



Task Title: Job Search Terminology

OALCF Cover Sheet – Practitioner 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:

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

Answer:

Answers

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

Answer: Job posting, sample resumes, and cover letters

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

Answer: A job board is a physical location, and a job bank is a virtual location

Task 3: List three types of Labour Market Information.

Answer: Earnings, work outlooks, qualifications

Task 4: What is the purpose of coaching?

Answer: Enhancing current skills or acquiring new skills

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

Answer: 80%

Task 6: Why is networking so important?

Answer: It may lead to employment opportunities

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

Answer: Organize your employment history, help you better understand your skill set, identify skills you need to gain.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	scans text to locate information			
	locates multiple pieces of information in simple texts			
	obtains information from detailed reading			
B2.1	writes simple texts to request, remind or inform			
	conveys simple ideas and factual information			

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner (print):
