Task-Based Activities for LBS

QUILL Learning Network

Task Title: Navigate a Job Board website to find information

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started (m/d/yyyy): _____

Date Completed (m/d/yyyy): _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☑   Apprenticeship ☐

Secondary School ☐   Post Secondary ☐   Independence ☐

Task Description: The learner will navigate the Job Board on the https://employmentbghs.ca/connect2jobs/ website to find information related to a job search.

Competency: A: Find and Use Information
B: Communicate Ideas and Information
D. Use Digital Technology

Task Groups: A1: Read continuous text
A2: Interpret documents
B2: Write continuous text
D2: Perform well-defined, multi-step digital tasks

Level Indicators:
- A1.1: Read brief texts to locate specific details
- A2.1: Interpret very simple documents to locate specific details
- A2.2: Interpret simple documents to locate and connect information
- B2.1: Write brief texts to convey simple ideas and factual information
- D.2 : Perform well-defined, multi-step digital tasks

Performance Descriptors: See chart on last pages

Materials Required:
- Pen and Paper and/or Digital Device

Learner Information

In this task, you will follow instructions to navigate the Job Board on the Connect2Jobs website and find information related to a job search.

Work Sheet

Task 1: Open up the web browser on the computer. Type in or copy and paste this address: https://employmentbghs.ca/connect2jobs/. What is the name of the planning board that partners on this website?

Answer:

_____

Task 2: Find the "Job Board" link in the middle of the screen and click on "Learn More". What do you see on this page?

Answer:

_____

Task 3: Look above the list of job postings. How many total jobs were posted today?

Answer:

_____

Task 4: Find the search field on the left side of the page. Look under it to see 9 ways you can narrow down or sort/filter your search results. List them below.

Answer:

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.

Answer:

Notes for instructors/facilitators:

This Task Set is specific to Literacy and Basic Skills (LBS) learners / jobseekers located in, or looking for work in the counties of Huron, Perth, Bruce, Grey, and/or South Georgian Bay (QUILL Region).

It is taken from a "Job Search Resource Manual" created by the Four County Labour Market Planning Board in partnership with the QUILL Learning Network. Activities in the manual help job seekers / learners on the employment goal path learn how to use local labour market information and job search tools available to them on the https://employmentbghs.ca/connect2jobs/ website.

The full "Job Search Resource Manual" and "Answer Guide" can be found on the Four County Labour Market Planning Board website at https://www.planningboard.ca/resources-aids/jobsearchmanual/ .

Answers

Task 1: Open up the web browser on the computer. Type in or copy and paste this address:https://employmentbghs.ca/connect2jobs/ . What is the name of the planning board that partners on this website?

Answer:

Four County Labour Market Planning Board

Task 2: Find the "Job Board" link in the middle of the screen and click on "Learn More". What do you see on this page?

Answer:

A list of job postings.

Task 3: Look above the list of job postings. How many total jobs were posted today?

Answer: **This answer will vary depending on the day/time the Jobs Board was accessed.**

Task 4: Find the search field on the left side of the page. Look under it to see 9 ways you can narrow down or sort/filter your search results. List them below.

Answer:

All Occupational Categories, All Job Types, All Skill Levels, All Durations, Any Industry, Anywhere in Region, All Tags, All Languages, Sort by Relevance

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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.

Answer:

All Job Types, Full Time, Part Time

Performance Descriptors

Levels	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	☐	☐	☐
A1.1	Decodes words and makes meaning of sentences in a single text	☐	☐	☐
A1.1	Follows the sequence of events in straight forward chronological texts	☐	☐	☐
A2.1	Scans to locate specific details	☐	☐	☐
A2.1	Scans to locate a single piece of information or specific details	☐	☐	☐
A2.2	Uses layout to locate information	☐	☐	☐
A2.2	Performs limited searches using one or two search criteria	☐	☐	☐
A2.2	Extracts information from tables and forms	☐	☐	☐
A2.2	Locates information in simple graphs and maps	☐	☐	☐

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A2.2	Makes low-level inferences	☐	☐	☐
A2.2	Begins to identify sources and evaluate information	☐	☐	☐
B2.1	Conveys simple ideas and factual information	☐	☐	☐
D.2	Selects and follows appropriate steps to complete tasks	☐	☐	☐
D.2	Locates/recognizes functions and commands	☐	☐	☐
D.2	Makes low-level inferences to interpret icons and text	☐	☐	☐
D.2	Begins to identify sources and evaluate information	☐	☐	☐
D.2	Performs simple searches using keywords (e.g. internet, software help menu)	☐	☐	☐

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):   Learner (print):

_____   _____

URLs

https://employmentbghs.ca/connect2jobs/
https://www.planningboard.ca/resources-aids/jobsearchmanual/