

Task Title: Track Job Search Data

# OALCF Cover Sheet – Practitioner Copy

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

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

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

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

**Successful Completion:**  Yes No 

**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)

# 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**

| **Date Purchased** | **Dairy Products** | **Produce** | **Grains** | **Meats** |
| --- | --- | --- | --- | --- |
| 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**

| **Date Purchased** | **Dairy Products** | **Produce** | **Grains** | **Meats** |
| --- | --- | --- | --- | --- |
| 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:

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

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

Answer:

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

**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:

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

# 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 RoadAnywhere ONA1A 1A1 | 555 555-1234 | N/A | Tree removal/plantingExcavationShorelinesSpring Clean UpGardensSnow Plowing |
| Furniture and Accessories | 440 George St. Anytown ONA1A 1A2 | 555 555-5555 | info@company.com | Home accessories FurnitureCandles |

**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 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 

Learner Comments:

Instructor (print): Learner (print):

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