



Transition Task: Prepared for the Project, Teaching to Fish (Build Tasks) Integrating OALCF Task Development within Ontario's Literacy Programs (2014)

OALCF Task Cover Sheet

Task Title: Applying for a Job Online

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment <input checked="" type="checkbox"/> Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence ___	
Task Description: Understand how to find job opportunities online, type of information required, and format of information	
Competency: A: Find and Use Information B: Communicate Ideas and Information D: Use Digital Technology	Task Group(s): A1: Read continuous text A2: Interpret documents B3: Complete and create documents D2: Use digital technology
Level Indicators: A1.1: Read brief texts to locate specific details A1.2: Read texts to locate and connect ideas and information A2.2: Interpret simple documents to locate and connect information B3.2a: Use layout to determine where to make entries in simple documents D.2: Perform well-defined, multi-step digital tasks	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• Pen and paper• Computer with Internet access	



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Learner Information and Tasks:

When applying for a job online, companies have different terminology and requirements. One requirement may include creating a user account, another may be that a company will not accept attachments and you will have to type in your resume. Read the document **Applying Online**.

Complete the following tasks.

Task 1: How would you limit your search to job opportunities only?

Task 2: Why do companies ask you to create a user account?

Task 3: If a company will not accept attachments, what might they expect you to do?

Task 4: List the main categories of information that a company will ask for when creating your User Profile.

Task 5: Enter this information into a chart like the below, starting with the most recent job:

GE Canada, machine operator, met deadlines, operated various production equipment,
June 1999, January 2010

Quaker Oats, custodian, responsible for maintaining Good Housekeeping practices,
March 1995, November 1998

Sear, sales, responsible for cash transactions, customer service, part time, June 1994,
March 1995

Job Title	Company	Skills	Start Date	End Date



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Task 6: Use the internet to locate the job opportunities for Walmart and Home Depot. List two jobs you would be interested in.



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Applying Online

Many companies now post open positions online. You can search out the position you want as well as the location. Once you determine the position and location you will select the job and it will give a description of the duties and skills you will require. If you are satisfied this is what you want to do there will be a button that usually says Apply Now for you to continue.

To begin your search of companies online you may do a couple of things:

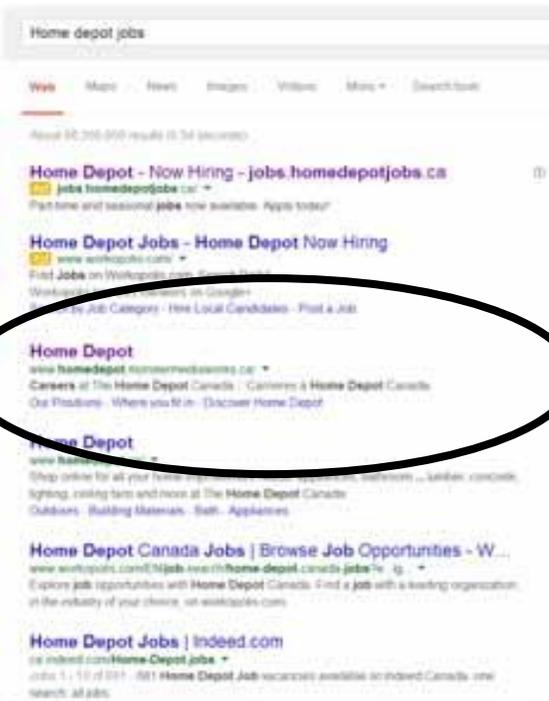
Search out the company using only the name of the company, if you select only the company name your will have to search the company website for career or employment opportunities.



Or you can add the word **jobs or careers** to limit your search; this will take you directly to the career or employment opportunities page



Select the link for jobs or careers for that company



Since you narrowed your search to only websites related to jobs for Home Depot they have come to the top of the search. As you can see there are several choices for Home Depot jobs. Select the one you think is appropriate.



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Once you select *search for a position*, many positions may pop up. In many cases when you choose a position, a job description will open. The next window to open will ask you to create a user account. Most employers ask you to create a user so that you can customize your job searching tools for the site. In some cases employers may email you job opportunities that are suited to you in the future based on the information in your user account.

