



JOB SEARCH RESOURCE MANUAL

ANSWER KEY

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ACTIVITY #1 - JOB BOARD FEATURES

TASK 1 & 2

<https://www.connect2jobs.ca/jobs/>. What do you see on this page?

Answer: Listing of various job postings

TASK 3

How many job postings do you see?

Answer: There is no answer key for the # of jobs you find when searching as it will vary based on the date of your search and the current job postings. You may want to try these same searches again on another day to see how it changes over time.

Found _____ job posts of _____ total.

TASK 4

There are 9 ways to narrow your search.

- 1. All occupational categories*
- 2. All job types*
- 3. All skill levels*
- 4. All durations*
- 5. Any industry*
- 6. Anywhere in region*
- 7. All tags*
- 8. All languages*
- 9. Sort by Newest First*

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.

- 1. Full-time*
- 2. Part-time*

TASK 6 & 7

These task had three steps. (1) “All Tags” filter “**No Formal Education or Training Required**”, then add filter (2) “All Job Types” filter “**Full-time**”, then add filter for (3) “All durations” filter “**Permanent**”. As you add new filters each search will have their own result.

Answer: There is no answer key for the # of jobs you find when searching as it will vary based on the date of your search and the criteria you use when searching. You may want to try these same searches again on another day to see how it changes over time.

Found _____ job posts of _____ total.

TASK 8

From your search results from the previous task filtered “**No Formal Education or Training Required**”, “**Full-time**”, and “**Permanent**” pick one job posting to complete the questions in this activity.

Answer: There is no answer key for these questions. It will vary based on the date of your search and which job posting you decide to use from the list you see. You may want to try this same search again on another day to try to find this information for various job postings. Answer these questions again each time to practice.

1. *What is the job title?*
2. *When was this job posted?*
3. *What is the name of company that is hiring?*
4. *Click on the button “Go to Job Post”. Write down what happens*

TASK 9

Click the link that says “**Clear**” located next to the “Search Now” button at the bottom of the filter list. Write what happens when you click that.

Answer: It clears all filters you set in the search and reverts back to the original number of job postings unfiltered

ACTIVITY #2 - JOB BOARD SEARCHES

TASK 1 & 2

Find out how many job postings are on the connect2jobs.ca site today

Answer: There is no answer key for the # of jobs you find when searching as it will vary based on the date of your search and the criteria you use when searching. You may want to try these same searches again on another day to see how it changes over time.

Found _____ job posts of _____ total.

TASK 3

Filter “**Anywhere in Region.**” Done for each: Bruce, Grey, Huron and Perth.

Answer: There is no answer key for the # of jobs you find when searching as it will vary based on the date of your search and the criteria you use when searching. You may want to try these same searches again on another day to see how it changes over time. Make sure you clear before each search.

Bruce County:

Grey County:

Huron County:

Perth County:

TASK 4

“All Occupational Categories” filter “**Sales & Service**” and change “All Jobs Types” to filter “**Part Time.**”

Answer: There is no answer key for these questions. It will vary based on the date of your search and the criteria you use when searching. You may want to try different searches or do the same search on another day to see how it changes over time. Don't forget to clear when starting new searches

Found _____ job posts of _____ total.

Chose a job posting from this search - “**Go to Job Post**” to get additional information

1. What is the job title?
2. Is this job in demand?
3. What is the name of company that is hiring?
4. When was this job posted?
5. Where is this job located?
6. Where was this job posted by the Employer?
7. What are the duties or responsibilities of this job?
8. Do you need experience to apply for this job?
9. If so, what experience do you need?
10. How many hours per week is this part-time job?

TASK 5

“All Skill Levels” filter to “**Skill Type D - Labouring and Elemental Occupations**”.

Answer: Don't forget to clear your search from the previous task. There is no answer key for these questions. It will vary based on the date of your search and the criteria you use when searching. You may want to try different searches or do the same search on another day to see how it changes over time. Don't forget to clear when starting new searches

Found _____ job posts of _____ total.

