



# Workforce HUB



## User Manual and Activity Guide for Educators and Career Practitioners



**Peel Halton**  
Workforce Development Group

## Table of Contents

I. Acknowledgements .....	3
---------------------------	---

1.0 Work in Peel Halton: Job Finding Tools .....	4
--	---

1.1 Job Map Quick Reference Guide.....	4
--	---

1.2 Job Map Activity Guide.....	6
---------------------------------	---

1.3 Job Board Quick Reference Guide .....	15
---	----

1.4 Job Board Activity Guide .....	17
------------------------------------	----

2.0 Work in Peel Halton: Career Development Tools ...	21
---	----

2.1 Career Explorer Quick Reference Guide .....	21
---	----

2.2 Career Explorer Activity Guide.....	23
---	----

2.3 Career Library Quick Reference Guide.....	28
---	----

2.4 Career Library Activity Guide.....	30
--	----

II. Appendix: Activity Guide Answer Key .....	36
---	----

# I. Acknowledgements



These activities were developed by Literacy Link South Central. For questions about this project or adult literacy in Ontario, please contact **[literacylink@llsc.on.ca](mailto:literacylink@llsc.on.ca)** or visit **[www.llsc.on.ca](http://www.llsc.on.ca)**.



Peel Halton Workforce Hub is maintained by the Peel Halton Workforce Development Group. For questions about local labour market information and tools, please contact the PHWDG at **905-306-9588** or visit **[www.peelhaltonworkforce.com](http://www.peelhaltonworkforce.com)**



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# 1.0: Working in Peel Halton: Job Finding Tools

## 1.1: Job Map Quick Reference Guide

After opening up the '**Job Map**' web browser, local towns and cities will show on the map. Select the name of the city or town you're interested in exploring:

1. **The map showcases circles with numbers inside them.** This number indicates how many jobs are posted in that area.

2. A **pin-like icon with a briefcase** indicates that there is only one job posted in the area.



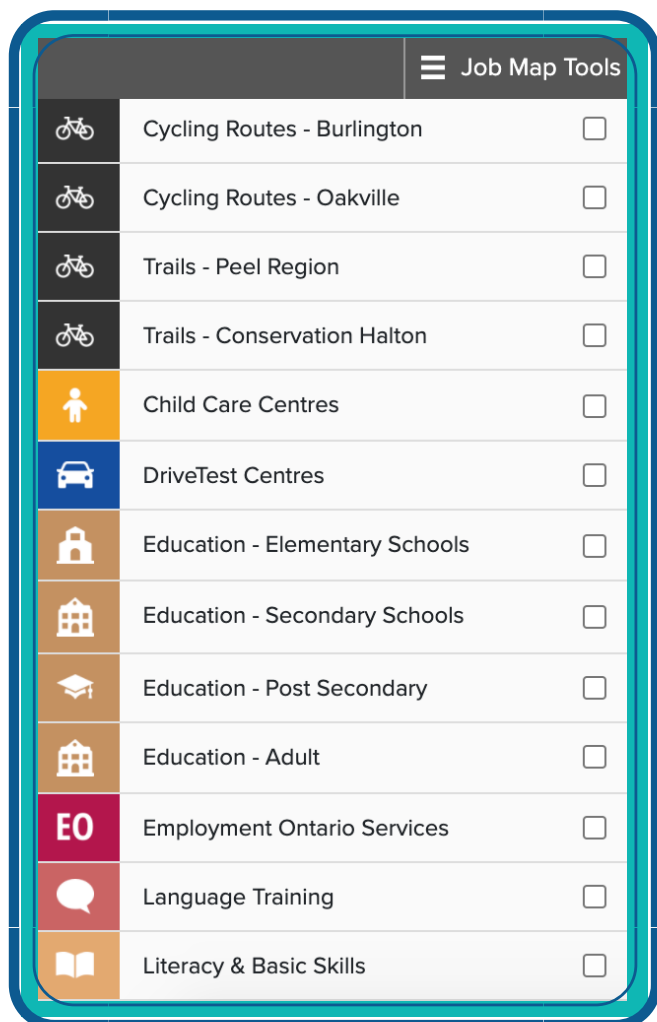
The sidebar contains the following filters and options:

- Search Jobs by Keyword... (with a search icon)
- All Industries (dropdown arrow)
- All Job Types (dropdown arrow)
- All Skill Levels (dropdown arrow)
- All Durations (dropdown arrow)
- Anywhere in Region (dropdown arrow)
- All Tags (dropdown arrow)
- All Languages (dropdown arrow)
- Sort By Newest First (dropdown arrow)
- Show 25 Posts Per Page (dropdown arrow)
- Search Now (button)
- Clear (button)

Look at the **Job Map Tools on the left side** of the screen. There are **six** different ways that you can filter or change your search results when clicking on 'Job Markers', these include:

