



JOB SEARCH RESOURCE MANUAL

CONNECT2JOBS.CA

TABLE OF CONTENTS

Purpose of the Manual	4
Acknowledgments	4
Terms of Reference	5
Job Seeker Activities	6
Job Board Listing Features	7
Job Board Listing Searches	10
Job Map Features	16
Job Map Searches	19
Customizing Job Map Searches	23
Career Explorer Features	27
Career Explorer Searches	32
Career Library	36
Additional Resources	39
Job & Training Events	39
Help Feature and Videos	39
Creating a Job Seeker Profile	40
Introduction to “Job Seeker” Profile	40

PURPOSE & ACKNOWLEDGEMENTS

PURPOSE OF THIS MANUAL

This Job Search Resource Manual was created by the Four County Labour Market Planning Board in partnership with the QUILL Learning Network to support job seekers and those who work with them. This includes Literacy & Basic Skills programs, Employment Ontario service providers, and others. The activities in the manual will help job seekers learn how to use local labour market information and tools available to them on the connect2jobs.ca platform. This platform provides information regarding jobs and labour market information for the Stratford-Bruce Peninsula Economic Region which encompasses Bruce, Grey, Huron, and Perth counties.

ACKNOWLEDGEMENTS

We thank our local partner QUILL Learning Network for their collaboration in creating this manual. We also extend our thanks to Literacy Link South Central and the Workforce Planning and Development Board, Elgin, Middlesex, Oxford for their contribution and development of the 2020 Local Job Hub Activities Manual which contributed greatly to this project.



Thank you to the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) for their funding support that allowed us to deliver this tool to our local stakeholders and job seekers.



***Disclaimer:** The information contained in this document was accurate as of the time it was created and is subject to change. This is a free resource and charging a fee to clients is prohibited.

TERMS OF REFERENCE

Below is a list of common words used in this manual and their definitions to help users understand the language used in the activities that follow.

Connected: To join or be joined with something else

Cursor: The cursor on your screen can show two things: 1) where your mouse pointer is, or 2) where the next thing you type will show on the screen.

Customize: You customize something by changing it to meet your needs.

Drop-Down Menu: A drop-down menu is a list of options that will “drop down” below what you click on.

Median: The “middle” number. Half the numbers are higher and half are lower.

Hyperlink: A text or button you can click on to get to another website or webpage.

Navigation Bar: A navigation bar is a link to tools on a website that help you move around in an online document.

Pop-Up Box: A pop-up box is a window that appears on the screen when you click a specific area of a website.

Qualification: A special skill or knowledge that makes you able to do a job.

Pop-Up Window: A small window that suddenly appears (pops up) when you select an option with a mouse or press a special function key.

Responsibility: A responsibility is something you are expected to do.

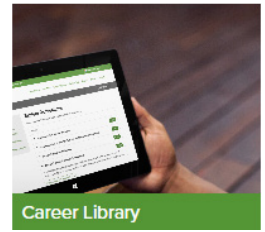
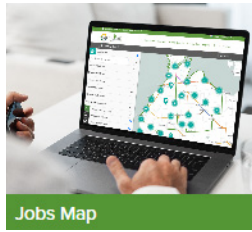
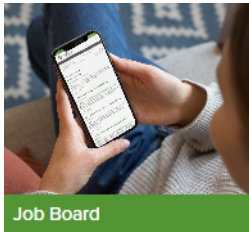
Salary: Salary is the money you receive in exchange for doing a job.

Scrolling: Moving text from right to left or up and down on a screen.

Tab: A second page that can be opened on a web browser.

JOB SEEKER ACTIVITIES

In the activities that follow, you will learn how to navigate and use the most common features on the [www.connect2jobs.ca website](http://www.connect2jobs.ca). This site will show you local jobs that are in demand, as well as the skills, training, and experience you need to be successful.



HERE IS A LIST OF THE ACTIVITIES THAT WILL BE UNDERTAKEN IN THIS MANUAL:

1 **JOB BOARD FEATURES**

2 **JOB BOARD SEARCHES**

3 **JOB MAP FEATURES**

4 **JOB MAP SEARCHES**

5 **JOB MAP CUSTOMIZING
SEARCHES**

6 **CAREER EXPLORER
FEATURES**

7 **CAREER EXPLORER
SEARCHES**

8 **CAREER LIBRARY**

ACTIVITY #1 - JOB BOARD FEATURES

GOAL: LEARN TO USE THE BASIC FEATURES OF THE JOB BOARD PAGE.

