



Guidance for Career Profile Review and Validation

Your expertise. Your Impact.

INTRODUCTION

Welcome to ECO Canada's Career Resources Validator Network! Thank you for volunteering to validate ECO Canada's draft Career Profiles. This document is meant to support you in your review by explaining what a Career Profile is, how they are used, how they are organized, and the types of feedback you can give that would be most helpful. Your practical experience and professional judgement will help us ensure these profiles are accurate, professional, and practical. We greatly appreciate your time and thoughtful input, which will help strengthen ECO's career resources for the environmental workforce and increase awareness of the variety of environmental roles available to Canadians.

HOW YOUR FEEDBACK WILL BE USED

As a validator, your review and feedback will help us:

- Confirm that the skills, knowledge and education required for the roles are correctly documented in the profile.
- Ensure the job duties, work environment, and skills section are accurate, realistic, and reflective of the day-to-day realities of the job.
- Review the overall structure, feel, and narrative of the Career Profile to ensure it gives an accurate portrayal of the job and helps get the next generation of environmental professionals excited about their career prospects.

All feedback will be reviewed, anonymized, and synthesized by ECO Canada's research team. Your comments will be considered in conjunction with the comments of other validators to identify common themes, general feedback, and areas for improvement.

All your input will be used to improve the profile and ensure they reflect professional practice as much as possible. Once revisions have been made, the final profile will be shared with you to confirm changes and make any final observations before being posted on our website.

WHAT IS A CAREER PROFILE?

A Career Profile is designed as an engaging, accessible overview of a specific occupation in the environmental sector. Its primary purpose is to raise awareness and spark interest by showcasing the range of career opportunities available. Written for a broad audience, it highlights what a role involves in a clear and approachable way.

Each Career Profile provides a snapshot of key aspects of the job, including typical responsibilities, work environments, educational pathways, and related career options. By presenting this information in a concise and compelling format, Career Profiles aim to help readers better understand potential career paths and inspire them to consider opportunities within the environmental sector. Each Career Profile has the following sections:

Section Heading	Section Content
Role Title	The role's title followed by a brief description of the role and how it contributes to the environmental workforce.
At a Glance	A creative fictional story, written using the help of Artificial Intelligence (AI). The purpose of the At a Glance narrative is to connect career searchers and learners with a fictional story that helps them imagine the day to day of a person working in the role.
Job Duties	Outlines the essential responsibilities and outcomes of the occupation. The job duties section describes the tasks that a person in the role would execute on a regular basis.
Work Environment (Office, Field, Lab)	Describes the work environment across three broad areas – Office, Field, and Lab. Depending on the occupation, only one field will be present. The work environment of the role depends entirely on the role's job duties and where work can be found for this role.
Where to Work	Describes where people in these occupations usually work. Specific company names are not used, only general names of institutions and establishments in which the occupation could find work, which helps readers to narrow their job search.
Education	Provides a summary of the education, training and credential requirements that are beneficial or required to find work in this role. Since most users who visit our Career Profiles are high schoolers or career searchers, this section should be written in an exploratory manner.
Skills	Describes the essential technical, personal and professional, and environmental skills associated with the role.
Your Impact	Describes how this role contributes to the environment, what makes the role an environmental role, how this role affects the economy, society, and the environment. Essentially, connecting the role to real-world impact.
Occupational Classification	Categorizes the role into the closest possible unit groups found within Canada's National Occupational Classification system
Job Titles	Describes alternative titles this occupation will have. For many occupations, individuals working in them can have different titles but still be working within the same occupation.

GUIDING QUESTIONS FOR FEEDBACK

When reviewing a Career Profile, use the following questions to guide your comments.

Overall Accuracy and Relevance

- Does this Career Profile accurately reflect the realities of the role based on your experience?
- Are the described responsibilities realistic and accurate for the role?
- Are any key responsibilities or functions missing?
- Does anything feel overstated, over-exaggerated, or outdated?

Scope of the Role

- Does the overview, work environment and NOC code for this role accurately reflect the nature of the role?
- Are the Job Duties and the tasks mentioned in the profile accurate and reflective of general practice?
- Is the Where to Work section accurate?
- Based on your experience in this role or related roles, is the education section accurate?

Skills Evaluation

- Do the technical and personal and professional skills in the profile capture the actual day-to-day skills used on the job?
- Are the skill expectations reasonable and relevant for the role?
- Are the skills portrayed accurately? Too broad? Too specific?

Language and Clarity

- Is the language clear, consistent and practical for a general audience?
- Is unnecessary industry jargon avoided? and if used, is it used well?

Practical Usefulness

Would this Career Profile be used for:

- Helping people choose a career
- Workforce planning
- Training and curriculum design
- Talking about career opportunities

If not, what changes would make it more useful?

Opportunities for Improvement

- What major or minor changes would make this profile better?

GLOSSARY

Knowledge

Theoretical and practical understanding gained through education or experience (e.g., climate science fundamentals).

Skills

Learned, measurable abilities that enable effective task performance (e.g., communication, data analysis).

Abilities

Personal attributes or capacities that support effective performance and are not necessarily learned through formal training (e.g., integrity, judgement).

Task

A unit of work that produces a measurable outcome (e.g., compiling data, selecting emission factors, preparing a report).

ABOUT ECO CANADA

ECO Canada is the steward of Canada's environmental workforce. For over 25 years, we have partnered with industry, governments, academic institutions, and Indigenous communities to address labour market challenges and support career development across the environmental sector.

Our work spans the full career lifecycle of environmental professionals and includes certification, employment programs, labour market research, and accreditation.

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