1. **Quick Find** - All Tags - allows you to make a quick search from the following options; Apprenticeship Jobs, Job Fairs, Remote Working Jobs, Student Jobs
2. **Show All Skill Types** - provides a drop down of all skill type options to choose from
3. **Show All Skill Levels** - allows you to identify the level of the job you would like to search for such as an entry- level position, intermediate position or professional position

4. **Show All Job Types** – allows you to search for job posting that advertise full-time or part-time work
5. **Show All Job Durations** – identifies jobs that are permanent, temporary or contract positions.
6. **Show All Job Languages** – allows you to search for jobs where a specific language has been identified in the job postings



- Cycling Routes – Burlington;
- Cycling Routes – Oakville;
- Trails – Peel Region;
- Trails – Conservation Halton;
- Child Care Centres;
- DriveTest Centres;
- Education – Elementary Schools;
- Education – Secondary Schools;
- Education – Post Secondary;
- Education – Adult;
- Employment Ontario Services;
- Language Training; and
- Literacy & Basic Skills

**Find the words “All Tools” on the right hand side of the web page to find additional job finding tools, career development tools and workforce development tools.**





## 1.2: Job Map Activity Guide

1

Select the “**Job Map**” tool, many towns and cities show on the map. List five of them here.

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

d) \_\_\_\_\_

e) \_\_\_\_\_

2

What is the name of the city or town where you live?

\_\_\_\_\_

3

Can you see it on this map? (Circle Yes or No) **YES** / **NO**

### Additional Notes/Comments

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4

You will see a grey bar across the top of the map. Find the words "**Job Map Tools**" on the left side of that bar. Click on these words. Write what happens below.

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5

Find the words "All Tools" on the grey bar across the top of the map. Click on it. A drop-down menu will appear. What are three of the other tools or reports that show up in the drop-down menu?

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6

You will see circles with numbers inside them on the map. The number showing tells you how many jobs are posted in that area.

a) What is the **largest** number you see in a circle on the map? \_\_\_\_\_

b) What is the **smallest** number you see in a circle on the map? \_\_\_\_\_

7

You may also see a pin with a picture in it that looks like a briefcase. These mean that only one job has been posted in that area.

8

Choose one of the jobs listed. Click the blue hyperlink that says, "**Go to job posting**".

9

You may also see a pin with a picture in it that looks like a briefcase. These mean that only one job has been posted in that area.

10

Choose "**Local Jobs Maps**" from the drop-down under **Resources** at the top of the page. You will reset the map.

a) Write what you see below: \_\_\_\_\_

\_\_\_\_\_

b) What is the title of the job you chose? \_\_\_\_\_

\_\_\_\_\_

c) What is the name of the company that is hiring? \_\_\_\_\_

\_\_\_\_\_

d) Where is this job found? \_\_\_\_\_

e) Is the job full-time, part-time or casual? \_\_\_\_\_

f) What is one of the responsibilities of this job? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

g) What level of education is needed for this job? \_\_\_\_\_

\_\_\_\_\_



h) Do you need experience to apply for this job? \_\_\_\_\_

i) If so, what experience do you need? \_\_\_\_\_

j) Is there a salary listed in this job posting? \_\_\_\_\_

k) If so, what does this job pay? \_\_\_\_\_

11

Choose "**Local Jobs Maps**" from the drop-down under Resources at the top of the page. You will reset the map.

12

Look at the Job Map Tools on the left side of the screen. There are **six** different ways that you can filter or change your search results. Look for the small triangle to the right of the filter. Write them below.

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

### Additional Notes/Comments

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13

Use the triangle next to Show all Skill Types to pick "**Trades, Transport and Equipment Operators**". Now change the Show All Jobs Types drop-down menu to "**Full Time**". Use the triangle next to Show All Job Durations to pick "Permanent."

a) Look at how the map has changed and answer the questions on the next page. What is the largest number you see on a circle on the map?

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b) In what city or town is this circle?

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c) Are there any briefcase pictures on the map?

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14

Look on the left side of the screen. You will see a white sidebar with the Job Map Tools in it. Use drop-down menus for each of the six filters to answer these questions.

a) What filter would you use to see only full-time jobs?

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b) What filter would you use to see only apprenticeship jobs?

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c) What filter would you use to see only jobs in health care?

---

d) What filter would you use to see only technical, para-professional and skilled occupations?

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15

Take a moment to look at the map, and the number of circles and briefcases that appear on it right now. The number in each of those circles represents an available job, and a briefcase represents one specific job.

a) In the Job Map Tools sidebar there is a search field above the six filters. This field allows you to narrow results down to only job postings that include specific words. In the search field, type the word "**retail**", and click the small magnifying glass symbol, or hit enter on your keyboard. Record what happens to the map below.

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b) When you are done, erase the words in the search field, and click the small magnifying glass symbol, or hit "**enter**" on your keyboard. What happens to the map?

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16

Think about a job you would like to do, and what words could be associated with that job. For example, if you would like to design people's yards and gardens, words like "**landscaping**" or "**designer**" or "**garden**" could work.

a) Record your job idea here:

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b) Write two or three different words you would associate with that job here: \_\_\_\_\_

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c) Type one of your keywords into the search field, and click the small magnifying glass symbol, or hit "enter" on your keyboard.

d) Did any jobs appear on the map?

