

Task Title: Job Search Terminology

# OALCF Cover Sheet – Practitioner Copy

**Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No 

**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

# 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:

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# 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):

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**