Let's walk through the process of applying online.

Create a User Account

User Name	Job Seeker
Password	Unique numbers and letters
Re-enter password	Unique numbers and letters
Select a security question	What was the first school you attended
Answer to your security question	Grade school - use the name

User Profile - This profile will present information to a company in a set format. This format has the information organized in such a way so that it is easy to review for appropriate candidates for the job.

Edit Your Profile

- Contact Name
- Address
- Phone Number
- Email
- Name your CV/Resume

Work Experience

- Position/Job Title
- Organization Name
- Responsibilities
- Skills
- Start Year
- End Year
- Most Recent

Education

- University or Educational Institution
- Subject or area of study
- Qualification



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- Grad Year
- Most Recent

Attaching a Resume or Cover Letter

You can attach a file but it must have an acceptable extension. An extension is the identification letters at the end of the document name. For example: **jobsearch.doc**, the .doc is the extension. Each company will indicate which type of file it will accept, usually by indicating the acceptable extensions.

Enter your information

In some cases employers will not accept attachments and will require you to enter the information into a set format. This will require you typing in everything from your cover letter to your resume.



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Answer Key

Task 1: How would you limit your search to job opportunities only?

Use the key words **jobs, employment, or careers** along with the company name.

Task 2: Why do companies ask you to create a user account?

So that you can customize your job searching tools, or the company can email you with jobs that are suited to you.

Task 3: If a company will not accept attachments, how will they get the information?

You will have to type it in.

Task 4: List the main categories of information that a company will ask for when creating your profile.

Edit your profile, Work experience, Education

Task 5: Enter the following information into the chart below, starting with your most recent job.

Job Title	Company	Skills	Start Date	End Date
Machine Operator	GE Canada	Met deadlines, operated various production equipment	June 1999	January 2010
Custodian	Quaker Oats	Responsible for maintaining Good Housekeeping practices	March 1995	November 1998
Sales	Sears	Responsible for cash transactions, Customer Service	June 1994	March 1995

Task 6: Use the internet to locate the job opportunities for Wal-Mart and Home Depot. List two jobs you would be interested in.

These answers will vary, but may include Sales Associate, Manager, and Night crews.



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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	<ul style="list-style-type: none"> reads short texts to locate a single piece of information 			
	<ul style="list-style-type: none"> decodes words and makes meaning of sentences in a single text 			
	<ul style="list-style-type: none"> follows the sequence of events in straightforward chronological texts 			
	<ul style="list-style-type: none"> follow simple, straightforward instructional texts 			
A1.2	<ul style="list-style-type: none"> scans text to locate information 			
	<ul style="list-style-type: none"> locates multiple pieces of information in simple texts 			
	<ul style="list-style-type: none"> makes low-level inferences 			
A2.2	<ul style="list-style-type: none"> performs limited searches using one or two search criteria 			
	<ul style="list-style-type: none"> extracts information from tables and forms 			
	<ul style="list-style-type: none"> locates information in simple graphs and maps 			
	<ul style="list-style-type: none"> uses layout to locate information 			
	<ul style="list-style-type: none"> makes connections between parts of documents 			
	<ul style="list-style-type: none"> makes low-level inferences 			
	<ul style="list-style-type: none"> begins to identify sources and evaluate information 			
B3.2a	<ul style="list-style-type: none"> uses layout to determine where to make entries 			
	<ul style="list-style-type: none"> begins to make some inferences to decide what information is needed, where and how to enter the information 			
	<ul style="list-style-type: none"> makes entries using a limited range of vocabulary 			



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	<ul style="list-style-type: none">• follows instructions on documents			
D.2	<ul style="list-style-type: none">• selects and follows appropriate steps to complete tasks			
	<ul style="list-style-type: none">• locates and recognizes functions and commands			
	<ul style="list-style-type: none">• makes low-level inferences to interpret icons and text			
	<ul style="list-style-type: none">• begins to identify sources and evaluate information			
	<ul style="list-style-type: none">• performs simple searches using keywords (e.g. internet, software help menu)			

This task: was successfully completed___ needs to be tried again___

Learner Comments

Instructor (print)

Learner Signature