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17

Reset the map by choosing "**Local Job Maps**" from the drop down under **Resources** at the top of the page. Use the filters to search for a job you might consider applying for. Record how you filtered your search below.

a) Did you change the Quick Find: All Tags filter? If so, what did you change it to? \_\_\_\_\_

b) Did you change the Show All Skill Types filter? If so, what did you change it to? \_\_\_\_\_

c) Did you change the Show All Skill Levels filter? If so, what did you change it to? \_\_\_\_\_

### Additional Notes/Comments

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A large rectangular area with a light green background and a dark green border. Inside, there are 20 horizontal black lines, evenly spaced, for writing.

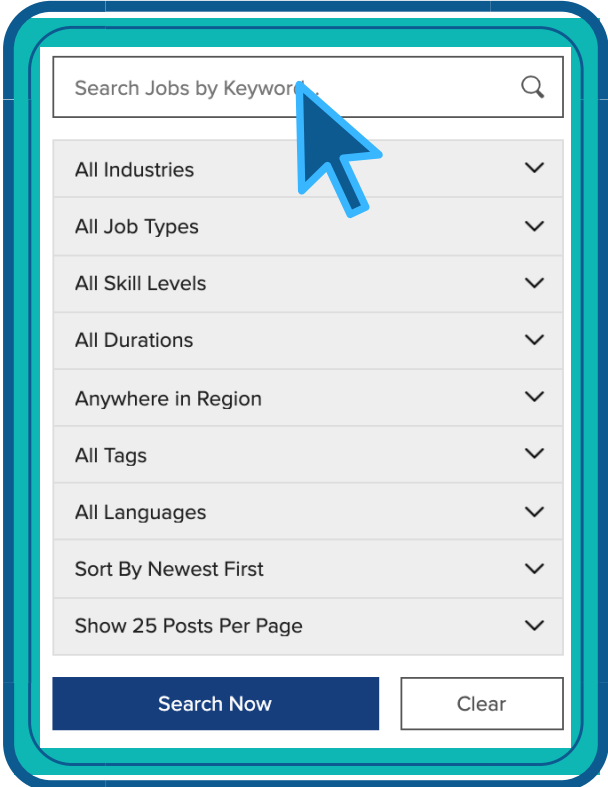


## 1.3: Job Board Quick Reference Guide

Using the provided menu allows you to select criteria that will provide general results and a large number of job postings or a focused results and specific job postings:

1. ***Search Jobs by Key Words*** – allows you to search by job title, which provides a targeted search for jobs that contain the identified key words.

2. ***All Industries*** – is a drop down menu that allows you to select industries based on the North American Industry Classification System of NAICS as they are more commonly known.

A screenshot of a job board search interface. At the top is a search bar with the placeholder text "Search Jobs by Keyword" and a magnifying glass icon. Below the search bar is a list of filter options, each with a downward arrow: "All Industries", "All Job Types", "All Skill Levels", "All Durations", "Anywhere in Region", "All Tags", "All Languages", "Sort By Newest First", and "Show 25 Posts Per Page". At the bottom of the filter list are two buttons: "Search Now" and "Clear". A large blue arrow points to the search bar.

3. ***All Job Type*** – allows you to search for job postings that advertise full-time or part-time work.

4. ***All Skill Levels*** – allows you to identify the level of the job you would like to search for such as an entry- level position, intermediate position or professional position.

5. ***All Durations*** – identifies jobs that are permanent, temporary or contract positions.

6. ***Anywhere in the Region*** – allows you to identify jobs that are located in specific towns and cities within the nine municipalities located in York Region.