TASK 1

Open up the web browser on the computer. Type in or copy and paste this address:

<https://www.connect2jobs.ca>

TASK 2

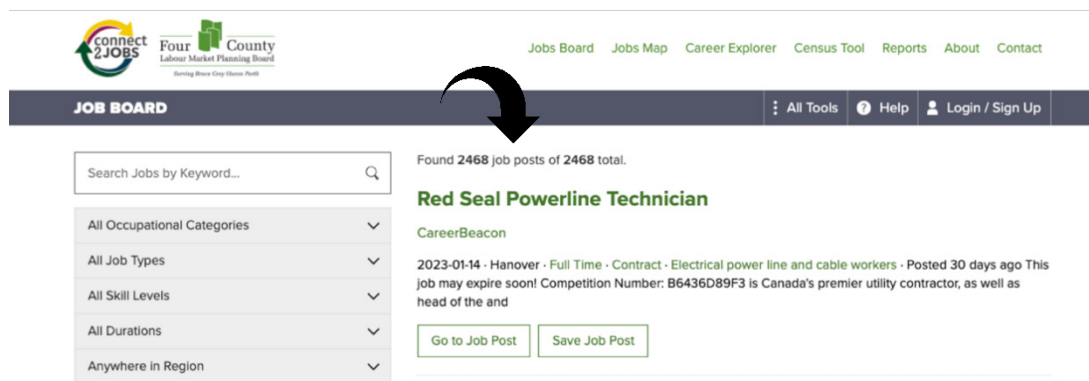
Find the “**Jobs Board**” at the top of the screen in the middle of the page towards the right. Click it or go to <https://www.connect2jobs.ca/jobs/>



What do you see on this page?

TASK 3

Look at the middle of the page above the list of job postings. You will see how many job postings are on this site today.




Complete the sentence below to show how many jobs were posted today. You can repeat this task on another day to see if there are more or fewer postings than there are today.

Found _____ job posts of _____ total.


Note: These numbers will change depending on the day the search is undertaken.

TASK 4

 Find the search field on the left side of the page. Look under it. You will see nine (9) ways you can narrow down or sort/filter your search results. Write them below.

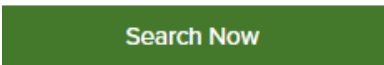
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TASK 5

 Click the small triangle next to the words “**All Job Types**”. Write down the options you see in the drop-down menu for narrowing your search.

TASK 6

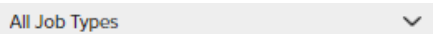
 Change the “All Tags” drop-down menu to “**No Formal Education or Training Required**”

 Click the “Search Now” button.
Write the number of matching jobs you see.

Found _____ job posts of _____ total.

Note: These numbers will change depending on the day and the search criteria used.

Leave the “**No Formal Education or Training Required**” filter in place.

Change  to “**Full Time**”.

Search Now

Click the “Search Now” button.
Write the number of matching jobs you see.

Found _____ job posts of _____ total.

Note: These numbers will change depending on the day and the search criteria used.

TASK 7

Leave both the “**No Formal Education or Training Required**” and “**Full Time**” filters in place.
Change All Durations to “**Permanent**”.

Search Now

Click the “Search Now” button.
Write the number of matching jobs you see.

Found _____ job posts of _____ total.

Note: These numbers will change depending on the day and the search criteria used.

TASK 8

Look at the list of full time, permanent jobs with “**No Formal Education or Training Required**” that appear. Answer these questions about one of the jobs you see.

What is the job title? _____

When was this job posted? _____

What is the name of company that is hiring? _____

Go to Job Post

Click on the button “**Go to Job Post**”. Write down what happens.

Tip: You will see a Save Job Post “Save Job Post” button located beside the “Go to Job Post” button. This is a function that can be used when you have registered as a “user” and set up your profile. This is discussed further on in the manual under “Resources”

TASK 9

Clear

Next to the “Search Now” button there is a button that says “**Clear**”. Write what happens when you click the Clear button.

ACTIVITY #2 - JOB BOARD SEARCHES

GOAL: LEARN TO USE DIFFERENT TOOLS ON THE JOB BOARD

TASK 1

Open up the web browser on the computer. Type in or copy and paste this address:

