



**Task Title: Use Jobs Map features to find Information**

OALCF Cover Sheet – Practitioner Copy

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**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 navigate a Jobs Map on a Job Board website to find information.

**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 page

**Materials Required:** Pen and Paper and/or Digital Device

## Learner Information and Work Sheet

In this task, you will follow instructions to navigate the Jobs Map 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:

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**Task 2:** Find the “Jobs Map” link in the middle of the page and click on “Learn More”. What happens when you click this link?

Answer:

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**Task 3:** Many towns and cities show on the map. List six of them here.

Answer:

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**Task 4:** Use the mouse to move your cursor anywhere on the map that doesn't have a circle. Click and hold the left mouse button down. Now move the mouse around. What happens?

Answer:

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**Task 5 a):** You will see “Job Markers” in the top left corner of the screen. Click on these words. Write what happens below.

Answer:

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**Task 5 b):** List four menu items you see when you click on “Job Markers”.  
Answer:

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**Task 6:** Click on “Job Markers” again. From the drop-down menu click on the drop-down arrow next to “Show all Occupational Categories”. Select “Health Care”. Write what happens.

Answer:

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**Task 7 a):** On the left-hand side in the menu you will see other categories that have an icon on their left and a checkbox on their right. List three of these menu items below.

Answer:

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**Task 7 b):** Click the checkbox beside “Bicycle Paths and Trails”. Describe what changes on the map?

Answer:

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**Task 7 c):** Uncheck “Bicycle Paths and Trails” and “Job Markers”. Now check the box for “Literacy & Basic Skills”. List 2 “Literacy & Basic Skills” locations.

Answer:

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### 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, although learner may write Employment Services Bruce, Grey, Huron, Perth.**

**Task 2:** Find the “Jobs Map” link in the middle of the page and click on “Learn More”. 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:** Many towns and cities show on the map. List six of them here.

Answer: **Answers will vary.**

**Task 4:** Use the mouse to move your cursor anywhere on the map that doesn't have a circle. Click and hold the left mouse button down. Now move the mouse around. What happens?

Answer: **Learner can move the map around/reposition the map on the screen.**

**Task 5 a):** You will see “Job Markers” in the top left corner of the screen. Click on these words. Write what happens below.

Answer: **The drop-down menu changes (to either a search list with icons and checkboxes, OR a search list with different categories and drop-down menus)**

**Task 5 b):** List four menu items you see when you click on “Job Markers”.

Answer: **Any four of the following: Job Markers; Bicycle Paths and Trails; Regional Bus Routes; Owen Sound Transit; Grey County Transit; Child Care Centres; DriveTest Centres; Education-Elementary Schools; Education-Secondary Schools; Education-Post Secondary; Employment Ontario Services; Hospitals & Health Services; Libraries, Literacy & Basic Skills; Ontario Disability Support Program; Ontario MLITSD Apprenticeship Office; Ontario Works; Service Canada; Service Ontario; Union Halls.**

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**Task 6:** Click on “Job Markers” again. From the drop-down menu click on the drop-down arrow next to “Show all Occupational Categories”. Select “Health Care”. Write what happens.

Answer: **The number of green circles on the map changes (there are less).**

**Task 7 a):** On the left-hand side in the menu you will see other categories that have an icon on their left and a checkbox on their right. List three of these menu items below.

Answer: **Any three of the following: Bicycle Paths and Trails; Regional Bus Routes; Owen Sound Transit; Grey County Transit; Child Care Centres; DriveTest Centres; Education-Elementary Schools; Education-Secondary Schools; Education-Post Secondary; Employment Ontario Services; Hospitals & Health Services; Libraries, Literacy & Basic Skills; Ontario Disability Support Program; Ontario MLITSD Apprenticeship Office; Ontario Works; Service Canada; Service Ontario; Union Halls.**

**Task 7 b):** Click the checkbox beside “Bicycle Paths and Trails”. Describe what changes on the map?

Answer: **Bicycle paths and trails are added to the map.**

**Task 7 c):** Uncheck “Bicycle Paths and Trails” and “Job Markers”. Now check the box for “Literacy & Basic Skills”. List 2 “Literacy & Basic Skills” locations.

Answer: **Any two of the following: Wingham Centre for Employment & Learning Nigh School; Adult Learning Centres (Walkerton); Adult Learning Centres (Kincardine); Adult Learning Centres (Port Elgin); Saugeen First Nations; Adult Learning Centres (Wiaraton); Adult Learning Programs of Perth-Stratford; Adult Learning Programs of Perth-St Marys.**

### 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"/>

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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



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Learner Comments:

Instructor (print):

Learner (print):

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### URLs

<https://employmentbghs.ca/connect2jobs/>

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