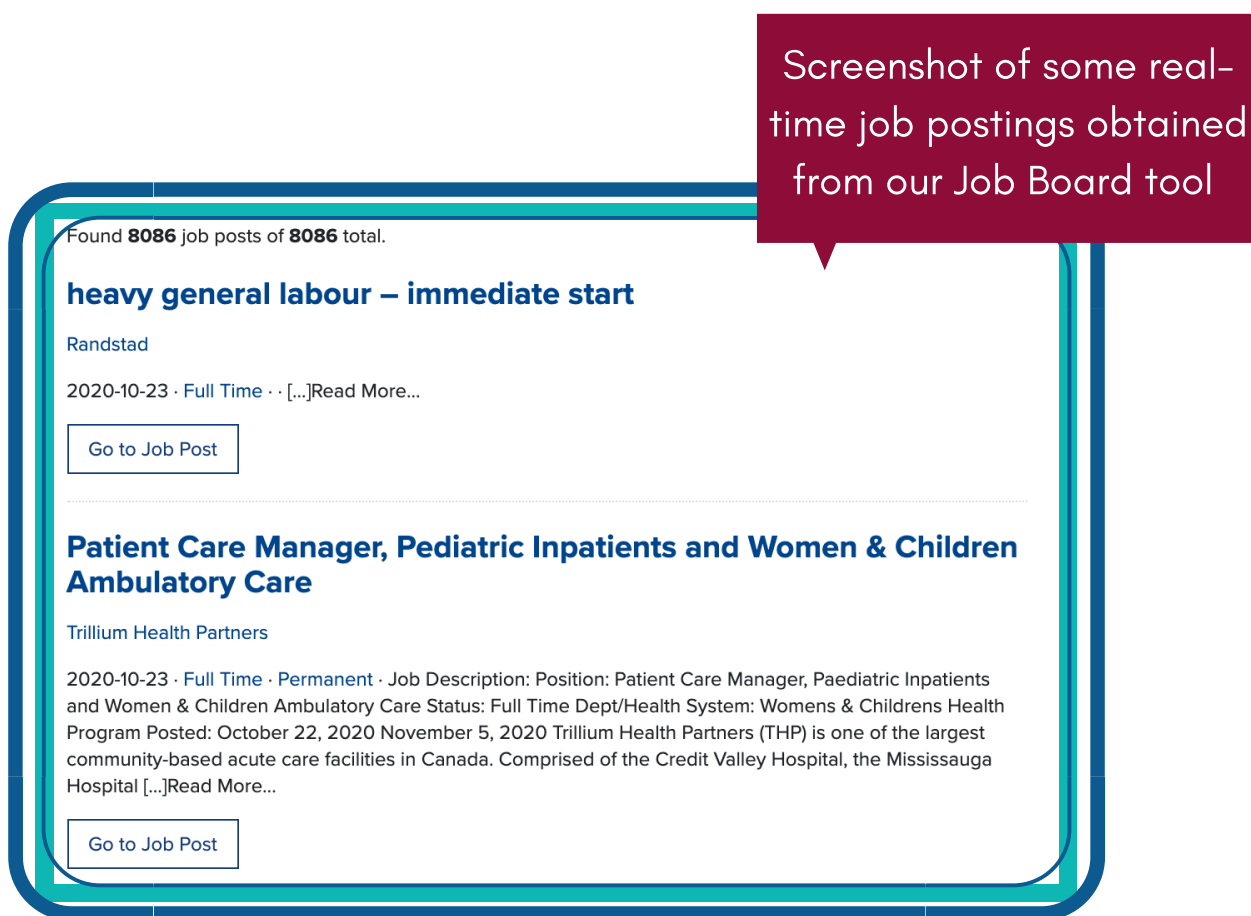
7. ***All Languages*** – allows you to search for jobs where a specific language has been identified in the job posting.

8. **Sort by Newest First** – by selecting one of these options, you will be able to view the most recent postings or the oldest posting first.

9. **Show 25 Posts Per Page** – allows you to select how many job postings you would like to view on each page.

10. **Search Now** – will begin the search process based on the criteria you have identified.

11. **Clear** – will remove all search criteria back to the default setting and allow for a new search



**Find the words “All Tools” on the right hand side of the web page to find additional job finding tools, career development tools and workforce development tools.**



# 1.4: Job Board Activity Guide

**1** Find the search field on the left side of the Regional Job Listings page. Look under it. You will see 6 ways that you can narrow down your search results and 2 ways to display your search results onto your screen. Write them below.

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**2** Click the small triangle next to the words All Job Types. Write what you see in the drop-down menu here.

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**3** Look above the first job posting, where you will see how many jobs are currently posted in the Regional Job Listings. How many jobs are currently posted?

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4

Choose one of the jobs listed, click the blue hyperlink that will bring you to the full job posting, and answer the following questions.

a) What is the job title? \_\_\_\_\_

b. What is the name of the company that is hiring? \_\_\_\_\_

\_\_\_\_\_

c) Where is this job located? \_\_\_\_\_

\_\_\_\_\_

d) What is one of the responsibilities of this job? \_\_\_\_\_

\_\_\_\_\_

e) What are three qualifications you would need for this job? \_\_\_\_\_

\_\_\_\_\_

f) Is experience required to apply for this job? If so, what experience do you need? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

g) How many hours a week does this part-time job offer? \_\_\_\_\_

\_\_\_\_\_

h) Do you have the qualifications and experience to apply for this job?

\_\_\_\_\_

\_\_\_\_\_

5

Return to the Regional Job Listings page and click the "Clear" button. Above the filters there is a box with the words "Search Jobs by Keyword..." in it. This field allows you to narrow results down to only job postings that include specific words. In the search field, type the word "Administration", and click the blue "Search" button. How many matching jobs appear?

\_\_\_\_\_

\_\_\_\_\_

6

Return to the Regional Job Listings page and click the “Clear” button. Above the filters there is a box with the words “Search Jobs by Keyword...” in it. This field allows you to narrow results down to only job postings that include specific words. In the search field, type the word “Administration”, and click the blue “Search” button. How many matching jobs appear?