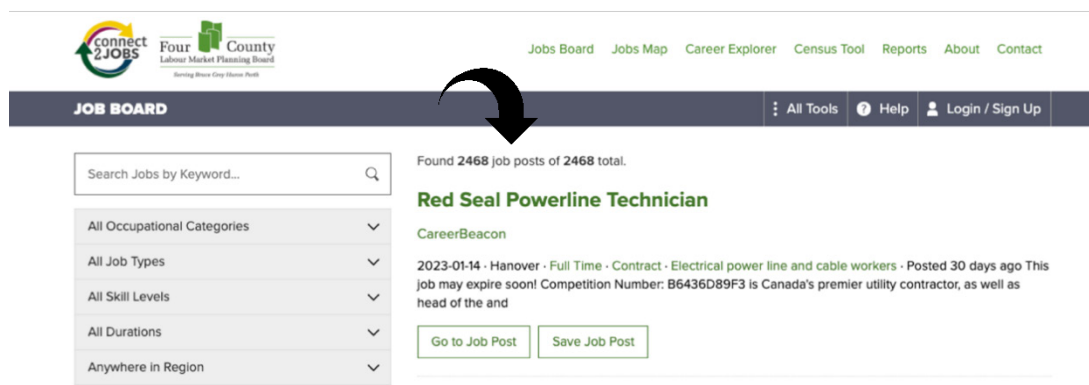
<https://www.connect2jobs.ca>

TASK 2

Find the “Jobs Board” at the top of the screen in the middle of the page towards the right. Click it or go to <https://www.connect2jobs.ca/jobs/>



Look at the middle of the page above the list of job postings. You will see how many job postings are on this site today.



Complete the sentence below to show how many jobs were posted today. You can repeat this task on another day to see if there are more or fewer postings than there are today.

Found _____ job posts of _____ total.

Note: These numbers will change depending on the day the search is undertaken.

TASK 3

Click on the triangle next to the words “Anywhere in Region” The drop-down menu appears. Select “**Bruce County**”.

Anywhere in Region ▼

Search Now

Click the “Search Now” button.

How many jobs are posted in Bruce County? _____

Repeat the steps above for each of the counties listed below.

Grey County: _____ Huron County: _____ Perth County: _____

Tip: You will see that you can also select areas within each county. This will narrow your search even further.

Clear

Click “**Clear**” which is next to the “Search Now” button.

TASK 4

All Occupational Categories ▼

Select “Sales & Service” from the “All Occupational Categories” drop-down menu.

All Job Types ▼

Select “Part Time” from the “All Job Types” drop-down menu.

Search Now

Click “Search Now”. Record the number of jobs below.

Found _____ job posts of _____ total.

Go to Job Post

Look at the job posting you see at the top of the search results and click on “**Go to Job Post**” to find the answers to the following questions:

What is the job title? _____

Is this job in demand? _____

What is the name of company that is hiring? _____

When was this job posted? _____

Where is this job located? _____

Where was this job posted by the Employer? _____

What are the duties or responsibilities of this job? _____

Do you need experience to apply for this job? _____

If so, what experience do you need? _____

How many hours per week is this part-time job? _____

Clear

Click “Clear” which is next to the “Search Now” button.

TASK 5

Under the drop-down menu “Show All Skill Levels” Show All Skill Levels select “**Skill Type D - “Labouring and Elemental Occupations”**”.

Search Now

Click “Search Now”. Record the number of jobs you see.

Found _____ job posts of _____ total.

Note: These numbers will change depending on the day the search criteria used.

Choose one of the postings in the search. Answer the following questions based on what you see. You will also need to click on “**Go to Job Post**”.

Go to Job Post

Note: Answers will vary based on the day/time of search, and which job posting is selected

What is the job title? _____

Is this job in demand? _____

What is the name of company that is hiring? _____

When was this job posted? _____

Where is this job located? _____

What are the duties or responsibilities of this job? _____

Do you need experience to apply for this job? _____

If yes, list that experience. _____

Is this job full time or part time? _____

What salary or hourly wage is this job offering? _____

Clear

Click “**Clear**” which is next to the “Search Now” button.

TASK 6

Search Jobs by Keyword...



“**Search Jobs by Keyword**” will let you narrow results down to only job postings that have certain words in them. In the search field, type the word “**Administration.**”

Search Now

Click the “Search Now” button. Record the number of jobs you see.

Found _____ job posts of _____ total.

Note: These numbers will change depending on the day the search criteria used.

You can combine search words with words such as AND OR to get more specific results. Add the words “**and Finance**” after the word Administration.

Search Now

Click the “Search Now” button. Record the number of jobs you see.

Found _____ job posts of _____ total.

Note: These numbers will change depending on the day the search criteria used.

Change the search keyword to “**Warehouse.**”

Search Now

Click the “Search Now” button. Record the number of jobs you see.

Found _____ job posts of _____ total.

Note: These numbers will change depending on the day the search criteria used.

Add the words “**and Forklift**” after the word Warehouse.

Search Now

Click the “Search Now” button. Record the number of jobs you see.

Found _____ job posts of _____ total.

Note: These numbers will change depending on the day the search criteria used.

TASK 7

Think about a job you would like to do. What words would describe that job? For example, someone who wants to be a cook would use words like “**food**” and “**hospitality**” and “**restaurant**.”

Write your job idea here: _____

Write two or three words you would use to describe that job (keywords).



Type one of your keywords into the search field.

Search Now

Click the “Search Now” button. Record the number of jobs you see.

Found _____ job posts of _____ total.

Note: These numbers will change depending on the day the search criteria used.