Chose a job posting from this search - “**Go to Job Post**” to get additional information

1. *What is the job title?*
2. *Is this job in demand?*
3. *What is the name of company that is hiring?*
4. *When was this job posted?*
5. *Where is this job located?*
6. *What are the duties or responsibilities of this job?*
7. *Do you need experience to apply for this job?*
8. *If so, what experience do you need?*
9. *Is this job full-time or part-time?*
10. *What salary or hourly wage is this job offering?*

TASK 6

This task has four steps. As you add or change filters each search will have their own result. Filtering jobs “Search Jobs by Keyword”

(1) Jobs by Keyword “**Administration**”, then add keywords (2) “**and Finance**”

“**Clear**” and start new search (3) Jobs by Keyword to “**Warehouse**”, then add (4) “**and Forklift**”

Answer: There is no answer key for the # of jobs you find when searching as it will vary based on the date of your search and the criteria you use when searching. You may want to try these same searches again on another day to see how it changes over time.

Found _____ job posts of _____ total.

Found _____ job posts of _____ total.

Found _____ job posts of _____ total.

Found _____ job posts of _____ total.

TASK 7

Thinking of a job you would like to do you would have come up a job idea and keywords that match that idea for your searches that are unique to you. Examples “**food**” or “**hospitality**” or “**restaurant**”

Note: There is no answer key for these questions, same as the previous activities. It will vary based on the date of your search and what your job idea and keywords chosen are. You may want to try this same search again on another day to see what changes over time. Answer the questions below for practice each time you do this type of search.

Found _____ job posts of _____ total.

Chose a job posting from this search - “**Go to Job Post**” to get additional information

1. *What is the job title?*
2. *Is this job in demand?*
3. *What is the name of company that is hiring?*
4. *When was this job posted?*
5. *Where is this job located?*
6. *What are the duties or responsibilities of this job?*
7. *Do you need experience to apply for this job?*
8. *If yes, list that experience.*
9. *Is this job full time, or part time?*
10. *What salary or hourly wage is this job offering?*
11. *Do you have the qualifications and experience to apply for this job?*
12. *If you don't what could you do to get them?*

ACTIVITY #3 - JOB MAP FEATURES

TASK 1 & 2

www.connect2jobs.ca/map/. Write what happens when you click this button.

Answer: A map comes up showing several bubbles with numbers listed in them

TASK 3

You were asked to list six towns and/or cities on the map and look for your city.

Answer: There is no answer key for these questions as this will be unique to your choices and area of the map you are looking at. We encourage you to explore and practice navigating different areas of the map using the +- zoom buttons.

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: You are able to drag the map around to see other areas. You may want to practice this.

TASK 5

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

Answer: A menu opens and closes

Question: List the menu items you see when you click on “**Job Markers**”.

1. *Quick Find - All Tags*
2. *Show All Education*
3. *Show All Benefits*
4. *Show All Occupational Categories*
5. *Show All Skill Levels*
6. *Show All Job Durations*
7. *Show All Job Experience*
8. *Show All Job Languages*

Question: Select “**Health Care**” from the drop down menu under “Show all Occupation” categories. Write what happens

Answer: The number of bubbles changes

Question: 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?