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a) If you combine different search words with words such as **AND** and **OR**, you can get more specific results. Add the words “**and Finance**” after the word Administration, and then click the blue “Search” button. How many matching jobs appear now?

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### Additional Notes/Comments

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### Additional Notes/Comments

This image shows a full page of white paper with horizontal blue or grey ruling lines, typical of notebook paper. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

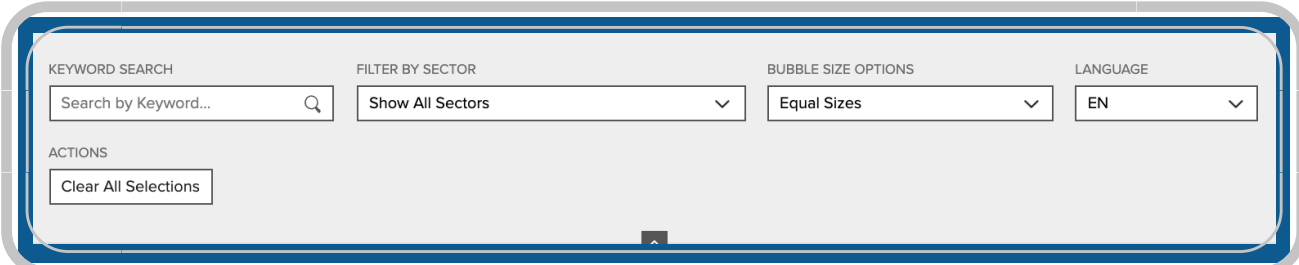


# 2.0: Work in Peel Halton: Career Development Tools

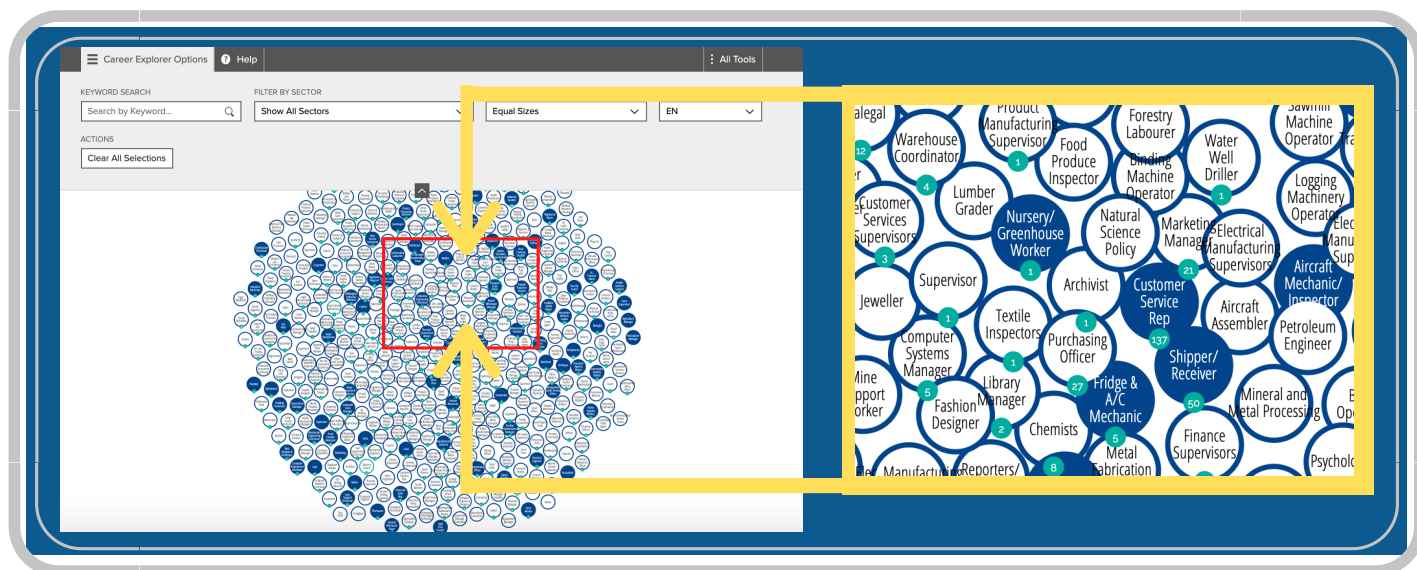
## 2.1: Career Explorer Quick Reference Guide

Find the words **Career Explorer Options** tab located on the top left hand corner of the webpage. The following options will appear:

- a) **Keyword Search** – allows you to search by job title, which provides a targeted search for jobs that contain the identified key words.
- b) **Filter by Sector** – allows you filter your search by 11 different sectors of work
- c) **Bubble Size Options** – allows you to view career options by the size of median salary or size of job openings. Each bubble will have a small circle at the bottom of it which represents the current number of job postings available.
- d) **Language** – provides you with the option to switch between English and French.
- e) **Actions** – give you the option to ‘Clear All Selections’ and searches



The screenshot displays the 'Career Explorer Options' interface. It features four main sections: 'KEYWORD SEARCH' with a text input field labeled 'Search by Keyword...' and a magnifying glass icon; 'FILTER BY SECTOR' with a dropdown menu currently showing 'Show All Sectors'; 'BUBBLE SIZE OPTIONS' with a dropdown menu currently showing 'Equal Sizes'; and 'LANGUAGE' with a dropdown menu currently showing 'EN'. Below these sections is an 'ACTIONS' section containing a button labeled 'Clear All Selections'.