Choose one of the postings in the search. Answer the following questions based on what you see. You will also need to click on “**Go to Job Post**”.

Go to Job Post

Tip: You can narrow down the list of jobs by adding another keyword to your search. Try a different keyword if no jobs appear.

What is the job title? _____

Is this job in demand? _____

What is the name of company that is hiring? _____

When was this job posted? _____

Where is this job located? _____

What are the duties or responsibilities of this job? _____

Do you need experience to apply for this job? _____

If yes, list that experience. _____

Is this job full time or part time? _____

What salary or hourly wage is this job offering? _____

Do you have the qualifications and experience to apply for this job? _____

If you don't, what could you do to get them?

Clear

Click “**Clear**” which is next to the “Search Now” button.

ACTIVITY #3 - JOB MAP FEATURES

GOAL: LEARN TO USE THE BASIC FEATURES OF THE JOB MAP PAGE

TASK 1

Open up the web browser on the computer. Type in or copy and paste this address:

<https://www.connect2jobs.ca>

TASK 2

Find the “Jobs Board” at the top of the screen in the middle of the page towards the right. Click it or go to <https://www.connect2jobs.ca/map/>



Write what happens when you click this button.

TASK 3

Many towns and cities show on the map. List six of them here.

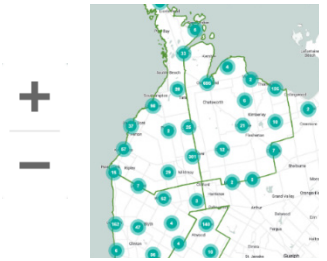
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

What is the name of the city or town where you live?

Can you see it on this map? _____

Use the + symbol to zoom in on the map and the mouse to move around the map.

Can you see your city or town now? _____



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?

TASK 5



Job Markers

You will see "Job Markers" in the top left corner of the screen. Click on these words and click it again. Write what happens below.

List some menu items you see when you click on "Job Markers".

Show All Occupational Categories



From the drop-down menu "**Show all Categories**", select "**Health Care**". Write what happens.



To clear your Job Marker filters click on the refresh icon at the top of the filters list. What happens in the search when you do this?

TASK 6

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.

☐ Click the checkbox beside “**Bicycle Paths and Trails**”. Describe what changes on the map?

☐ Uncheck “**Bicycle Paths and Trails**” and “**Job Markers**”. Now check the box for “**Literacy & Basic Skills**”.

List two (2) “**Literacy & Basic Skills**” locations.



Tip: You will see an arrow to the far right of some of the categories listed above. Click on this arrow if you want to download a file of the locations available on the map for that category. Please be aware it will only list what has been added to this map.

ACTIVITY #4 - JOB MAP SEARCHES

GOAL: LEARN TO USE DIFFERENT ASPECTS OF THE JOB MAP PAGE

TASK 1

Open up the web browser on the computer. Type in or copy and paste this address:

<https://www.connect2jobs.ca>

TASK 2

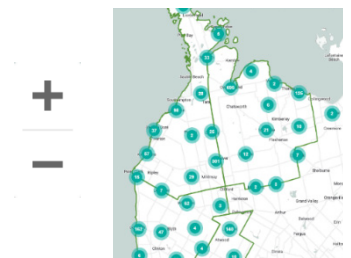
Find the “Jobs Board” at the top of the screen in the middle of the page towards the right. Click it or go to <https://www.connect2jobs.ca/map/>



TASK 3



On the map, you will see circles with numbers inside them. The number tells you how many jobs are posted in that area. Scroll out to see the full map of the area.



☐ Click on the checkbox to the right of “**Job Markers**”. It will insert a checkmark in that box.

Answer the following questions:

What is the largest number you see in a circle on the map? _____

What is the nearest community to that number listed above? _____

What is the smallest number you see in a circle on the map? _____

What is the nearest community to that number listed above? _____

You may see a pin with a picture that looks like a briefcase. This means that only one job has been posted in that area.

Do you see any briefcases on the map right now? _____



TASK 4

Zoom in on the map until you find a briefcase icon. Click on it and write down what happens.



Describe the information you can see in the pop-up window.

Click the hyperlink for “**Walk.**” Write down what happens?

Tip: You may get a pop-up window that says, “www.connect2jobs.ca wants to know your location.” You need to click the “Allow” button if you want to use this part of the website.

Now click the hyperlink for “**Public Transit**”. Does anything change? If so, describe what changed.

Tip: Not all communities in this region have public transit service. Can you think of a community with Public Transit? You can try Task 3 again using a briefcase close to that community. Now click “Public Transit” to see what changes.

Click “**Drive**”. Write down what happens.

Go back to the briefcase you chose or choose another briefcase on the map. Click on the “**Go to Job Post**” link shown in the pop-up screen for that job posting and answer the questions below.

