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

OALCF Task Cover Sheet

Task Title: Job Search Terminology

Learner Name:
Date Started: **Date Completed:**
Successful Completion: Yes___   No___
Goal Path: Employment✓ Apprenticeship___   Secondary School___   Post Secondary ___ Independence___
Task Description: Understand the meaning of terminology used in employment searches.

Competency:	**Task Group(s):**
A: Find and Use Information	A1: Read continuous text A2: Interpret documents B2: Write continuous Texts

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
B2.1:   Write brief texts to convey simple ideas and factual information
B2.2:   Write texts to explain and describe information and ideas
Performance Descriptors: see chart on last page
Materials Required: • Pen and paper   • Attached document - Job Search Terminology

Task Title: Job Search Terminology

There are many words that get used in the search for employment and some you may not be familiar with. Use the **Job Search Terminology** list to complete the following tasks.

Learner Information and Tasks:

Task 1: What types of resources are available for assisting in job searches?

Task 2: What is the difference between a job board and a job bank?

Task 3: List three types of Labour Market Information.

Task 4: What is the purpose of coaching?

Task 5: What percent of jobs are in the Hidden Job Market?

Task 6: Why is networking so important?

Task 7: Should you ask for a job during an information interview?

Task 8: In your opinion, why would a portfolio be useful in your job search?

Job Search Terminology

Resources - Tools used in the assistance of gaining employment and may include written and online material. Examples include job postings, sample resumes and cover letters or any documentation related to employment.

Labour Market - the market in which employers look and compete for workers and in which workers look and compete for employment

Labour Market Information - information related to earnings, self-employment, work outlooks, unemployment rates, qualifications, work conditions

Classified Ads - compact advertisements in newspaper columns arranged by subject

Employable - physically or mentally fit for work; meeting minimum job requirements

Occupation - job, trade or profession

Workplace - person's place of employment; any or all places where people are employed

Portfolio - compilation of work history, experience, skills and competencies

Associate - partner or co-worker

Coaching - to improve an individual's performance on the job and involves either enhancing current skills or acquiring new skills

Job Board - a physical location that displays job postings

Job Bank - an employment website dedicated to providing information of current job openings

Cold Calling - the process of making an unsolicited call to a prospective employer that may produce a job lead

Networking - creating relationships and exchanging information with individuals and groups that may lead to employment opportunities

Types of Interviews - One-to-One, Board or Panel, Telephone, Group, Behavioural or Video Conferencing

Information Interview - An informational interview is an interview conducted to collect information about a job, career field, industry or company, not to get a job.

Hidden Job Market - Jobs that are available but are not posted in newspapers or job banks. 80% of all jobs are in the Hidden Job Market.

Task Title: Job Search Terminology

Answer Key

Task 1:   What types of resources are available for assisting in job searches?

Job posting, sample resumes, and cover letters

Task 2:   What is the difference between a job board and a job bank?

A job board is a physical location, and a job bank is a virtual location

Task 3:   List three types of Labour Market Information.

Earnings, Work outlooks, Qualifications

Task 4:   What is the purpose of coaching?

Enhancing current skills or acquiring new skills

Task 5:   What percent of jobs are in the Hidden Job Market?

80%

Task 6:   Why is networking so important?

It may lead to employment opportunities

Task 7:   Should you ask for a job during an informational interview?

No

Task 8:   In your opinion why would a portfolio be useful in your job search?

Organize your employment history, help you better understand your skill set, identify skills you need to gain.

Task Title: Job Search Terminology

	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.1	• reads short texts to locate a single piece of information			
	• decodes words and makes meaning of sentences in a single text			
	• follows the sequence of events in straightforward chronological texts			
	• follow simple, straightforward instructional texts			
	• identifies the main idea in brief texts			
	• requires support to identify sources and to evaluate and integrate information			
A1.2	• scans text to locate information			
	• locates multiple pieces of information in simple texts			
	• makes low-level inferences			
A2.2	• performs limited searches using one or two search criteria			
	• extracts information from tables and forms			
	• uses layout to locate information			
	• makes low-level inferences			
B2.1	• writes simple texts to request, remind or inform			
	• conveys simple ideas and factual information			
	• demonstrates a limited understanding of sequence			
	• uses sentence structure, upper and lower case and basic punctuation			
	• uses highly familiar vocabulary			
B2.2	• writes texts to explain and describe			

	• conveys intended meaning on familiar topics for a limited range of purposes and audiences			

This task: was successfully completed___   needs to be tried again___

Learner Comments

_____   _____

Instructor (print)   **Learner Signature**