Some of the bubbles are white in the centre, and others are dark blue in the centre. The **darker blue bubbles** means that these are **jobs in demand**. The numbers attached to the bubbles represent the current number of job postings available.

When clicking the bubble of interest, a panel will appear on the right side of the screen with information about this career. This will show the **Job Description, Wage/Salary, Skills and Active Job Postings**.

### Example Searches on Career Explorer Tool

**Aircraft Mechanic/Inspector – Job that **is in demand****

**Electronics Manufacturing Supervisor – Job that **is NOT in demand****

**Find the words “All Tools” on the right hand side of the web page to find additional job finding tools, career development tools and workforce development tools.**



## 2.2: Career Explorer Activity Guide

**1** Find the words “**Career Explorer Options**” tab located on the top left hand corner of the webpage. Click on the “**Filter by Sector**”, see the 11 options in the drop-down menu:

**2** Click on one of the options in that drop-down list. Which one did you choose?

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a) Use the same drop-down menu to select “Show All Sectors” again. Do the missing bubbles reappear?

**3** What happened to the bubbles on the screen when you made that choice?

**4** Find the words “**Equal Sizes**” in the Bubble Size Options field and click them to make a drop-down menu appear. What are the two options in the drop-down menu?

5

Select "Size by Job Openings" from the drop-down list. Some bubbles will become larger while others will become smaller. Each bubble will have a small circle at the bottom of it. That circle has a number in it, which represents the current number of job postings available. Under the job title and job description, there are 3 titles. What are they?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

a) What is the median annual salary found in local job-postings?

\_\_\_\_\_

b. What are three skills you need to do this job?

\_\_\_\_\_

c) How many active job postings are there? \_\_\_\_\_

6

Look at the grey bar at the top of the page. Click the Carer Explorer Options link, and then choose "Service" under the "Filter by Sector" drop-down menu. What happens?

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7

Look at the bubbles on the screen and find the one for “Cook”. Is this an in-demand job? How do you know?

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8

How many cook jobs are currently posted?

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9

Move your mouse so your cursor is on top of the Cook bubble. Six lines will appear connecting Cooks to other careers. What are those careers?

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10

Look at the lines going between each bubble. Each line has an arrow at the end pointing either at the Cook bubble or pointing at the other career bubble. What do you think those arrows represent?

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11

Which line has arrows on both ends of it?

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12

Why do you think that might be?

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13

Consider a career you might be interested in and write it below.

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14

What other names could there be for this career? Write several other job titles below.

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15

What other jobs or careers do you think might be connected to this one?

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16

In the Career Explorer Options, the "**Filter By Sector**" drop-down currently shows "**Service**". Click it to review the different sectors listed. What sector do you think this career could be in?

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### Additional Notes/Comments

[illegible]

## 2.3: Career Library Quick Reference Guide

The Career Library displays regional labour market information about all 500 **National Occupation Classification (NOC)** codes in both Peel and Halton Regions.

**National Occupation Classification (NOC)** – Is Canada's national system for describing occupations. Using this tool, you can learn about its main duties, local career opportunities, income, regional employment participation, or other useful information.

### EXPLORE OCCUPATIONS

[Browse / Search Occupations](#)

[Current Occupations in Demand](#)

[Historical Occupations in Demand](#)

[Occupation Blogs & Videos](#)

### HELP

[What is a NOC?](#)

On the left hand side of the webpage, you will see the following two categories:

- **Explore Occupations:**

- Browse/Search Occupations – allows you to browse/search from a full list of all occupations.
- Current Occupations in Demand – showcases the top ten occupations that are in the highest demand.
- Historical Occupations in Demand – showcases a full list of historically high occupations in demand.
- Occupation Blogs & Video – features supporting blogs and videos of various occupations.

- **Help:**

- What is a NOC? – provides more information on what a NOC is.

## Example Search: Accommodation Service Managers



### Accommodation service managers

National Occupation Code (NOC): **0632** · [Browse All Occupations](#)

Accommodation service managers plan, organize, direct, control and evaluate the operations of an accommodation establishment or of a department within such an establishment. They are employed by hotels, motels, resorts, student residences and other accommodation establishments, or they may be self-employed.