Go to Job Post

What is the job title? _____

Is this job in demand? _____

What is the name of company that is hiring? _____

When was this job posted? _____

Where is this job located? _____

What are the duties or responsibilities of this job? _____

Do you need experience to apply for this job? _____

If yes, list that experience. _____

Is this job full time or part time? _____

What salary or hourly wage is this job offering? _____

Tip: Reset the map by unchecking the boxes on the left-hand side and hit refresh to deselect any filters you may have chosen. Or return to <https://www.connect2jobs.ca/map/>

TASK 5

On the Jobs Map click one of the circles on the map that has a number in it. Write what happens.

Choose another circle with a smaller number in it. Click it. Keep clicking on circles with smaller numbers until you see a “**pop-up menu**” on the right-side of your screen. Write what you see in the pop-up menu.

TASK 6

Go to Job Post

From the pop-up menu you saw in Task 5, choose one of the jobs listed and click on **“Go to Job Post”**. Write what you see on that page.

What is the title of the job you chose? _____

What is the name of company that is hiring? _____

Where is this job located? _____

✕ *Close the tab with the job posting when done and return to the tab showing the Local Jobs Map.*

TASK 7

Return to the Jobs Map. Zoom in or out using +/- symbols on the map if needed to find your area.

Show All Job Types



Select **“Casual”** under **“Show All Job Types”**.

Using the drop-down menu select one other filter. What filter did you choose?

Describe what changed on the screen? _____



To remove the filters and return to the original map view hit the refresh button.

ACTIVITY #5 - JOB MAP CUSTOMIZING SEARCHES

GOAL: LEARN TO CUSTOMIZE YOUR JOB MAP SEARCHES

TASK 1

Open up the web browser on the computer. Type in or copy and paste this address:
<https://www.connect2jobs.ca>

TASK 2

Find the “Jobs Board” at the top of the screen in the middle of the page towards the right. Click it or go to <https://www.connect2jobs.ca/map/>



Tip: If you don't see the menu bar click on the arrow shown in the top right corner.



TASK 3

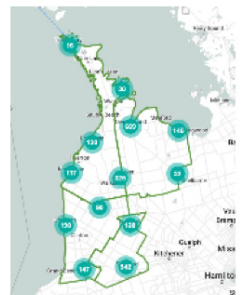
Look on the left side of the screen. Use the drop-down menu for each of the filters to answer these questions.

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


Which filter would you use to see only jobs that require No formal education or training?

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

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



TASK 4

In the Job Map Tools sidebar, you will find a search field above the six (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. 



Write what happens to the map.

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.

Write your job idea here. _____

Write two (2) or three (3) different words you would use to describe that job. These are your keywords.

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? _____

Tip: If not, try some of the other words until you get at least one search result or bubble on the map.

TASK 6

Choose one of the jobs listed. You can choose it by clicking a briefcase or by clicking a circle with a number in it. Click until the job description panel appears on the right side of the screen. Look at the job posting and answer these questions.

What is the job title? _____

What is the name of company that is hiring? _____

Where is this job found? _____

Is the job full-time or part-time? _____

What is one of the responsibilities of this job? _____

What are three qualifications you would need for this job?

Do you need experience to apply for this job? _____

If you do, what experience do you need? _____

Is there a salary listed in this job posting? _____

If there is, what does this job pay? _____

Do you have the qualifications and experience you need to apply for this job? _____

If you don't, what would you need to do to get them? _____

Is this a job you would apply for? Why or why not? _____

Tip: Reset the map when you are done. You can do this by choosing "Jobs Maps" from the drop-down menu at the top of the screen or go to <https://www.connect2jobs.ca/map/>.

TASK 7

Look at the Job Map Tools sidebar. You will find more services you can add to the Jobs Map. Look for a small checkbox to the right of the service. ☐ Look at these services.

Which services would be of most interest to you when you are looking for a job?

TASK 8

Move the map and zoom in on the “**City of Owen Sound**”. You can do this by using your cursor or by using the +/- button in the top right corner.



Put your cursor over top of one of the bus routes and click it. What happens?

Find one job that is on the bus route. Answer these questions about that job.

What is the title of the job you chose? _____

What is the name of company that is hiring? _____

Which bus route could someone take to get to this job? _____

☐ Put a checkmark in the box next to “**Child Care Centres**”.

What is the name and address of the childcare centre closest to the job above?

☐ Put a checkmark in the box next to Service Canada.

What is the address of the nearest Service Canada office?

Tip: Reset the map when you are done. You can do this by choosing “Jobs Maps” from the drop-down menu at the top of the screen or go to <https://www.connect2jobs.ca/map/>.

