



Task Title: Use a Jobs Map to Customize a Job Search

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started (m/d/yyyy): _____

Date Completed (m/d/yyyy): _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: The learner will use the Jobs Map on a Job Board website to customize a job search.

Competency: A: Find and Use Information
B: Communicate Ideas and Information
D: Use Digital Technology

Task Groups: A1: Read continuous text
A2: Interpret documents
B2: Write continuous text
D2: Perform well-defined, multi-step digital tasks

Level Indicators:

- A1.1: Read brief texts to locate specific details
- A2.1: Interpret very simple documents 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
- D.2 : Perform well-defined, multi-step digital tasks

Performance Descriptors: See chart on last pages

Materials Required:

- Pen and Paper and/or Digital Device

Learner Information and Work Sheet

In this task, you will follow instructions to customize job map searches on the Connect2Jobs website and answer questions.

Task 1: Open up the web browser on the computer. Type in or copy and paste this address: <https://employmentbghs.ca/connect2jobs/>. What is the name of the website?

Answer:

Task 2: Find the “Jobs Map” link in the middle of the screen and click on it. What happens when you click this link?

Answer:

Task 3: Look on the left side of the screen. Use the drop-down menu for each of the filters to answer the following questions.

a) Which filter would you use to see only full-time jobs?

Answer:

b) Which filter would you use to see only work from home jobs?

Answer:

c) Which filter would you use to see only jobs in health care?

Answer:

d) Which filter would you use to see only technical, paraprofessional, and skilled occupations?

Answer:

Task 4: In the Jobs Map Tools sidebar, you will find a search field above the 6 filters called "Search jobs by Keyword". This field lets you narrow results to job postings that include certain words.

Type the word "retail" in the search field. Click the small magnifying glass symbol or hit "enter" on your keyboard.

What happens to the map?

Answer:

Task 5: Think about a job you would like to do. What words could be used to describe that job. Example: Use words like "landscaping" or "designer" or "garden" if you would like to design yards and gardens.

- a) Write your job idea here: _____
- b) Write 2 or 3 different words you would use to describe that job. These are your "keywords".
-

Task 6: Type one of your "keywords" into the search field. Click the small magnifying glass symbol or hit "enter" on your keyboard. Did any jobs show up on the map? Write the job title for one of them below.

Answer:

If no jobs showed up, try some of the other words until you get at least one search result or bubble on the map.

Notes for instructors/facilitators:

This Task Set is specific to Literacy and Basic Skills (LBS) learners / jobseekers located in, or looking for work in the counties of Huron, Perth, Bruce, Grey, and/or South Georgian Bay (QUILL Region).

It is taken from a "Job Search Resource Manual" created by the Four County Labour Market Planning Board in partnership with the QUILL Learning Network. Activities in the manual help job seekers / learners on the employment goal path learn how to use local labour market information and job search tools available to them on the Connect2JOBS website.

The full "Job Search Resource Manual" can be found on the Four County Labour Market Planning Board website at <https://www.planningboard.ca/resources-aids/jobsearchmanual/> .

Answers

Task 1: Open up the web browser on the computer. Type in or copy and paste this address: <https://employmentbghs.ca/connect2jobs/> . What is the name of the website?

Answer:

Connect2JOBS.

Task 2: Find the “Jobs Map” link in the middle of the screen and click on it. What happens when you click this link?

Answer:

A map comes up. Learner may also note that a drop-down menu/list (Job Markers) appears on the left side of the page.

Task 3: Look on the left side of the screen. Use the drop-down menu for each of the filters to answer the following questions.

a) Which filter would you use to see only full-time jobs?

Show All Job Types

b) Which filter would you use to see only work from home jobs?

Quick Find: All Tags

c) Which filter would you use to see only jobs in health care?

Show All Occupational Categories

d) Which filter would you use to see only technical, paraprofessional, and skilled occupations?

Show All Skill Levels

Task 4: In the Jobs Map Tools sidebar, you will find a search field above the 6 filters called "Search jobs by Keyword". This lets you narrow results to job postings that include certain words.

Type the word "retail" in the search field. Click the small magnifying glass symbol or hit "enter" on your keyboard.

What happens to the map?

Answer: **The number of bubbles changes on the map. OR, There are less bubbles on the map and they are related to the retail industry.**

Task 5: Think about a job you would like to do. What words could be used to describe that job. Example: Use words like "landscaping" or "designer" or "garden" if you would like to design yards and gardens.

c) Write your job idea here. **Answers will vary.**

d) Write 2 or 3 different words you would use to describe that job. These are your "keywords".

Answers will vary.

Task 6: Type one of your keywords into the search field. Click the small magnifying glass symbol or hit "enter" on your keyboard.

Did any jobs show up on the map? Write the job title for one of them below.

Answer:

Answers will vary.

If no jobs showed up, try some of the other words until you get at least one search result or bubble on the map.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	Reads short texts to locate a single piece of information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A1.1	Decodes words and makes meaning of sentences in a single text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A1.1	Follows the sequence of events in straight forward chronological texts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2.1	Scans to locate specific details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2.1	Scans to locate a single piece of information or specific details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2.2	Uses layout to locate information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2.2	Performs limited searches using one or two search criteria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2.2	Extracts information from tables and forms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2.2	Locates information in simple graphs and maps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2.2	Makes low-level inferences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Task Title: Use Jobs Map to Customize Job Search_E_A1.1_A2.1_A2.2_B2.1_D.2

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.2	Begins to identify sources and evaluate information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B2.1	Conveys simple ideas and factual information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D.2	Selects and follows appropriate steps to complete tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D.2	Locates and recognizes functions and commands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D.2	Makes low-level inferences to interpret icons and text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D.2	Begins to identify sources and evaluate information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D.2	Performs simple searches using keywords (e.g. internet, software help menu)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner (print):

URLs

<https://www.connect2jobs.ca>

<https://www.planningboard.ca/resources-aids/jobsearchmanual/>