

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  x | 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 [Connect2Jobs](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**



**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 |  |  |  |
| 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/>