

Task Title: Using Networking in Your Job Search

# 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:** The learner will explore different ways they can use their network when looking for work.

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

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

**Materials Required:**

* Pen/pencil and paper
* Computer or digital device

# Learner Information

# One way to expand your job search is to use your network of friends, relatives and co-workers.

# Go to “Finding Jobs Using Networking Websites” at: <https://tlp-lpa.ca/career/establishing-network>

# Work Sheet

**Task 1: What are two ways networking is described?**

Answer:

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

**Task 2: List the six networking steps.**

Answer:

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

**Task 3: According to Step 1, what is an elevator pitch and how can it help you with networking?**

Answer:

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

**Task 4: Write your own elevator pitch. Include at least three things about your skills, personal attributes, work experience or education.**

Answer:

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

# Answers

**Task 1: What are two ways networking is described?**

Answer:Any two from the following text: Networking is the process of establishing contacts and building relationships that can lead to potential jobs or other work-related opportunities. Networking will not lead to results overnight; it is a long-term strategy that will allow you to build a strong community can support you in your career development journey.

**Task 2:** **List the six networking steps.**

Answer: Prepare to network, Use your existing network, Try cold contacting, Gain experience, Attend job fairs, Connect with an employment agency.

**Task 3**: **According to Step 1, what is an elevator pitch and how can it help you with networking?**

Answer:An elevator pitch is a brief way of introducing yourself, highlighting your skills and experience, and making a connection with someone.

**Task 4: Write your own elevator pitch. Include at least three things about your skills, personal attributes, work experience or education.**

Answer: Answers will vary for each learner. This task provides the learner with an opportunity to self-reflect and highlight personal attributes, transferrable skills, experience and educational background.

# Performance Descriptors

| Levels | Performance Descriptors | Needs Work | Completes task with support from practitioner | Completes task independently |
| --- | --- | --- | --- | --- |
| A2.2 | uses layout to locate information |  |  |  |
|  | makes connections between parts of documents |  |  |  |
|  | makes low-level inferences |  |  |  |
|  | begins to identify sources and identify information |  |  |  |
| B2.2 | writes texts to explain and describe |  |  |  |
|  | conveys intended meaning on a familiar topic for a limited range of purposes and audiences |  |  |  |
|  | uses limited range of vocabulary and punctuation appropriate to the task |  |  |  |
|  | begins to select words and tone appropriate to the task |  |  |  |
|  | begins to organize writing to communicate effectively |  |  |  |

This task: Was successfully completed Needs to be tried again 

Learner Comments:

Instructor (print): Learner (print):

# **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**