

Transition Task: Prepared for the Project, Teaching to Fish (Build Tasks) Integrating OALCF Task Development within Ontario's Literacy Programs (2014)

Task Title: Applying for a Job Online

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started (m/d/yyyy): _____

Date Completed (m/d/yyyy): _____

Task Description: Understand how to find job opportunities online, type of information required, and format of 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, B3: Complete and create documents, D2: Use digital technology

Level Indicators:

- A1.1: Read brief texts to locate specific details
- A1.2: Read texts to locate and connect ideas and information
- A2.2: Interpret simple documents to locate and connect information
- B3.2a: Use layout to determine where to make entries in simple documents
- D.2: Perform well-defined, multi-step digital tasks

Materials Required:

- Pen and paper (Optional)
- Computer with Internet access

Learner Information:

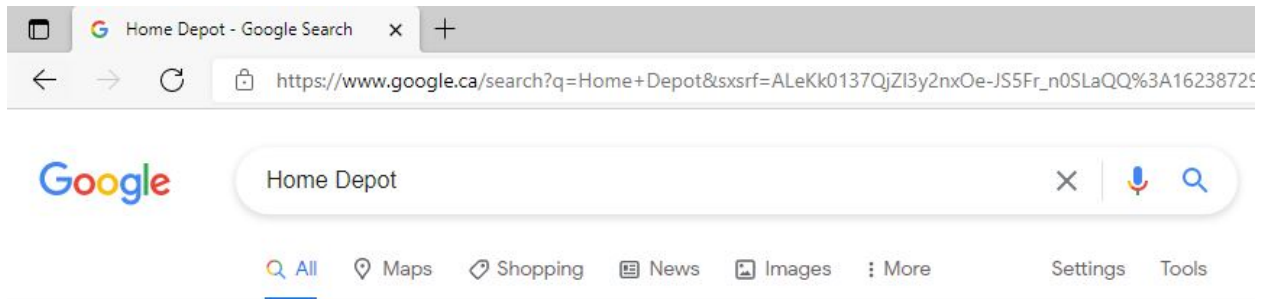
When applying for a job online, companies have different terminology and requirements. One requirement may include creating a user account, another may be that a company will not accept attachments and you will have to type in your resume. Read the document Applying Online.

Applying Online

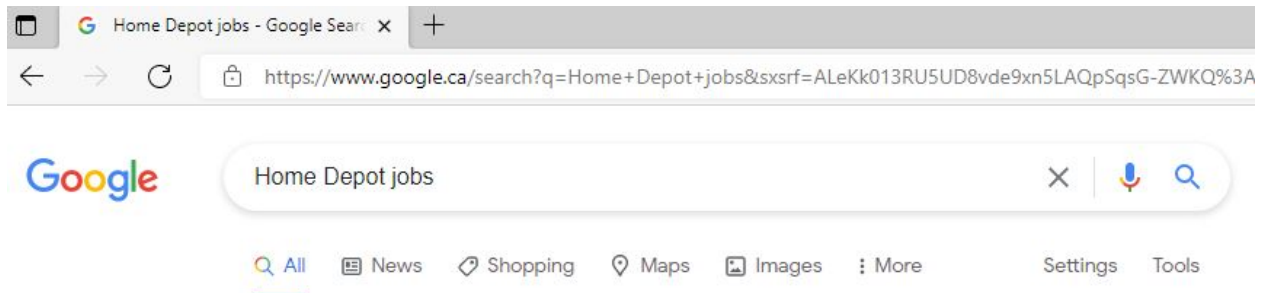
Many companies now post open positions online. You can search out the position you want as well as the location. Once you determine the position and location you will select the job and it will give a description of the duties and skills you will require. If you are satisfied this is what you want to do there will be a button that usually says Apply Now for you to continue.

To begin your search of companies online you may do a couple of things.

