OALCF Task Cover Sheet

Task Title: Track Job Search Data

Learner Name:
Date Started: **Date Completed:**   **Successful Completion:**   Yes___   No___
Goal Path: Employment✓ Apprenticeship___ Secondary School___ Post Secondary ___ Independence___
Task Description: Understand how to create lists to organize job search information

Competency:	Task Group(s):
A: Find and Use Information	A1: Read continuous text
B: Communicate Ideas and Information	A2: Interpret documents
D: Use Digital Technology	B3: Complete and create documents
	D2: Digital Technology

Level Indicators:

A1.1: Read brief texts to locate specific details

A1.2: Read texts to locate and connect ideas and information

A2.1: Interpret very simple documents to locate specific details

B3.2b: Create simple documents to sort, display and organize information

D.2: Perform well-defined, multi-step digital tasks

Performance Descriptors: see chart on last page

Materials Required:
- Pen and paper
- Computer with Internet access

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Learner Information and Tasks:

Organizing information when job searching is very important and keeps track of your activities during the time you are unemployed. Read the document **Tracking Job Search Data**.

Task 1:   What is a spreadsheet?

Task 2:   What are two reasons why it is important to track data?

Task 3:   Create a spreadsheet of five companies in your area. Use the internet to locate the Business Directory of your local Chamber of Commerce to find the information. Use the following headings in your spreadsheet and complete it for each company (if an email is not available enter "N/A" into your spreadsheet).

- Company Name
- Company Address
- Company Phone Number
- Company Email
- Products or Service offered

Task 4:   What headings would you use for tracking your own job search?

Tracking Job Search Data

If you are currently involved in any type of government program you will know that keeping track of what you are doing is not only important but in a lot of cases required. It is also keeps you organized and prevents any repetition or embarrassing mistakes.

In today's world most things are done on a computer including tracking, organizing and recording information. This information is most often entered into spreadsheets or tables in a word processing program. It is a form of data collection. Storing this information on a computer is convenient so that it is more difficult to misplace. When the information is requested or you are checking on something it is easily accessible. Since you have organized it, it also very clear and readable.

What is a spreadsheet? A spreadsheet is a paper or computer document grid that displays information in columns and rows.

Tracking data needs to have meaningful information identified. Column headings are used for this purpose. Some examples related to job search are: Dates, Name of Company, Contact Person, and Resume Submitted. Another type of data collection can be an inventory list.

Other types of data organization can be things that affect your everyday life. For example a calendar that includes all activities that involve your children, dates for appointments, or payment schedules.

A tracking sheet whether it is for inventory, activities or job search can have as much or as little information included. You decide the type of information you require and design it based on that information.

Here are a couple of samples of data collection.

Word Document Spreadsheet - produced using a table in a word program

Date Purchased	Dairy Products	Produce	Grains	Meats
Feb 28 2014	Milk	Tomatoes	White Bread	Roast Beef
Feb 14 2014	Sour Cream	Broccoli	Hamburg buns	Sausages

Excel Spreadsheet - produced using a spreadsheet program

Date Purchased	Dairy Products	Produce	Grains	Meat
Feb 28 2014	Milk	Tomatoes	White Bread	Roast Beef
Feb 14 2014	Sour Cream	Broccoli	Hamburg buns	Sausage

There is no difference.   Both are organizing data in a grid display.

Task Title: Track Job Search Data - **Answer Key**

Task 1:   What is a spreadsheet?

A spreadsheet is a paper or computer document grid that displays information in columns and rows.

Task 2:   What are two reasons why it is important to track data?

Keeps information organized, may be required or prevents any repetition or embarrassing mistakes

Task 3:   Use a spreadsheet program to create a spreadsheet of five companies in your area. Use the internet to locate the Business Directory of your local Chamber of Commerce to find the information. Use the following headings in your spreadsheet.

This is a sample of how it should look.

Company Name	Address	Phone Number	Email	Product or Service
H & M Landscaping	2790 Lakefield Road Peterborough ON K9J 6X5	705 743-3603	N/A	Tree removal/planting Excavation Shorelines Spring Clean Up Gardens Snow Plowing
Knock on Wood and More	440 George St. North Peterborough ON K9H 3R5	705 749-3150	info@knockonwoodandmore.com	Home accessories Furniture Candles

Task 4:   What headings would you use for tracking your job search?

Headings should include but are not limited to Name of Company, Date Contacted, Resume Submitted, Contact Name

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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			
A1.2 • scans text to locate information			
• locates multiple pieces of information in simple texts			
• makes low-level inferences			
• follows the main events of descriptive, narrative and informational texts			
A2.1 • scans to locate specific details			
• identifies how lists are organized (e.g. sequential, chronological, alphabetical)			
B3.2b • follows conventions to display information in simple documents (e.g. use of font, colour, shading, bulleted lists)			
• sorts entries into categories			
• displays one or two categories of information organized according to content to be presented			
• identifies parts of documents using titles, row and column headings and labels			
D2 • selects and follows appropriate steps to complete tasks			
• locates and recognizes functions and commands			

	• makes low-level inferences to interpret icons and text			
	• begins to identify sources and evaluate information			
	• 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 Signature**