



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: Comparing Job Ads

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment <input checked="" type="checkbox"/> Apprenticeship ___ Secondary School ___ Post Secondary <input checked="" type="checkbox"/> Independence ___	
Task Description: Comparing job ads and their content.	
Competency: A: Find and Use Information B: Communicate Ideas and Information	Task Group(s): A1: Read continuous text A2: Interpret documents B2: Write continuous text
Level Indicators: A1.1: Read brief texts to locate specific details A2.2: Interpret simple documents to locate and connect information B2.1: Write brief texts to convey simple ideas and factual information	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none">• Pen and paper	



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Learner Information and Tasks:

When looking for a job there will be many ads that you will have to look at. This task will help you become familiar with different types of ads. Complete the following tasks.

Task 1: Look at the newspaper ads and list 3 ways to contact the employers.

Task 2: Scan the expanded online ad to locate the number of hours of work to start

Task 3: In the Government of Canada Job Ad, what are the terms of employment?

Task 4: In the Government of Canada Job Ad there is statement about following the instructions when applying for the job. Why is this important?

Task 5: In the Storage Facility ad, list 3 job duties you would have to perform.

Task 6: In the Government of Canada Job Ad, one of the requirements is an Abstract. What is an Abstract?

Task 7: What are the working conditions for **Labourer - warehousing and storage (NOC:7452)** in the expanded ad?



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Comparing Job Postings

When looking at ads today you will notice that many jobs today are posted differently. In the newspaper the ads may contain very little information but online there may be a lot more information. Below are examples of each. In this task we will locate information in each of the ads that may help you understand what employers are requiring in their workplaces. This will also give you a good idea of what you may or may not want to do.

Newspaper Ads

TIG WELDER req'd. Able to fit and weld stainless steel. Fax resume to 905-799-1299 or email: info@aimsfabricated.ca

PIZZA MAKER needed to start immediately. Experience required. Please contact 416-650-9800.

NOW HIRING: Customer Service, Admin, Marketing and Sales. Must be available immed. Call: 416-847-0463

Newspaper Ads Online and one ad expanded

LOCAL SELF-STORAGE FACILI...

Local Self-Storage Facility requires a Part-time CUSTOMER SERVICE REPRESENTATIVE
Primary duties would include responding to customer inquiries...

CLIENT SERVICE TECHNICIAN...

Client Service Technician Port Hope, ON We are currently recruiting for full-time Client Service Technician for our Port Hope, ON location. Th...

REAL ESTATE/PROPERTY MANAGEMENT - MANAGER, PROPERTY MANAGEMENT

Ontario Aboriginal Housing Services (OAHS) provides safe and affordable housing for urban and rural Aboriginal people in Ontario. Our vision is "to be...

Local Self - Storage Facility

Local Self-Storage Facility requires a Part-time CUSTOMER SERVICE REPRESENTATIVE
Primary duties would include responding to customer inquiries, moving in new customers, processing move outs and customer rental payments. The successful applicant must possess a proven track record in customer service, have the ability to resolve any customer grievances as they arise and must be comfortable making collections calls as necessary. A valid driver's licence is required. Position is for 12 hrs/wk to start and may increase to as many as 20 hrs/wk. Please send resumes by email to info@potentialemployer.ca



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Government of Canada Job Bank and one ad expanded

JB Carpenter (job# 7339019)

Employer: Dalren Limited
Salary: \$16 to \$24/ Hourly, 40 hours
Location: Cobourg, ON
Date Posted: 2014/02/25
Source: Job Bank

JB Tractor trailer truck driver (job# 7338855)

Employer: EXCLUSIVE TRANSFER ENT.
Salary: \$15 to \$20/Hourly 60 hours
Location: Peterborough, ON
Date Posted: 2014/02/24
Source: Job Bank

JB Labourer - warehousing and storage (job# 7337750)

Employer: Lindsay - Peterborough Movers & Storage
Salary: \$11/Hourly for 40 hours
Location: Lindsay, ON
Date Posted: 2014/02/24
Source: Job Bank

Expanded Ad

Title: Labourer - warehousing and storage (NOC:7452)

Terms of Employment: Permanent, Full Time, Weekend, Day

Salary: \$11.00 Hourly for 40 hours per week, Medical Benefits, Dental Benefits, Disability Benefits, Life Insurance Benefits, Group Insurance Benefits, Vision Care Benefits

Anticipated Start Date: 2014/04/01

Location: Any City, Ontario (7 vacancies)

Skill Requirements:

Education: Completion of high school

Credentials (certificates, licences, memberships, courses, etc.): Not required

Experience: 1 year to less than 2 years

Languages: Speak English, Read English, Write English

Work Setting: Moving and storage company

Vehicle and Equipment Experience: Dollies and hand trucks



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Weight Handling: More than 45 kg (100 lbs)

Specific Skills: Load, unload and move products and materials by hand or with basic material handling equipment, Pack and unpack goods

Security and Safety: Criminal record check, Driving record check (abstract)

Work Conditions and Physical Capabilities: Physically demanding

Work Site Environment: Outdoors

Transportation/Travel Information: Valid driver's licence

Work Location Information: Various locations

Employer: Movers & Storage

How to Apply:

Please apply for this job only in the manner specified by the employer. Failure to do so may result in your application not being properly considered for the position.

In Person between 9:00 and 5:00:

Any address

Any City, Any Province

Postal Code

By Fax:(705) 999-0000

By E-mail:anybody@anycomp.ca



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Answer Key

Task 1: Look at the newspaper ads and list 3 ways to contact the employers.

By telephone, fax and email

Task 2: Scan the expanded online ad to locate the number of hours of work to start.

12 hours

Task 3: In the Government of Canada Job Ad, what are the terms of employment?

Permanent, Full Time, Weekend, Day

Task 4: In the Government of Canada Job Ad there is statement about following the instructions when applying for the job. Why is this important?

You may not be considered for the job if you don't follow the instructions

Task 5: In the Storage Facility ad list 3 job duties you would have to perform.

Any 3 of the following

Responding to customer inquiries, moving in new customers, processing move outs and customer rental payments

Task 6: In the Government of Canada Job Ad one of the requirements is an Abstract. What is an Abstract?

Driving Record check

Task 7: What are the working conditions for Labourer - warehousing and storage (NOC:7452)?

Physically Demanding



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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"> follow simple, straightforward instructional texts 			
	<ul style="list-style-type: none"> identifies the main idea in brief texts 			
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"> 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 			
B2.1	<ul style="list-style-type: none"> writes simple texts to request, remind or inform 			
	<ul style="list-style-type: none"> conveys simple ideas and factual information 			
	<ul style="list-style-type: none"> demonstrates a limited understanding of sequence 			
	<ul style="list-style-type: none"> uses highly familiar vocabulary 			

This task: was successfully completed ___ needs to be tried again ___

Learner Comments

Instructor (print)

Learner Signature