Search out the company using only the name of the company, if you select only the company name you will have to search the company website for career or employment opportunities:

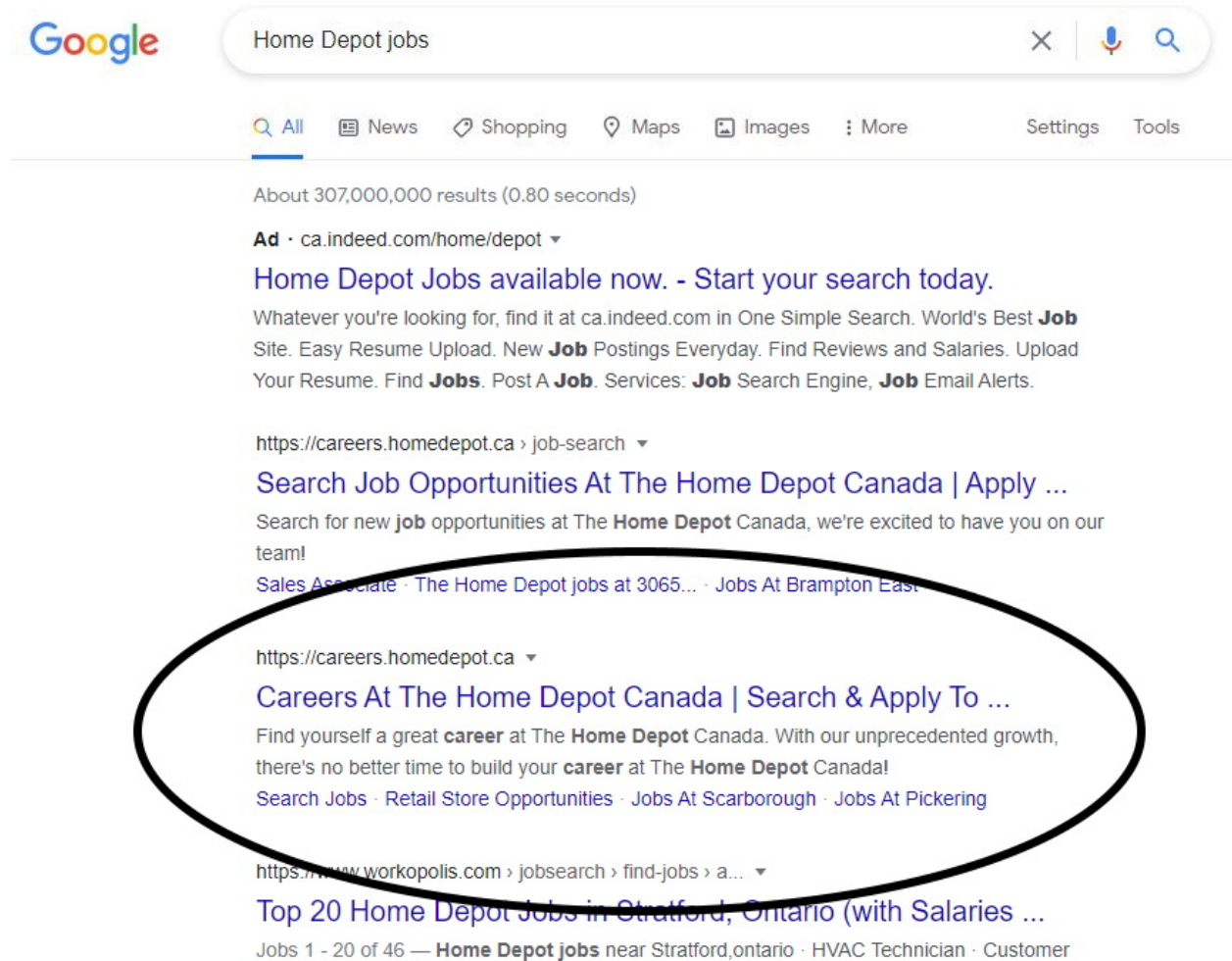


Or you can add the word jobs or careers to limit your search; this will take you directly to the career or employment opportunities page:



Task Title: ApplyingforaJobOnline_E_A1.1_A1.2_A2.2_B3.2a_D.2

Select the link for jobs or careers for that company. Since you narrowed your search to only websites related to jobs for Home Depot they have come to the top of the search. As you can see there are several choices for Home Depot jobs. Select the one you think is appropriate:



The image shows a Google search results page for the query "Home Depot jobs". The search bar at the top contains the text "Home Depot jobs" and shows "About 307,000,000 results (0.80 seconds)". Below the search bar are navigation links for "All", "News", "Shopping", "Maps", "Images", "More", "Settings", and "Tools". The search results list several entries:

- Ad** · ca.indeed.com/home/depot
[Home Depot Jobs available now. - Start your search today.](#)
Whatever you're looking for, find it at ca.indeed.com in One Simple Search. World's Best **Job** Site. Easy Resume Upload. New **Job** Postings Everyday. Find Reviews and Salaries. Upload Your Resume. Find **Jobs**. Post A **Job**. Services: **Job** Search Engine, **Job** Email Alerts.
- <https://careers.homedepot.ca> › job-search
[Search Job Opportunities At The Home Depot Canada | Apply ...](#)
Search for new **job** opportunities at The **Home Depot** Canada, we're excited to have you on our team!
Sales Associate · The Home Depot jobs at 3065... · Jobs At Brampton East
- <https://careers.homedepot.ca>
[Careers At The Home Depot Canada | Search & Apply To ...](#)
Find yourself a great **career** at The **Home Depot** Canada. With our unprecedented growth, there's no better time to build your **career** at The **Home Depot** Canada!
Search Jobs · Retail Store Opportunities · Jobs At Scarborough · Jobs At Pickering
- <https://www.workopolis.com> › jobsearch › find-jobs › a...
[Top 20 Home Depot Jobs in Stratford, Ontario \(with Salaries ...](#)
Jobs 1 - 20 of 46 — **Home Depot jobs** near Stratford,ontario · HVAC Technician · Customer

The second result, "Careers At The Home Depot Canada | Search & Apply To ...", is circled in black.

Once you select search jobs, many positions may pop up. In many cases when you choose a position, a job description will open. The next window to open will ask you to create a user account. Most employers ask you to create a user so that you can customize your job searching tools for the site. In some cases employers may email you job opportunities that are suited to you in the future based on the information in your user account.

Task Title: ApplyingforaJobOnline_E_A1.1_A1.2_A2.2_B3.2a_D.2

Let's walk through the process of applying online.

Create a User Account

User Name:	Job Seeker
Password:	Unique numbers and letters
Re-enter password:	Unique numbers and letters
Select a security question:	What was the first school you attended
Answer to your security question:	Grade school - use the name

User Profile

This profile will present information to a company in a set format. This format has the information organized in such a way that it is easy to review for appropriate candidates for the job.

Edit Your Profile

- Contact Name
- Address
- Phone Number
- Email
- Name your CV/Resume

Work Experience

- Position/Job Title
- Organization Name
- Responsibilities
- Skills
- Start Year
- End Year
- Most Recent

Education

- University or Educational Institution
- Subject or area of study
- Qualification
- Grad Year
- Most Recent

Attaching a Resume or Cover Letter

You can attach a file but it must have an acceptable extension. An extension is the identification letters at the end of the document name. For example: jobsearch.docx, the .docx is the extension. Each company will indicate which type of file it will accept, usually by indicating the acceptable extensions.

Enter your information

In some cases employers will not accept attachments and will require you to enter the information into a set format. This will require you typing in everything from your cover letter to your resume.

Work Sheet:

Complete the following tasks.

Task 1: How would you limit your search to job opportunities only?

Answer:

Task 2: Why do companies ask you to create a user account?

Answer:

Task 3: If a company will not accept attachments, what might they expect you to do?

Answer:

Task 4: List the main categories of information that a company will ask for when creating your User Profile.

Answer:

Task 5: Enter this information into a chart like the below, starting with the most recent job:

- **GE Canada, machine operator, met deadlines, operated various production equipment, June 1999, January 2010**
- **Quaker Oats, custodian, responsible for maintaining Good Housekeeping practices, March 1995, November 1998**
- **Sears, sales, responsible for cash transactions, customer service, part time, June 1994, March 1995**

Answer:

Job Title	Company	Skills	Start Date	End Date

Task 6: Use the internet to locate the job opportunities for Walmart and Home Depot. List two jobs you would be interested in.

Answer: