



Task Title: Searching the Job Bank

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description: Learners will read job postings on Canada’s Job Bank to find information.

Main Competency/Task Group/Level Indicator

- Find and Use Information/Interpret documents/A2.1
- Use Digital Technology/D.2

Materials Required:

- Pen/pencil and paper
- Computer or digital device

Learner Information

The Canada Job Bank is an important resource for job seekers. This website can help you find information about jobs that are posted in your area.

Learner Instructions

Go to the job search page on the Job Bank of Canada website:

<https://www.jobbank.gc.ca/findajob>

Under “Find a job”, type in your city or town under “Location” and click “Search”. This will give you a list of current job postings close to where you live. Scroll the list of jobs and click on one you would like to learn more about.

Work Sheet

Task 1: What is the hourly wage for the job you have chosen?

Answer:

Task 2: Is the job full-time or part-time?

Answer:

Task 3: How many positions are available?

Answer:

Task 4: Who is the employer?

Answer:

Task 5: When does the job start?

Answer:

Task 6: What education is required for the position?

Answer:

Task 7: What experience is required for the position?

Answer:

Task Title: SearchingTheJobBank_E_A2.1_D.2

Task 8: List 2-3 tasks that are responsibilities of this position.

Answer:

Task 9: How would you apply for this job?

Answer:

Answers

Answers will vary depending on the job chosen by the learner. In some cases, the job posting may not have sufficient information to answer all questions. If a job posting has limited information, encourage the learner to choose a different job posting and complete the tasks again. You can also discuss how the learner might find additional information: For example, there may be contact information for a hiring manager or a website for the company.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.1	scans to locate specific details			
	interprets brief text and common symbols			
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			
	performs simple searches using keywords (e.g. internet, software help menu)			

This task: Was successfully completed Needs to be tried again

Task Title: SearchingTheJobBank_E_A2.1_D.2

Learner Comments:

Instructor (print):

Learner (print):