#### ADDITIONAL DETAILS

[Alternate Job Titles](#)

#### CAREER OPPORTUNITIES

[Active Job Posts \(0\)](#)

[Career Paths](#)

#### SALARY & INCOME DETAILS

[Median Income by Education](#)

[Median Income by Gender](#)

#### REGIONAL EMPLOYMENT PARTICIPATION

[by Age Group](#)

[by Industry](#)

[by Employment Type](#)

[by Gender](#)

[by Class of Worker](#)

[by Labour Force Status](#)

[by Education Level](#)

Once an occupation of interest is selected, you will be promoted to a brief description of the occupation. Scroll down and find a toolbar on the left hand side of your webpage and see:

- **Additional details;**
- **Career opportunities;**
- **Salary and income details;** and
- **Regional employment participation**

**Find the words “All Tools” on the right hand side of the web page to find additional job finding tools, career development tools and workforce development tools.**



## 2.4: Career Library Activity Guide

- 1 Find the “Browse/Search Occupations” tab and start browsing for your search by typing at least 3 letters to begin search. Click on the occupation that you’re interested in, which one did you select? What is the NOC for the occupation?

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- 2 See the job description of the occupation, what are some of the relevant tasks and duties listed?

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- 3 What are some of the examples listed under alternate job titles for the occupation?

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4

Reference to the left side bar under “**Career Opportunities**”, see ‘**Active Job Posts**’. How many job posts are listed? \_\_\_\_\_

a) Click into the first posting and answer the following questions;  
Where is the job located? What are some of the  
duties/requirements outlined? What is the job type (part-time,  
full-time, contract)? What is the compensation?

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b) Go to the ‘**Regional Employers**’ tab, how many regional  
employers are hiring for the occupation? Record five companies  
by noting their active job posts, expired job posts and total job  
posts.

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c) Go to the ‘**Career Paths**’ tab, what are the following  
occupations that lead to and from the specified occupation?

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5

Reference to the left side bar under “**Salary and Income Details**”, click  
into ‘**Median Income by Education**’, what is your highest level of  
education? What is the median income listed for that level?

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6

See the '**Median Income by Sex**', what is the median income for each sex?

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7

See the '**Extracted Salary Information**', what is the lowest observed and highest observed salary? What is the average? What is the median?

**Lowest Observed Salary:**

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**Average Observed Salary:**

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**Highest Observed Salary:**

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### Additional Notes/Comments

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8

Reference to the left side bar under “Regional Employment Participation”, click into ‘by Age Group’. What is the highest age group of employed individuals? What age group do you identify with? What is the total number of employed individuals?

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a) See the ‘**by Industry**’ tab, what industry does your occupation relate to most? What is the number of employed individuals in that industry?

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b) See the ‘**by Employment**’ tab, how many full time employed individuals are there for this occupation? Part time? Total?

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c) See the ‘by Sex’ tab, how many employed individuals are male? How many are female? How many in total?

**Male:** \_\_\_\_\_

**Female:** \_\_\_\_\_

**Total:** \_\_\_\_\_

d) See the '**by Class of Worker**' tab, how many employed individuals are employees? How many are self employed? What is the total amount of employed individuals?

**Employees:** \_\_\_\_\_

**Self Employed:** \_\_\_\_\_

**Total Employed:** \_\_\_\_\_

e) See the '**Labour Force Status**' tab, how many individuals are employed? How many are unemployed?

\_\_\_\_\_

f) See the '**Education Level**' tab, which level of education has the highest percentage?

\_\_\_\_\_ = \_\_\_\_\_ %

9

Return back to the "**Explore Occupations**" sidebar, and click into 'Current Occupations in Demand'. List the current occupations in demand.

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

a) Click into the '**Historical Occupations in Demand**', list five occupations that have historically high regional demand.

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

### Additional Notes/Comments

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

# II. Appendix: Activity Guide

## Answer Key

### 1.2: Job Map Activity Guide

1. Answers will vary based on city selection.
2. Answers will vary based on home city of user.
3. Answer will either be Yes or No.
4. The list of search options on the left side of the screen disappears
5. The options are Job Board, Job Map, Career Explorer, Census Map Tool, Job Demand Report, and Job Search Report.
6. Answers will vary based on home city of user.
7. NA – This entry is acknowledged as a step to the learner rather than a question.
8. NA – This entry is acknowledged as a step to the learner rather than a question.
9. NA – This entry is acknowledged as a step to the learner rather than a question.
10. 

a) Answers will vary.	f) Answers will vary.
b) Answers will vary.	g) Answers will vary.
c) Answers will vary.	h) Answers will vary.
d) Answers will vary.	i) Answers will vary.
e) Answers will vary.	j) Answers will vary.
	k) Answers will vary.
11. NA – This entry is acknowledged as a step to the learner rather than a question.