ACTIVITY #6 - CAREER EXPLORER FEATURES

GOAL: LEARN TO USE THE BASIC FEATURES OF THE CAREER EXPLORER PAGE

TASK 1

Open up the web browser on the computer. Type in or copy and paste this address:

<https://www.connect2jobs.ca>

TASK 2

Find the “Jobs Board” at the top of the screen in the middle of the page towards the right. Click it or go to <https://www.connect2jobs.ca/career-explorer/>



Describe what you see on this screen.

TASK 3

You will see a menu on the left-hand side to filter your search. Record the different options that appear.

Click on the drop-down arrow beside the “**Filter by Sector**”. What are the options in the drop-down menu that appears?

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Click on one (1) of the options in the drop-down menu. Which one did you choose?

What happened to the bubbles on the screen when you made that choice?

Note: Choose “Show All Sectors” from the drop-down and you should see all bubbles return. You can also click on the Career Explorer link at the top of the screen to reset your search.

TASK 4

Click on the search field under “**Keyword Search**”. In the “**Search by Keyword**” field, type the word “**driver**”.

How many bubbles do you see on the screen now? _____

What are the names of some of the careers you see here?

_____	_____
_____	_____



Tip: You will notice that some of the bubbles are white in the centre. Some are dark blue in the centre. The dark blue bubbles indicate jobs that are “in demand”.

Reset your map and look at the career bubbles on the screen. Write some job titles you see in white bubbles and some titles that you see in dark blue bubbles.



White Bubbles



Dark Blue Bubbles

TASK 5



Find the words “**Equal Sizes**” in the “Bubble Size Options” field.
Click them to see a drop-down menu.

What are the two (2) other options in the drop-down menu?



Choose “**Size by Job Openings**” from the “**Equal Sizes**” drop-down list. Some bubbles will get larger. Others will get smaller. Each bubble will have a small circle at the bottom of it. That circle has a number in it. The number shows the number of job postings right now.

What are the numbers and names in the three largest bubbles you can see?

What are the numbers and names in the three smallest bubbles you can see?

Do any of the bubbles **not** have a circle with a number in it? _____

What do you think that means? _____

Open a new tab in your Internet browser. Type www.google.ca in the navigation bar. Type “**What does median salary mean?**” in the Google search field.

Write a definition for “median salary” below.

Go back to Career Explorer. Choose “**Size by Median Salary**” from the “Bubble Size Options”.

What job title is in the largest bubble you can see?

Are there any job postings for this type of job? If so, how many? _____

Would you be more likely to:

- Look at jobs with lots of openings (choosing “**Size by Job Openings**”)?
- Look at jobs with better pay (choosing “**Size by Median Salary**”)?

Why?

TASK 6

Reset the filters. Find the bubble that has the job title “**Retail Salesperson**” in it. Move your mouse so your cursor is over top of this bubble. What happens?



Tip: You can use filters to find the bubble.

What do you think these lines tell you?

Find two other job titles connected to “**Retail Salesperson**” Write them below.

Are there job postings for these careers? How do you know?

TASK 7

Click one of the bubbles that has a number attached or joined to it. Describe what information you can see for this job in the window on the right.

What is the “**median salary**” or “**median hourly wage**” for this job?

What are three (3) skills you need to do this job?

How many job postings are there? _____

Read the job description. Does this sound like a job you would like to do? _____

Why or why not? _____

Click on the link for “**Active Job Postings**”. Click on one of the jobs that shows up in the listings.

What is the job title you chose?

 *Tip: Click on the small x in the upper right corner of the sidebar to close when you are done.*

ACTIVITY #7 - CAREER EXPLORER SEARCHES

GOAL: LEARN TO USE DIFFERENT FEATURES OF THE CAREER EXPLORER PAGE

TASK 1

Open up the web browser on the computer. Type in or copy and paste this address:

<https://www.connect2jobs.ca>

TASK 2

Find the “Jobs Board” at the top of the screen in the middle of the page towards the right. Click it or go to <https://www.connect2jobs.ca/career-explorer/>



Under the Filters menu on the left-hand side in the “**Filters by Sector**” drop-down menu select “**Service**”. What happens?



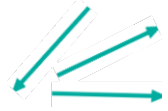
Look at the bubbles on the screen. Find the one for “**Cook**” and click on the bubble. Is this job in demand? How do you know?

How many cook jobs are current posted? _____

Hover your mouse over the “**Cook**” bubble. Lines will show that connect Cooks to other careers. What are those careers?



Look at the lines going between bubbles. Each line has an arrow at the end pointing either at the “**Cook**” bubble or pointing at another career bubble.
What do you think those arrows mean?



Which line has arrows on both ends of it? _____

What do you think that might mean? _____

Why are these lines helpful in your career searches?