Answer: The number of bubbles returns to normal – shows all bubbles

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. There are 19 menu items:

- | | |
|---|--|
| 1. <i>Bicycle Paths and Trails</i> | 2. <i>Regional Bus Routes</i> |
| 3. <i>Owen Sound Transit</i> | 4. <i>Grey County Transit</i> |
| 5. <i>Child Care Centres</i> | 6. <i>Drive Test Centres</i> |
| 7. <i>Education – Elementary Schools</i> | 8. <i>Education – Secondary</i> |
| 9. <i>Education – Post Secondary</i> | 10. <i>Employment Ontario Services</i> |
| 11. <i>Hospitals & Health Services</i> | 12. <i>Libraries</i> |
| 13. <i>Literacy & Basic Skills</i> | 14. <i>Ontario Disability Support Programs</i> |
| 15. <i>Ontario MLITSD Apprenticeship Office</i> | 16. <i>Ontario Works</i> |
| 17. <i>Service Canada</i> | 18. <i>Service Ontario</i> |
| 19. <i>Union Halls</i> | |

Question: Click the checkbox beside “**Bicycle Paths and Trails**”. Describe what you see happen on the page. What changed?

Answer: Lines show up on the map indicating where there are bicycle paths and trails

Question – Uncheck “Bicycle Paths and Trails” and “Job Markers” now check in the box for “**Literacy & Basic Skills**”. There are 9 Total locations to choose from.

1. *Wingham Centre for Employment & Learning Night School - 152 Josephine Street P.O. Box 130 Wingham ON*
2. *Conestoga career center - 130 Youngs St Stratford ON N5A 1J7*
3. *Adult Learning Programs of Perth- Stratford - 130 Youngs St Rm 31 Stratford ON*
4. *Adult Learning Programs of Perth- St Marys – Education and Employment Resource Centre; 26 Wellington St S St Marys ON N4X 1B4*
5. *Saugeen First Nations - 812 French Bay Road Saugeen First Nations Ontario N0H 2G0*
6. *Adult Learning Centres - 147 Mahood Drive Kincardine Ontario N2Z 2R4*
7. *Adult Learning Centres - 576 EDWARD STREET Wiarton Ontario N0H 2T0*
8. *Adult Learning Centres - 200 MCNAB STREET SUITE 202 Walkerton Ontario N0G 2V0*
9. *Adult Learning Centres 515 Goderich Street Unit 211 Port Elgin ON N0H 2C0*

ACTIVITY #4 – JOB MAP SEARCHES

TASK 1 & 2

www.connect2jobs.ca/map/. You will see circles with numbers inside them on the map. The number showing tells you how many jobs are posted in that area. Click on the checkbox to the right of “**job markers**”. It will insert a checkmark in that box, click it again. What does this do?

Answer: The circles disappear and reappear from the map – it’s a toggle on and off

TASK 3

Answer the following questions looking at the job map

Answer: There is no answer key for these questions. It will vary based on the date of your search and what current job postings are available on the map in the area you are searching. You may want to try this same search again on another day to see what changes over time. Answer the questions below for practice each time you do this type of search.

- 1. What is the largest number you see in a circle on the map?*
- 2. What is the nearest community to that number listed above?*
- 3. What is the smallest number you see in a circle on the map?*
- 4. What is the nearest community to that number listed above?*
- 5. Do you see any briefcases on the map right now?*

TASK 4

Task 4: You were asked to zoom in on the map until you find a briefcase icon and click on it. Answer the following questions.

Question: What happens when you click on briefcase icon?

Answer: A screen pops up with information regarding that job posting

Question: Describe the information you can see in the pop up window

Answer: Name of the employer (hyperlinked) and a short description of the job posting, Go to Job Post (hyperlink), Directions for Walk, Public Transit, Drive (All hyperlinks)

Question: Click the hyperlink for “walk”. Write down what happens

Answer: A line appears on the map connecting your location to the location of the briefcase; however if you did not accept the pop up message to allow the website to know your location it will not work.

Question: Now click the hyperlink for “public transit” Does anything change? If so, describe what changed

Answer: A window pops up and says “Directions are unavailable for your location”. If you are in an area that has public transit you will see lines show up on the map for public transit.

Question: Click “drive”. Write down what happens

Answer: A line appears on the map connecting your location to the location of the briefcase (Job Posting)

Question: 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 write down the answers to the questions below:

Answer: There is no answer key for these questions. It will vary based on the date of your search and what current job postings are available on the map in the area you are searching. You may want to try this same search again on another day to see what changes over time. Answer the questions below for practice each time you do this type of search.

