT

A teenager who is still has to attend school is allowed to **work outside school hours** for a maximum of **17 hours a week**, including a maximum of 10 hours from Monday to Friday.[1]

FLASH INFO FINANCES

Since May 1, 2024, the minimum wage in Quebec has been $15.75[2] per hour.

Even if this first paycheck is burning a hole in their pocket and they are itching to spend it, make sure they are asking themselves the right question:

Do I really need this?

If the answer is yes, consider suggesting second-hand goods, which can be less expensive and just as satisfying!

You can also make them **aware of the value of their pay** by proposing little games, such as calculating the price to pay for something per hour worked.

For example: After receiving their paycheck, your teenager buys a jumbo-sized ice cream and a soft drink, for a total of $10. Knowing that they receive $15.75 for 1 hour's work, this gluttony will have cost them almost an hour's work. Was the expense worth it?

1 Act respecting labour standards, chapter N-1.1, sections 84.3 and 84.4
2 General minimum wage rate

02

How to read your pay slip

IMPORTANT there is a difference between GROSS and NET pay.

Your teenager will now receive their first pay slips. You can explain to them that when we work, we contribute financially to certain public systems (such as employment insurance, hospitals, schools or road construction sites), and that this is deducted directly from our pay. This is referred to as **GROSS pay before deductions** and **NET pay after deductions**. Net pay is what we have directly in our pockets!

What is ALWAYS included on a payslip?

- ☑ employee contact details
- ☑ employer's contact details
- ☑ job title
- ☑ employee number
- ☑ amount of salary
- ☑ hourly rate
- ☑ number of hours worked

DEDUCTIONS

1 - Federal and provincial taxes: the amount of your paycheck that goes to the federal and provincial governments to raise money for public services like schools and road construction.

2 - Employment insurance (EI): the amount of the paycheck given to people who have lost their job, are unable to work or are on maternity leave.

3 - Canada Pension Plan (CPP) and Quebec Pension Plan (QPP): the amount of pay invested in a mandatory public insurance plan to accumulate money for retirement.

4 - Quebec Parental Insurance Plan (QPIP): the amount of your pay that goes to new parents who need to take parental leave when they give birth or adopt a child.

Please note: there may be other other payroll deductions, such as a group insurance plan, a group pension plan or even union dues. The purpose of these other deductions may be to accumulate funds so you won't be caught short when it's time to pay the dentist bill or retire.

PAY STUB

Sylvia Smith
205 Boulevard BLVD
Montmagny, Québec
G5V 3X7

Corner Grocery Store
7, Boulevard BLVD
Montmagny, Québec
G5V 3X7

Position: Cashier
Employee Number: 0237

Payment date: 05/30/2024
Work period: 05/11/2024 to 05/24/2024

Earnings	Current period (Hours)	Year-to-date (Hours)
Hours worked at a regular rate ($15.75 per hour)	157,50	157,50
Overtime	0,00	0,00
Reported tips	0,00	0,00
Commissions paid	0,00	0,00
Vacations	0,00	0,00
Holidays	0,00	0,00
Sick leave or occasional absence	0,00	0,00
Total Earnings	**157,50**	**157,50**

Deductions	Current period	Year-to-date
Federal Income Tax	$0.00	$0.00
1 › Provincial Income Tax	$0.00	$0.00
2 › Employment Insurance	$2.08	$2.08
3 › Quebec Pension Plan (QPP)	$1.46	$1.46
4 › Quebec Parental Insurance Plan (QPIP)	$0.78	$0.78
Total Deductions	**$4.32**	**$4.32**

Revenue - Deductions = Net salary **$153.18**

03

Saving: the key to your projects

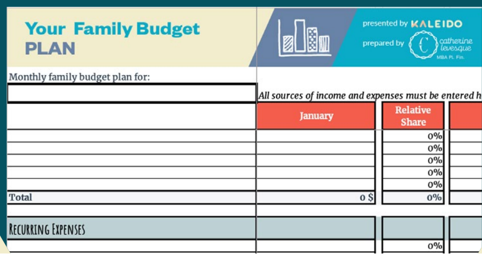
Many of us went ahead and spent our first paycheck in full! Not a problem, as long as you know how to save for your projects from the second paycheck onwards. The important thing is to **make your teen understand the need to set clear financial goals**.

Does your kid want to experience new things and make their dreams come true? They are going to have to save.

THE LITTLE EXTRA

Living with mom and dad is like hitting the jackpot! Your teenager can take full advantage of this comfort to save even more and fill up their savings account until it's time to leave the nest.

Download for **free** your blank monthly budget sheet



WHAT IS A FINANCIAL OBJECTIVE?

- ☑ It's canoing in the islands.
- ☑ It's taking saxophone lessons.
- ☑ It's buying a pair of sneakers.

A financial goal means determining what you want to do with your paycheck.

THINK ABOUT IT! **Pursuing the career of your choice** **is a project that may require a financial goal.** Did you know that your teen can contribute to their registered education savings plan with their paycheck?

WHY BUDGET?

- ☑ To think of the unexpected.
- ☑ To understand where your money is going.
- ☑ To identify your consumption habits.
- ☑ To make well-informed financial decisions.

The task consists of entering your net income and subtracting your savings and expenses, recording everything in an Excel spreadsheet, for example.

TIP:
to help your teenager meet their financial goals, suggest setting up a direct debit from their current account to their savings account.

Oh no!
My lawnmower just broke down. Fortunately, I've budgeted for the unexpected, so I can have it repaired with money from my savings!

In collaboration with financial education advisor Nataly Labelle from Fric et fortune

You've reached the end of the guide!

We hope you've found the answers you were looking for, so you can start your job search with confidence and peace of mind.

By creating *My First Job Guide* for your teens, Kaleido had three objectives in mind:

- ☑ helping families start talking about finances
- ☑ promoting financial education
- ☑ encouraging the habit of savings

As pioneers of education savings in Quebec, we're always keen to **make the younger generation more financially conscious**, especially when it comes to financing their education. Because parents and children need to be aware that opening an RESP can make a big difference! It can make things possible that seemed impossible for budget reasons.

And don't think that education savings are just for little kids: even at age 12 or 13, opening an RESP is a good idea! Because by taking advantage of grants, you can boost your investment by up to 30 %[4].

Our primary motivation at Kaleido
is to help your kids reach their full potential.

!

To find out more about RESPs and their benefits, read: "How to get the most out of your RESP?".

[4] Certain conditions apply. Consult our prospectus at kaleido.ca.

GOOD SUCCESS!

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