

Task Title: Employment Related Lists

# OALCF Cover Sheet – Practitioner Copy

**Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**Task Description:** Find information and create lists related to a job search.

**Main Competency/Task Group/Level Indicator**

* Find and Use Information/Interpret documents/A2.2
* Communicate Ideas and Information/Write continuous text/B2.1

**Materials Required:**

* Pen/pencil and paper
* Computer or digital device

Learner Information

You will have to complete many lists when doing a job search and comparing different jobs.

Learner Instructions

Go to the web address for cashiers on the Canada Job Bank: <https://www.jobbank.gc.ca/marketreport/skills/24143/ON>.

# Work Sheet

**Task 1: Locate and list three important skills for cashiers.**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 2: Locate and list three important personal attributes for cashiers.**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Task 3: List any personal attributes or skills for cashiers that you have.**

Answer:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Answers

**Task 1: Locate and list three important skills for cashiers.**

Answers may change if this page is updated. Only 3 skills are required. As of December 2024, the top skills for cashiers include

* oral communication
* social perceptiveness
* numeracy
* management of personnel resources

**Task 2: Locate and list three important personal attributes for cashiers.**

Answers may change if this page is updated. Only 3 attributes are required. As of December 2024, the top personal attributes for cashiers include

* attention to detail
* social orientation
* independence
* concern for others
* collaboration
* adaptability

**Task 3: List any personal attributes or skills for cashiers that you have.**

Answers will vary for each learner.

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| A2.2 | 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 |  |  |  |
|  | uses highly familiar vocabulary |  |  |  |

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print): Learner (print):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_