- 1. What is the job title?*
- 2. Is this job in demand?*
- 3. What is the name of the company that is hiring?*
- 4. When was this job posted?*
- 5. Where is this job located?*
- 6. What are the duties or responsibilities of this job?*
- 7. Do you need experience to apply for this job?*
- 8. If yes list that experience*
- 9. Is this job full-time, or part-time?*
- 10. What salary or hourly wage is this job offering?*

TASK 5

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

Answer: It zooms in the map and the circles change to show the area around those jobs

Question: 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.

Answer: It zooms in the map again to show the jobs in that area. Screen on right pops up with a list of jobs in the smallest bubble visible in the screen

TASK 6

From that pop up menu above choose one of the jobs listed and click on “Go to Job Posting”. Write what you see

Answer: It brought up a new window showing the job posting for that position

Answer: There is no answer key for these questions. It will vary based on the date of your search and what current job postings are available on the map in the area you are searching. You may want to try this same search again on another day to see what changes over time. Answer the questions below for practice each time you do this type of search.

1. What is the title of the job you chose?
2. What is the name of company that is hiring?
3. Where is this job located?

TASK 7

Close the Job Posting tab and return to the Job Map. Filter “Show All Job Types” select “**Casual**”. Select one other filter. Describe what changed on the screen?

Answer: Less bubbles show on map now – filtered showing “Casual” postings that are reflective of the one “other filter” you chose to narrow the search further. The results will vary depending on the filter you chose.

ACTIVITY #5 - JOB MAP CUSTOMIZING SEARCHES

TASK 1 & 2

www.connect2jobs.ca/map/. Click on the button to access the job map.

Answer: There are no actions or questions for these tasks

TASK 3

Use the drop down menu to answer the questions below on how to filter.

What filter would you use to see only “**full-time**” jobs?

Answer: Show all Job Types

Question: What filter would you use to see only jobs with “**No formal education or training**”?

Answer: Show All Education

Question: What filter would you use to see only jobs in “**health care**”?

Answer: Show all Occupational Categories

What filter would you use to see only “**technical, paraprofessional and skilled occupations**”?

Answer: Show all Skill Levels

TASK 4

Type the word “**retail**” in the “Search by Keyword” field. Write what happens to the map

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

TASK 5

Thinking of a job you would like to do you would have come up with “keywords” for your search that are unique to you. Examples “**landscaping**” or “**garden**”.

Answer: There is no answer key for these questions. It will vary based on the date of your search and what your job idea and keywords chosen are. If you get no results, try different keywords

- 1. What is your job idea?*
- 2. What are two or three keywords you could use to describe your job idea?*
- 3. Did any jobs show up on the map?*

TASK 6

Click on one of the circles from your unique “keyword” search that has a number on it. Keep clicking until you see the job description panel on the right hand side. Answer questions for the posting you chose.

Answer: There is no answer key for these questions, same as the previous activities. It will vary based on the date of your search and what job posting you choose.

- 1. What is the job title?*
- 2. What is the name of the company that is hiring?*
- 3. Where is this job found?*
- 4. Is this job full-time, part-time or casual?*
- 5. What is one of the responsibilities of this job?*
- 6. What are three qualifications you would need for this job?*
- 7. Do you need experience to apply for this job?*
- 8. If you do, what experience do you need?*
- 9. Is there a salary listed in this job posting?*
- 10. If there is what does this job pay?*
- 11. Do you have the qualifications and experience you need to apply for this job?*
- 12. If you don't, what would you need to do to get them?*
- 13. Is this a job you would apply for? Why or why not.*

TASK 7

Look at the Job Map Tools sidebar. You will find more services you can add to the Jobs Map. Look at these services.