TASK 3

Click the bubble with the word “**Receptionist**” in it. Or choose something you are interested in. Answer the following questions using information you see in the pop-up window on the right.



What is the median annual salary or median hourly wage? _____

List skills that are needed for this job.

_____	_____
_____	_____
_____	_____

Click the title “**Active Job Postings**”. What are the names of two employers that are hiring right now?

_____	_____
-------	-------

TASK 4

Click on the “**More Information**” section. You will see a hyperlink for career profile. Click on it. A new window will open. From this page answer the following questions.

Describe the information you are able to see on this page about this occupation.

List three alternate job titles for this occupation.

Tip: If you have a profile created you can click on “follow this occupation” to add this to your saved searches or click on “share” this occupation to send to someone.

From this page you will see a menu on the left-hand side with additional search features. List three (3) options from this menu that you feel would be valuable in your search.

Click on the “**Regional Employers**” hyperlink. Write down three (3) employers with current job postings.

Use the hyperlinks available to learn more about this occupation. List what you found interesting or relevant to your job search.

 *Close this tab and go back to the Career Explorer page.*

TASK 5

Think about a career you might like and answer the questions below.

What is the job title? _____

Using the filter “**Search by Keyword**”, type in this job title and search for bubbles. Look at all the bubbles you can see on the screen. Were you able to find the career you chose?

If not, which career seems the closest? _____

TASK 6

Learn more about the career of your choice. Answer the questions below.

Based on what you learned, would you be interested in this job? Why or why not?

What is one step you could take to get ready for this career?

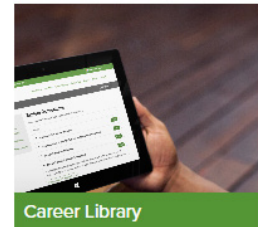
ACTIVITY #8 - CAREER LIBRARY

GOAL: LEARN TO USE THE BASIC FEATURES OF THE CAREER LIBRARY PAGE

TASK 1

Open up the web browser on the computer.

Type in or copy and paste this address: <https://www.connect2jobs.ca>



TASK 2

CAREER LIBRARY

Home

Explore Occupations

Current Occupations in Demand

Historical Occupations in Demand

Occupation Blogs & Videos

Explore Skilled Trades

Find the “Career Library” box on this page, click it or go to

<https://www.connect2jobs.ca/careers/>

Look to the left-hand side of this browser, you will see several options to navigate the career library.

Note: You can also explore by using the jobs listed by “Occupational Group” by clicking on the green number in the column on the right of the NOC Codes in the list.

> 7 · Trades, transport and equipment operators and related occupations

423 Jobs

TASK 3

Click on “**Explore Occupations**” under Career Library in the menu on the far left.

Explore Occupations

Enter a job title in the search box below to explore occupations.

Search...	
> 0632 · Accommodation service managers	8 Jobs
> 6313 · Accommodation, travel, tourism and related services supervisors	2 Jobs

Enter the job title “**plumber**” in the “**search**” field below the heading “**Explore Occupations**”.

How many postings do you see? _____

Write the name and 4-digit number (NOC Code) you see in this search.

Name _____

NOC Code _____

TASK 4

Click on the arrow next to the 4-digit code (NOC Code) and job title. Select the “**Browse Jobs**” button to explore these job postings. Name two (2) employers currently hiring for this position.

Click on “**Go to Job Post**” to see the job posting. What are the qualifications in this job posting?

 Close this tab and go back to the Career Library page.

TASK 5

Click on “**Current Occupations in Demand**” in the menu on the far left. Write down the names of the top three (3) in-demand jobs and current number of postings for each.

Tip: You can also explore “in-demand jobs” historically but there may not be any current job openings.

TASK 6

You can also explore skilled trades specifically. Click on the “**Explore Skilled Trades**” in the menu on the far left.

You can either click on one of the NOC codes from the search results or try using the drop-down menus to filter specific information to find the trade you are interested in.

Explore Skilled Trades

Enter a trade title in the search box below to explore skilled trades.

RED SEAL DESIGNATED	SECTOR	EDUCATION LEVEL	
<input type="text" value="Any"/>	<input type="text" value="Any"/>	<input type="text" value="Any"/>	<input type="button" value="Clear"/>

TASK 7

Click on the drop-down arrow on the left for one of the NOC Codes from the search. First click on the “**Training Standards**” button and complete the information below.

What NOC Code did you choose? _____

Name of trade: _____

Length

Certification

Red Seal

What other information do you see about this NOC code?

Back

Click on the back button. This will bring up a list of trades you can explore.



Close this window when you are done.

TASK 8

Now click on “**Browse Related Trades**” button and complete the information below.

Name some related trades for this NOC code

What else can you learn on this page about the related trades listed?

TASK 9

You now have a good grasp on the features of this website to navigate local career opportunities. Do some exploring with this new knowledge. Answer the following questions from your search.