12. 1) Quick Find: All Tags  
 2) Show All Skill Types  
 3) Show All Skill Levels  
 4) Show all Job Types  
 5) Show All Job Durations  
 6) Show All Job Languages
13. a) Answer will vary but will be numerical.  
 b) Answers will vary.  
 c) Answer will either be Yes or No.
14. a) Show all Job Types  
 b) Quick Find: All Tags  
 c) Show All Skill Types  
 d) Show All Skill Levels
15. a) Many of the circles disappear. The numbers inside the circles that are left are usually lower than they were before.  
 b) All the jobs that disappeared are shown again.
16. a) Answers will vary depending on the type of job the learner would like to do.  
 b) Answers will vary.  
 c) NA – This entry is acknowledged as a step to the learner rather than a question.
- d) Answers will vary depending on the keywords the learner chooses, and what jobs are currently posted on the Local Jobs Hub.
17. a) Answers will vary depending on the learner. If they made a change, the available options are:  
 Apprenticeship Jobs, Mobile Jobs Volunteer
- b) Answers will vary depending on the learner. If they made a change, the available options are:
- Management, Business;
  - Finance & Administration;
  - Natural & Applied Sciences;
  - Health Care;
  - Education, Law, & Social;
  - Community and Government Services;
  - Art, Culture, Recreation & Sport;
  - Sales & Service;
  - Trades, Transportation and Equipment Operators;
  - Natural Resources, Agriculture & Related; and
  - Manufacturing & Utilities
- c) Answer will either be Yes or No including a justification for answer selected.

## 1.4: Job Board Activity Guide

1.
  - a) All Industries
  - b) All Job Types
  - c) All Skill Levels
  - d) All Durations
  - e) Peel Region
  - f) All Tags
  - g) All Languages
  - h) Sort by Newest First
  - i) Show 25 Posts Per Page
2. Answer will be both Full-Time and Part-Time
3. Answers will vary. This number will change depending on the date and time of the search.
4.
  - a) Answers will vary based on job type selected.
  - b) Answers will vary based on job type selected.
  - c) Answers will vary based on job type selected.
  - d) Answers will vary based on job type selected.
  - e) Answers will vary based on job type selected.
  - f) Answers will vary based on job type selected.
  - g) Answers will vary based on job type selected.
  - h) Answers will vary based on job type selected.
5. This number will change depending on the date and time of the search.
6. This number will change depending on the date and time of the search.
  - a) This number will change depending on the date and time.

## 2.2: Career Explorer Activity Guide

1.
  - a) Apprenticeships
  - b) Construction
  - c) Manufacturing
  - d) Finance & Retail
  - e) Service
  - f) Agriculture
  - g) Tourism & Hospitality
  - h) Healthcare
  - i) Education & Social Services
  - j) Transportation
  - k) Information & Communication
2. Answers will vary by learner.
  - a) Yes
3. Many of them disappeared, and only those with job titles related to the sector the learner chose remained.
4.
  - a) Size by Job Openings
  - b) Size by Median Salary
5. Under the job title and job description you will find the titles Wage/Salary, Skills & Active Job Postings.
  - a) Answers will vary by job chosen.
  - b) Answers will vary by job chosen.
  - c) Answers will vary by job chosen.
6. The screen changes and many of the bubbles disappear. Only careers related to the service industry remain.
7. Yes, cook is a job that's in demand. You can tell because the bubble is dark blue.
8. The answer will vary depending on what jobs are posted at the time this activity is completed.
9.
  - College Instructor;
  - Apprentice;
  - Chef;
  - Food and Beverage Server;
  - Bartender; and
  - Food Service Supervisor.
10. They show paths between different careers. In this case, they indicate that being a bartender or Food and Beverage Server could lead into you becoming a cook and being a cook could lead into you becoming a Food Service Supervisor or Chef.
11. The line between cook and apprentice does.

12. Answers will vary by learner but should reflect that you can become an apprentice to learn how to cook, but you could also work as a cook without being an apprentice. Cooks with some work experience may choose to apprentice to learn new skills and further their careers.
13. Answers will vary by learner.
14. Answers will vary by learner.  
Encourage learners to come up with more than one job title so they have options when searching in the Career Explorer.
15. Answers will vary by learner.
16. Answers will vary depending on the learner's choice of career. The sectors included in this drop-down list are:
- Apprenticeships;
  - Construction;
  - Manufacturing;
  - Finance & Retail;
  - Service;
  - Agriculture;
  - Tourism & Hospitality;
  - Healthcare;
  - Education & Social Services;
  - Transportation; and
  - Information & Communication



## 2.4: Career Library Activity Guide

1. Answers will vary based on occupation selected by learner.
2. Answers will vary based on occupation selected by learner.
3. Answers will vary based on occupation selected by learner.
4. Answers will vary. This number will change depending on the date and time of the search.
  - a) Answers will vary by learner.
  - b) Answers will vary by learner.
  - c) Answers will vary by learner.
5. Answers will vary based on occupation selected by learner.
6. Answers will vary based on occupation selected by learner.
7. Answers will vary based on occupation selected by learner.
8. Answers will vary based on occupation selected by learner.
  - a) Answers will vary by learner.
  - b) Answers will vary by learner.
  - c) Answers will vary by learner.
  - d) Answers will vary by learner.
  - e) Answers will vary by learner.
  - f) Answers will vary by learner.
9. Answers will vary based on occupation selected by learner.
  - a) Answers will vary by learner.