Answer: There is no answer key for this question. It will be specific to your employment needs. As upgrades are happening you may want to revisit the options from time to time to see if there is anything new that will assist in your search.

1. *What services would you find most helpful to look at when you are looking for a job?*

TASK 8

Move the map and zoom in on the “**City of Owen Sound**”. Place a checkmark in the box next to the bus routes for the city. What happens to the map?

Answer: The map now shows lines where the transit bus travels in Owen Sound

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

Answer: A pop up window appears with the name of the transit route

Find one job that is on the bus route for “**Owen Sound Transit**” and answer questions about that job posting.

Answer: There is no answer key for these questions. It will vary based on the date of your search and what job posting you chose. You may want to try this same search again on another day to see what changes over time. Answer the questions below for practice each time you do this type of search.

1. *What is the job title you chose?*
2. *What is the name of the company that is hiring?*
3. *What bus route could someone take to get to this job?*

Put a checkmark next to “**Childcare Centres**”. What is the name and address of the childcare centre closest to the job you chose?

Answer: Answers will vary. There are 9 locations in the Owen Sound area to choose from for childcare. It will depend on the job posting you chose.

Put a checkmark next to “**Service Canada**” What is the address of the nearest Service Canada office to the job you chose?

Answer: Owen Sound Service Canada Centre, 1350 - 16th Street East, Owen Sound, N4K 5N3

ACTIVITY #6 - CAREER EXPLORER FEATURES

TASK 1 & 2

www.connect2jobs.ca/career-explorer/. Describe what you see on this screen.

Answer: Circles with words in them, lines joining the circles, little numbers on them

TASK 3

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

1. *Keyword Search*
2. *Filter by Sector*
3. *Bubble Size Options*
4. *Language*

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

1. *Apprenticeships*
2. *Construction*
3. *Manufacturing*
4. *Finance & Retail*
5. *Service*
6. *Agriculture*
7. *Tourism & Hospitality*
8. *Healthcare*
9. *Education & Social Services*
10. *Transportation*
11. *Information & Communications Technology*

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

Answer: There is no answer key for this question, as it will be specific to your choice. You may want to try this same search again using various filters to practice. Answer the questions below based on your choices.

Question: What happened to the bubbles on the screen when you made your choice?

Answer: Less bubbles showed and were specific to the Industry chosen

TASK 4

Use Keyword Search and type “**driver**”. Don’t forget to reset your filters.

Answer: There is no answer key for these questions, same as the previous activities. It will vary based on the date of your search and what jobs you chose to explore. You may want to try this same search again on another day to see what changes. Answer the questions below for practice each time you do this type of search.

1. *How many bubbles do you see on the screen now?*
2. *What are the names of some of the careers you see here?*

Reset your map. Write some job titles you see in white bubbles and some titles that you see in dark blue bubbles.

Answer: There is no answer key for this question, as it will be specific to your choice. Watch for trends of dark blue “In Demand” Jobs by doing this search again on different dates.

TASK 5

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

1. *Size by Median Salary*
2. *Size by Job Openings*

Choose “**Size by Job Openings**” from the “**Equal Sizes**” drop-down list.

Answer: There is no answer key for these questions, same as the previous activities. It will vary based on the date of your search and what jobs you chose to explore. You may want to try this same search again on another day to see what changes. Answer the questions below for practice each time you do this type of search.

1. *What are the numbers and names in the three largest bubbles you can see?*
2. *What are the numbers and names in the three smallest bubbles you can see?*
3. *Do any of the bubbles not have a circle with a number in it?*

Question: What do you think that means if a bubble does not have a number in it?

Answer: There are no job postings right now. Answers will vary based on opinion

Question: “**What does median salary mean?**” Use google.ca to find a definition.

