



**Task Title: Job Search Terminology**

OALCF Cover Sheet – Learner Copy

**Learner Name:** \_\_\_\_\_

**Date Started:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**Successful Completion:** Yes  No

**Goal Path:** Employment  Apprenticeship

Secondary School  Post Secondary  Independence

**Task Description:** The learner will review terminology used in employment searches to gain understanding.

**Main Competency/Task Group/Level Indicator**

- Find and Use Information/Read continuous text/A1.2
- Communicate Ideas and Information/Write continuous text/ B2.2

**Materials Required:**

- Pen/pencil and paper and/or digital device

Task Title: JobSearchTerminology\_E\_A1.2\_B2.2

## Learner Information

There are many words that get used in the search for employment. Some you may not be familiar with.

Scan the document "**Job Search Terminology**".

## **Job Search Terminology**

**Resources** - tools used in the assistance of gaining employment and may include written and online material. Examples include job postings, sample resumes and cover letters or any documentation related to employment.

**Labour Market** - the market in which employers look and compete for workers and in which workers look and compete for employment.

**Labour Market Information** - information related to earnings, self-employment, work outlooks, unemployment rates, qualifications, work conditions.

**Classified Ads** - compact advertisements in newspaper columns arranged by subject.

**Employable** - physically or mentally fit for work; meeting minimum job requirements.

**Occupation** - job, trade or profession.

**Workplace** - person's place of employment; any or all places where people are employed.

**Portfolio** - compilation of work history, experience, skills and competencies.

**Associate** - partner or co-worker.

**Coaching** - to improve an individual's performance on the job and involves either enhancing current skills or acquiring new skills.

**Job Board** - a physical location that displays job postings.

**Job Bank** - an employment website dedicated to providing information of current job openings.

**Cold Calling** - the process of making an unsolicited call to a prospective employer that may produce a job lead.

**Networking** - creating relationships and exchanging information with individuals and groups that may lead to employment opportunities.

**Types of Interviews** - one-to-one, board or panel, telephone, group, behavioural or video conferencing.

**Informational Interview** - an interview conducted to collect information about a job, career field, industry or company, not to get a job.

**Hidden Job Market** - Jobs that are available but are not posted in newspapers or job banks. 80% of all jobs are in the Hidden Job Market.

## Work Sheet

**Task 1: What types of resources are available for assisting in job searches?**

Answer:

---

**Task 2: What is the difference between a job board and a job bank?**

Answer:

---

**Task 3: List three types of Labour Market Information.**

Answer:

---

**Task 4: What is the purpose of coaching?**

Answer:

---

**Task 5: What percent of jobs are in the Hidden Job Market?**

Answer:

---

**Task 6: Why is networking so important?**

Answer:

---

Task Title: JobSearchTerminology\_E\_A1.2\_B2.2

**Task 7: In your opinion, why would a portfolio be useful in your job search?**

Answer:

---