



## Task Title: Using Networking in Your Job Search

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:** The learner will explore different ways they can use their network when looking for work.

### Main Competency/Task Group/Level Indicator

- Find and Use Information/Interpret documents/A2.2
- Communicate Ideas and Information/Write continuous text/B2.2

### Materials Required:

- Pen/pencil and paper
- Computer or digital device

Task Title: UsingNetworkingInYourJobSearch\_E\_A2.2\_B2.2

## Learner Information

One way to expand your job search is to use your network of friends, relatives and co-workers.

Go to "Finding Jobs Using Networking Websites" at: <https://tlp-lpa.ca/career/establishing-network>

## Work Sheet

**Task 1: What are two ways networking is described?**

Answer:

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**Task 2: List the six networking steps.**

Answer:

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**Task 3: According to Step 1, what is an elevator pitch and how can it help you with networking?**

Answer:

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**Task 4: Write your own elevator pitch. Include at least three things about your skills, personal attributes, work experience or education.**

Answer:

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## Answers

### **Task 1: What are two ways networking is described?**

Answer: Any two from the following text: Networking is the process of establishing contacts and building relationships that can lead to potential jobs or other work-related opportunities. Networking will not lead to results overnight; it is a long-term strategy that will allow you to build a strong community can support you in your career development journey.

### **Task 2: List the six networking steps.**

Answer: Prepare to network, Use your existing network, Try cold contacting, Gain experience, Attend job fairs, Connect with an employment agency.

### **Task 3: According to Step 1, what is an elevator pitch and how can it help you with networking?**

Answer: An elevator pitch is a brief way of introducing yourself, highlighting your skills and experience, and making a connection with someone.

### **Task 4: Write your own elevator pitch. Include at least three things about your skills, personal attributes, work experience or education.**

Answer: Answers will vary for each learner. This task provides the learner with an opportunity to self-reflect and highlight personal attributes, transferrable skills, experience and educational background.

### Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.2	uses layout to locate information			
	makes connections between parts of documents			
	makes low-level inferences			
	begins to identify sources and identify information			
B2.2	writes texts to explain and describe			
	conveys intended meaning on a familiar topic for a limited range of purposes and audiences			
	uses limited range of vocabulary and punctuation appropriate to the task			

Task Title: UsingNetworkingInYourJobSearch\_E\_A2.2\_B2.2

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	begins to select words and tone appropriate to the task			
	begins to organize writing to communicate effectively			

This task: Was successfully completed  Needs to be tried again

Learner Comments:

Instructor (print):

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Learner (print):

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