Answer: Can have various answers based on your search for a definition - Median wage refers to the borderline between the highest and lowest (50:50) pay of workers in a specific position or occupation. It represents an accurate reflection of the average wage as it cuts the extremes at either end of the scale

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

Answer: There is no answer key for these questions, same as the previous activities. It will vary based on the date of your search and what jobs you chose to explore. You may want to try this same search again on another day to see what changes.

1. *What job title is in the largest bubble you can see?*
2. *Are there any job postings for this type of job? If so, how many?*

Question: 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?

Answer: Two responses are acceptable and will vary in response wording. (1) Because I want to see what is more in demand or (2) Median Salary because I want to see the careers by salary

TASK 6

Rest 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?

Answer: Lines appear – connecting it to other bubbles. Answers will vary

Question: What do you think these lines tell you?

Answer: That these are jobs you can move into from this position. Answers will vary

Question: Find two other job titles connected to “**Retail Sales Person**”. Write them

Answer: There is no answer key for these questions. It will be specific to the date of your search and which job titles you choose.

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

Answer: There are numbers on the bottom of the bubble and if you click it brings up info

TASK 7

Click one of the bubbles that has a number attached or joined to it. Use the information on the right to answer questions.

Answer: There is no answer key for these questions. It will be specific to the date of your search and which job titles you choose.

1. *Describe what information you can see for this in the window on the right.*
2. *What is the median salary and wages for this job?*
3. *What are three (3) skills you need to do this job?*
4. *How many job postings are there?*
5. *Does this sound like a job you would like to do?*
6. *Why or why not?*
7. *Click on the “Active Job Postings”, choose one of the jobs. What is the job title you chose?*

ACTIVITY #7 - CAREER EXPLORER SEARCHES

TASK 1 & 2

www.connect2jobs.ca/career-explorer/. Under the Filters menu on the left hand side in the “**Filters by Sector**” select “**Service**” from the drop down menu. What happens?

Answer: The number of bubbles changes and narrows the search it shows jobs that are classified as “Service” positions

Question: 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?

Answer: Yes – the pop up screen on the right has “This job is in demand. There will be no answer for the following questions on this search as it will depend on the date of your search and the postings available at that time.

Question: How many cook jobs are current posted?

Answer: There is no answer key for this question. It will vary based on the date of your search. You may want to try this same search again on another day to see what changes.

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

Answer: There is no answer key for this question. It will vary based on the date of your search. You may want to try this same search again on another day to see what changes.

Question: 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?

Answer: They are connecting that position to other jobs you could consider. Answers will vary

Question: Which line has arrows on both ends of it?

Answer: Food Service Supervisor – can be other correct responses depending on search.

Question: What do you think that might mean?

Answer: These are lateral moving positions

Question: Why are these lines helpful in your career searches?

Answer: They help you see where there are opportunities to grow from the positions you choose. You can investigate potential future wages and training needs

TASK 3

Click the bubble with the word “**Receptionist**” or chose something you are interested in. Answer the questions using the pop up window on the right.

Answer: There is no answer key for these questions. It will be specific to the date of your search and the jobs that are posted at the time. You may want to do these searches again. Take note of what changed and you may start to notice trends in hiring, who is hiring and what wages are being offered. You can also try different searches based on your employment needs.

1. *What is the median annual salary or median hourly wage?*
2. *List skills that are needed for this job*
3. *Click the title “Active Job Postings.” What are the names of employers that are hiring right now?*

TASK 4

Click on the “**More Information**” section. Click on the “**Career Profile**” Hyperlink. A new window will open. Describe the information you see and answer these questions.

Answer: National Occupation Code (NOC) & Description, Buttons for “Follow This Occupation” and “Share”, Job Duties, Working Conditions, Alternate Job Titles

Note: There is no answer key for these questions. It will be specific to the date of your search, the jobs that are posted at the time, and your preferences in search options. You will want to look at what options are available in each drop down option and do these searches again for practice with other types of jobs.