Name two (2) occupation classifications you may be interested in.

What are two (2) job titles within that classification?

What is the salary or hourly wage for the positions you are most interested in?

Are you qualified for this position? If not, what type of training do you require?

LEARNER (JOB SEEKER) ADDITIONAL RESOURCES

There are other resources you can access on this platform that will be of benefit to you. We have outlined a few of the main ones below. Upgrades will continue to be implemented and you may notice some changes.

TASK 1

To find the information for “**Training & Events**” click the link to open the page and list your responses to the questions below: <https://www.connect2jobs.ca/find-events/>

Name an event you found in this section below:

What organization is providing this training?

What information did it list about this event?

Note: This is a new feature of the site; over time you will see more and more events listed in this section as it is populated. You will also notice that the LBS and EO Service Providers in your search above have been added the Training Events section as they have ongoing training programs.

TASK 2

Using the “? Help” Feature.



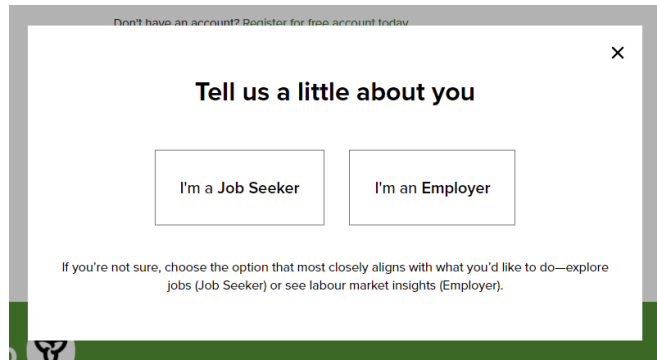
You will also find helpful resources and videos by clicking on the “? Help” button in the grey bar at the top of the screen. It will show you videos on how to use this section based on what page you are on.

Click on “**Career Explorer**” or go to <https://www.connect2jobs.ca/career-explorer/>. List two help resources available for that page.

CREATING A JOB SEEKER PROFILE

By creating a job seeker profile you will be able to access other features, save job postings and career search information. It will allow you to access other tools and resources that are helpful for you.

Open - <https://www.connect2jobs.ca/portal/?wdt-page=login>. Click on “**Register**” on the left hand side of the screen. You will be asked if you are signing up as a Job Seeker or Employer. You will select Job Seeker from the pop up screen to continue to the fields you will need to enter.



Don't have an account? Register for free account today

Tell us a little about you

I'm a Job Seeker I'm an Employer

If you're not sure, choose the option that most closely aligns with what you'd like to do—explore jobs (Job Seeker) or see labour market insights (Employer).

Once you have set up a “job seeker” profile you will notice there are other options to choose from when you are performing your job searches. You will notice a new button “**Essential Skills**” that may show up for some of the “In demand” positions.

Sales Associate

Staples Canada

★ This job is in demand.

2023-02-06 · Stratford · Part Time · Permanent · Retail salespersons · : 1244947 Who we are As the Working and Learning Company, we at Staples Canada, are dynamic, inspiring partners to our customers and the

Go to Job Post

Save Job Post

Explore Essential Skills

When you click on the “**Explore Essential Skills**” button it will provide you with a list of the essential skills required for this job posting as well as a link to Service Providers for skills upgrading.

Click on the arrow to expand each skill for details and to add them to your “**Job Seeker Profile**”

As a registered job seeker you will be able to add the “**Essential Skills**” you possess to your profile and be able to identify the gaps you have in your skills relative to the career you are exploring.

Tip: You do not need to set up a profile to use the website but it's helpful when you want to save searches. You will also find other features “user” or profile set up. Explore your options and if you need assistance please reach out to your local Service Provider.

Retail salespersons

Essential Skills

Essential Skills are the everyday skills needed to participate and thrive in work, learning, and life. They provide the foundation for learning all other skills and interact with each other, and with other technical and life skills. Improving them will help you succeed and grow in today's and tomorrow's workplace.

Do you need help with essential skills? Browse a list of training providers near you.

Expand All

12%	Digital	▼
25%	Numeracy	▼
37%	Reading Text	▼
40%	Document Use	▼
45%	Thinking	▼
60%	Writing	▼
68%	Oral Communication	▼
83%	Working With Others	▼

Skills Library for Retail salespersons

Below are the identified knowledge, skills, and tools & technologies that Retail salespersons typically use or rely on when performing their jobs. Add them to your My Skills collection by selecting ones that you have and can offer to hiring employers. This will help highlight job posting opportunities that align with your assets.

FOUR COUNTY LABOUR MARKET PLANNING BOARD

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Walkerton, ON N0G 1L0
www.planningboard.ca