Employee Profiles Research

Activity Summary

In this activity, students will:

- ◆ Conduct virtual research focussing on demonstration of the **Essential Skills** and their complexity levels by employees at their co-op placement
- ◆ Prepare a written report for their co-op supervisor recommending that **Essential Skills** be added to current job profiles on the company's website.

Prior Knowledge

- **Essential Skills** and Complexity Levels
- Survey Methods and Report Writing
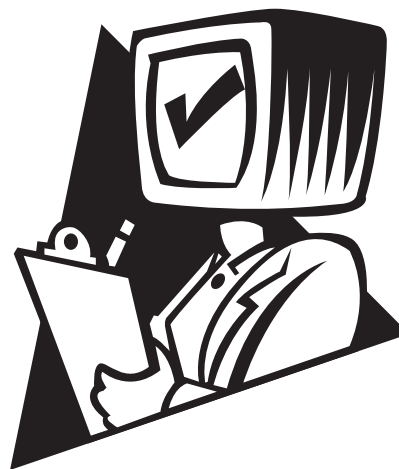
Teaching Planning Notes

- Review assignment including prior knowledge required and rubric
- Provide student with computer and internet access (student e-mail if available)
- Provide student with access to telephone for co-op supervisor communication

Assessment and Evaluation of Student Achievement

Task	Tool
Questionnaire	Questionnaire Evaluation Sheet
Report	Rubric

Activities and Evaluation Materials

- Employee Profiles Assignment Sheet
- Questionnaire Evaluation Sheet
- Report Rubric

FOCUS ON LEARNING

Essential Skills:

Writing
Developing Research Questionnaire
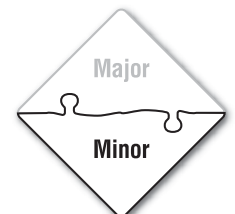*Writing Report*

Reading Text
Writing Report

Thinking Skills
Developing Research Questionnaire
Report

Working with Others
Conducting Research

Computer Use
Developing Research Questionnaire
Writing Report
Conducting Research

Positive Profiling

To further raise the profile of *Essential Skills* and their complexity levels in the world of work, you will be conducting research at your co-op workplace to determine which *Essential Skills* and their complexity levels are used in several occupations. Once you have collected the data, you will review all existing job descriptions at your co-op workplace and determine how they can be updated to include *Essential Skills* requirements. Upon completing your report you will forward your recommendations to your co-op supervisor.

Part One: Employee Questionnaire

- Create a simple questionnaire that can be completed by employees on-line (one question for each *Essential Skill*)
- Forward questionnaire to a minimum of six (6) employees (preferably to two in each of three different jobs)
- Questionnaire should focus on the demonstration and usage of *Essential Skills* and Complexity Levels in their occupation. Include questions on all nine *Essential Skills*.
- When asking questions about *Essential Skills* demonstrated, be sure to focus on the frequency and complexity in which they are used and the tasks they are used for.

Part Two: Conducting The Research

- Prepare an e-mail outlining your project to your co-op supervisor and asking them to inform their employees about your project
- Get the names and e-mails of six employees (preferably two in each of three different jobs) that are willing to participate in your research
- Forward your questionnaire as an attachment to an e-mail request that details why you are doing the project and thanking them in advance for participating. Include the deadline by when you would like the completed questionnaires returned.
- Give them enough time to complete the questionnaire. Don't leave this part of your project to the last minute because you may not get your questionnaires back before a due date and you will not be able to complete your report.

Positive Profiling

Part Three: Analyse Data And Compare With Current Job Descriptions

- Tally the data and decide which *Essential Skills* are most important for which jobs.

- Compare your results with the current job descriptions

- Are the tasks indicated in the questionnaire the ones that are included as "responsibilities" of the job in the job descriptions? If not, go back to the employees to ask for clarification

Part Four: Recommendations

- What kind of changes could be made to the current job descriptions to include *Essential Skills* in the descriptions?

- Provide your co-op supervisor with a sample of what a new job description would look like and discuss the benefits of making these changes

- Ask for their feedback

- Take appropriate action

Positive Profiling
Questionnaire Evaluation Sheet

COMPONENT	MARKS
Completeness One question for each *Essential Skill*	/9
Comprehensive Questions insightful and thoughtful (2 marks each)	/18
Correct (spelling, grammar)	/10
Presentation Document is neatly organized and clearly presented	/3
TOTAL	**/40**

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Positive Profiling
Questionnaire Evaluation Sheet

COMPONENT	MARKS
Completeness One question for each *Essential Skill*	/9
Comprehensive Questions insightful and thoughtful (2 marks each)	/18
Correct (spelling, grammar)	/10
Presentation Document is neatly organized and clearly presented	/3
TOTAL	**/40**

Positive Profiling
Report Rubric

Categories/ Criteria	Level 1 (50-59%)	Level 2 (60-69%)	Level 3 (70-79%)	Level 4 (80-100%)
Knowledge/ Understanding Content of Research Minimum of 6 completed questionnaires with Conclusions and Recommendations	demonstrates knowledge of facts with limited clarity and accuracy	demonstrates knowledge of facts with some clarity and accuracy	demonstrates knowledge of facts with considerable clarity and accuracy	demonstrates knowledge of facts with a high degree of clarity and accuracy
Thinking/Inquiry Analysis of research results of *Essential Skills*	uses little analysis to draw limited conclusions	uses some analysis to draw some conclusions	uses thorough analysis to draw many conclusions	uses effective analysis to draw most or all conclusions
Communication Introduction	communicates with a limited sense of audience and purpose	communicates with some sense of audience and purpose	communicates with a clear sense of audience and purpose	communicates with a strong sense of audience and purpose
Body	communicates evidence with limited organization and clarity	communicates evidence with some organization and clarity	communicates evidence with effective organization and clarity	communicates evidence with highly effective organization and clarity
Conclusions/ Recommendations	summarizes main points and provided recommendations to a limited extent	summarizes main points and provided recommendations to some extent	summarizes main points and provided recommendations to a considerable extent	summarizes and extends main points and provides insightful recommendations in a highly effective way
Communication Language	communicates with the limited use of appropriate language	communicates with some use of appropriate language	communicates with considerable appropriate language	communicates with highly appropriate language
Application Writing Mechanics	uses writing mechanics (spelling, grammar) with limited competence	uses writing mechanics (spelling, grammar) with some competence	uses writing mechanics (spelling, grammar) with considerable competence	uses writing mechanics (spelling, grammar) with a high degree of competence
Layout and Design	uses software and technology to enhance design with limited effectiveness	uses software and technology to enhance design with some effectiveness	uses software and technology to enhance design with considerable effectiveness	uses software and technology to enhance design with a high degree of effectiveness

Note: A student whose achievement is below Level 1 (50%) has not met the expectations for this assignment or activity. This rubric is based on fundamentals on

www.curriculum.org