1. *List three alternative Job Titles for this occupation*
2. *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.*
3. *Click on the Regional Employer link - Write down three (3) employers with current postings.*
4. *Using the links available explore what you can find out about this occupation. List the findings that you found interesting or relevant to your job search.*

TASK 5

Think about a career you might like. What is the job title? Using the filter by Keyword search, type in the job title you chose and search for bubbles.

Answer: There is no answer key for these questions. It will be specific to the date of your search and the jobs that are posted at the time. You may want to do these searches again. Take note of what changed and you may start to notice trends in hiring, who is hiring and what wages are being offered. You can also try different searches based on your employment needs.

1. *What is the job title?*
2. *Were you able to find the career you chose?*
3. *If not, which career seems the closest?*

TASK 6

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

Answer: There is no answer key for these questions. It will be specific to the date of your search, the jobs that are posted at the time, and your personal preferences and experience.

1. Based on what you learned, would you be interested in this job? Why or why not?
2. What is one step you could take to get ready for this career?

ACTIVITY #8 - CAREER LIBRARY

TASK 1 & 2

www.connect2jobs.ca/careers/. Look to the left hand side of this browser, you will see several option on how to navigate the career library.

Answer: There are no actions or questions for these tasks

TASK 3

First - Click on the “**Explore Occupations**” in the menu on the far left. Type in “**plumber**” in the job title search field. Answer these questions.

Answer: There is no answer key for these questions. It will be specific to the date of your search and the jobs that are posted at the time.

1. How many postings do you see?
2. Write the Name and NOC Code you see in this search.

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.

Question: Name two (2) employers currently hiring for this position.

Answer: There is no answer key for this question. It will be specific to the date of your search and the jobs that are posted at the time.

Question: Click on “Go to Job Post”. What are the qualifications of one of the posts?

Answer: There is no answer key for this question. It will be specific to the date of your search and the jobs that are posted at the time.

TASK 5

Go back to Career Library main page. Click on the “**Current Occupations in Demand**” in the menu on the far left. Write three (3) in demand jobs and current number of postings for each.

Answer: There is no answer key for this question. It will be specific to the date of your search and the jobs that are posted at the time.

TASK 6

Click on the “**Explore Skilled Trades**” in the menu on the far left. Click on the drop down arrow on the left for one of the NOC Codes from the search.

Answer: There are no actions or questions for these tasks

TASK 7

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

Answer: There is no answer key for these questions. It will be specific to the date of your search and the NOC codes that you select to explore.

1. What NOC Code did you choose?
2. Name of Trade
3. Length, Certification, Red Seal

Question: What other information do you see about this NOC code?

Answer: Description, Certification Requirements, Educational Prerequisites, In-class training

TASK 8

Close the window for “Training Standards”. Click on the “**Browse Related Trades**” button to complete the information below.

Answer: There is no answer key for this question. It will be specific to the date of your search and the NOC code that you select to explore.

1. Name some related Trades for this NOC code

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

1. Occupational Category (Button)
2. Certification Type (Button)
3. Education requirements
4. Training hours
5. Short description and a Link to “Training Standards”

Answer: There are also other search options for this occupation in the menu on the left to explore income, skills, job postings and other relevant labour market information.

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.

Answer: There is no answer key for these questions. It will be specific to the NOC codes you select and the job titles that interest you.

1. Name two (2) occupation classifications you may be interested in
2. What are two (2) job titles within that classification?
3. What is the salary or hourly wage for the positions you are most interested in?
4. Are you qualified for this position? If not, what type of training do you require?

LEARNER (JOB SEEKER) ADDITIONAL RESOURCES

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/>.

Answer: There is no answer key for these questions. It will be specific to the date of your search and the events posted. This is a new feature and more events will be posted as it is populated over time.

1. Name an event you found
2. What organization is providing this training?
3. What information did it list about this event?

TASK 2

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

Answer: There is no answer key for this question. It will be specific to the resource area you select. As the site is updated you may find additional resources over time.

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