



**Task Title: Track Job Search Data**

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 create lists to understand how to organize job search information.

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

- Find and Use Information/Read continuous text/A1.2
- Communicate Ideas and Information/Complete and create documents/B3.2b
- Use Digital Technology/D.2

**Materials Required:**

- Pen/pencil and paper
- Computer with spreadsheet program (e.g., Microsoft Excel or Google Sheets)

Task Title: TrackJobSearchData\_E\_A1.2\_B3.2b\_D.2

## Learner Information

Organizing information when job searching is very important and keeps track of your activities during the time you are unemployed.

Scan the document "Tracking Job Search Data".

## **Tracking Job Search Data**

If you are currently involved in any type of government program you will know that keeping track of what you are doing is not only important but in a lot of cases required. It is also keeps you organized and prevents any repetition or embarrassing mistakes.

In today's world most things are done on a computer including tracking, organizing and recording information. This information is most often entered into spreadsheets or tables in a word processing program. It is a form of data collection. Storing this information on a computer is convenient so that it is more difficult to misplace. When the information is requested or you are checking on something it is easily accessible. Since you have organized it, it also very clear and readable.

What is a spreadsheet? A spreadsheet is a paper or computer document grid that displays information in columns and rows.

Tracking data needs to have meaningful information identified. Column headings are used for this purpose. Some examples related to job search are: Dates, Name of Company, Contact Person, and Resume Submitted. Another type of data collection can be an inventory list.

Other types of data organization can be things that affect your everyday life. For example, a calendar that includes all activities that involve your children, dates for appointments, or payment schedules.

A tracking sheet whether it is for inventory, activities or job search can have as much or as little information included. You decide the type of information you require and design it based on that information.

Here are a couple of samples of data collection.

**Word Document Spreadsheet - produced using a table in a word program**

<b>Date Purchased</b>	<b>Dairy Products</b>	<b>Produce</b>	<b>Grains</b>	<b>Meats</b>
Feb 28 2024	Milk	Tomatoes	White Bread	Roast Beef
Feb 14 2024	Sour Cream	Broccoli	Hamburger buns	Sausages

**Excel Spreadsheet - produced using a spreadsheet program**

<b>Date Purchased</b>	<b>Dairy Products</b>	<b>Produce</b>	<b>Grains</b>	<b>Meats</b>
Feb 28 2024	Milk	Tomatoes	White Bread	Roast Beef
Feb 14 2024	Sour Cream	Broccoli	Hamburger buns	Sausages

There is no difference. Both are organizing data in a grid display.

## Work Sheet

### **Task 1: What is a spreadsheet?**

Answer:

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### **Task 2: What are two reasons why it is important to track data?**

Answer:

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### **Task 3: Use the internet to locate the Business Directory of your local Chamber of Commerce (or Business Improvement Area).**

**Use a spreadsheet program to create a spreadsheet of five businesses in your area. Use the following headings in your spreadsheet and complete it for each business (if information is not available enter "N/A" into your spreadsheet).**

- **Company Name**
- **Company Address**
- **Company Phone Number**
- **Company Email**
- **Products or Service Offered**

Answer: No written response required here.

Task completed: Yes:  No

### **Task 4: Name two additional headings you would include to track your own job search.**

Answer:

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## Answers

### Task 1: What is a spreadsheet?

Answer: A spreadsheet is a paper or computer document grid that displays information in columns and rows.

### Task 2: What are two reasons why it is important to track data?

Answer: Keeps information organized, may be required or prevents any repetition or embarrassing mistakes.

### Task 3: Use the internet to locate the Business Directory of your local Chamber of Commerce (or Business Improvement Area).

Use a spreadsheet program to create a spreadsheet of five businesses in your area. Use the following headings in your spreadsheet and complete it for each business (if information is not available enter "N/A" into your spreadsheet).

Answer: This is a sample of how two entries could look – five are required.

Company Name	Address	Phone Number	Email	Product or Service
H & M Landscaping	2790 Lakeridge Road Anywhere ON A1A 1A1	555 555-1234	N/A	Tree removal/planting Excavation Shorelines Spring Clean Up Gardens Snow Plowing
Furniture and Accessories	440 George St. Anytown ON A1A 1A2	555 555-5555	<a href="mailto:info@company.com">info@company.com</a>	Home accessories Furniture Candles

### Task 4: Name two additional headings you would include to track your own job search.

Answer: Headings could include but are not limited to Name of Company/Business, Date Contacted, Resume Submitted, Contact Name.

### 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			
	makes low-level inferences			
	follows the main events of descriptive, narrative and informational texts			
B3.2b	follows conventions to display information in simple documents (e.g. use of font, colour, shading, bulleted lists)			
	sorts entries into categories			
	displays one or two categories of information organized according to content to be presented			
	identifies parts of documents using titles, row and			

Task Title: TrackJobSearchData\_E\_A1.2\_B3.2b\_D.2

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	column headings and labels			
D.2	selects and follows appropriate steps to complete tasks			
	locates and recognizes functions and commands			
	makes low-level inferences to interpret icons and text			
	begins to identify sources and evaluate information			
	performs simple searches using keywords (e.g. internet, software help menu)			

This task: Was successfully completed  Needs to be tried again



Task Title: TrackJobSearchData\_E\_A1.2\_B3.2b\_D.2

Learner Comments:

Instructor (print):

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Learner (print):

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