

# Job Search on the Computer



**Level: OBS**

**Goal:** Use the World Wide Web and CD ROM to search for a job.

## **Learning Outcomes:**

- Use the web to do self-assessment to help choose a job that is suitable for you.
- Use the web to learn what skills are required to do the job.
- Use the web to find what work is available in your field
- Search *HRDC's Essential Skills* CD ROM

## **Contents:**

- Two sites that give a comprehensive look at searching for a job on the web
- Eight sites that do online assessments related to career planning
- Four sites that identify education and skills needed in the workplace in general and in specific jobs.
- Six sites that give labour market information, as well as job and résumé postings.
- Step by Step instructions for using *HRDC's Essential Skills* CD ROM to identify skills needed for a wide variety of occupations.

**Prerequisite:** A basic ability to manoeuvre around the World Wide Web

## **JOB SEARCH on the COMPUTER**

There is a great deal of work related information available on the web. This guide will divide this topic into three main areas.

- ◆ Choosing a job or career that suits you
- ◆ Learning what skills are required to do the job
- ◆ Finding what work is available in your field

### **TWO SITES THAT *MAY* HAVE EVERYTHING YOU NEED.**

1. ***Human Resources Development Canada (HRDC)*** is the first place most people look during a job search. It has a great deal of information on job opportunities and labour market trends, as well as information about self assessment, skills and career planning. Take some time to visit this site and see what it has to offer.

<http://www.hrdc-drhc.gc.ca/>

2. The site – ***Canada WorkinfoNet*** – has links to 2000 Canadian web sites related to jobs. It has a wealth of information about job search strategies, employment opportunities, the labour market, education and training, self-employment, and financial help.

<http://workinfo.net.ca/>

3. Click on *Take the Test*, at [Myfuture.com](http://myfuture.com).

Check the box next to any of the activities that you like to do. When you are finished, press "Done" and you'll be given the two out of six work types that will most likely fit with the kind of person you are. Then click on them to discover typical occupations represented in that work type. careers.

<http://www.myfuture.com/career/interest.html>

4. HRDC has a "Welcome to Work Search" web site.

After you click on English, go to

- *Work Search Strategies* and then to
- *How Should I Market Myself* and then to
- *What Are Employers Looking For*
- Explore the link out this page, for example *My Workplace Skills and Traits Quiz*

<http://worksearch.gc.ca/>

5. Canadian Careers has links to sites with information about career planning.

- Click on *Explore Careers*
- and then to *Career Planning & Occupational Information*
- and *Labour Market Information*

<http://www.canadiancareers.com/>

6. Get some indication of your Myers-Briggs Temperament type.

At the web site below click on the **Keirsey Temperament Sorter** and take the test. There are 70 questions and is a little time consuming. The results are related to the Myers-Briggs Type Indicator. After you take the test, you will be given your temperament type. (You can get a detailed report for a fee.)

After you take the test you can go back to the home page and click on **The Four Temperaments..** for a some famous people and their types as well as a description of the types.

<http://www.keirsey.com/>

7. On the Type Focus home page, click on Free Personality test.

There are 66 questions that all must be answered. The results of the assessment are in the form of Myers-Briggs personality types. It may give you some insight into things that you may be good at. (More detailed career information is available for a fee.)

<http://www.typefocus.com/>

8. For the person who likes tests and self-assessments of all kinds...

This is your guide through the jungle of different tests on the Internet. You can find tests for

- intelligence
- health
- emotional
- personality
- Language
- career

<http://www.allthetests.com>

## LEARNING WHAT SKILLS ARE REQUIRED TO DO THE JOB

1. The Conference Board of Canada, in conjunction with business and industry, has identified core skills, attitudes and behaviours that you need in the workplace.

<http://www2.conferenceboard.ca/nbec/pdf/esp2000.pdf>

2. Explore HRDC's Essential skills at this site. Read the *Introduction* for a brief overview.

<http://www15.hrdc-drhc.gc.ca/english/es.asp>

It lists the skills and skill levels required for approximately 150 entry level occupations. You can search by occupation, by key work or by skills. Your teacher may have a copy the *Essential Skills CD-ROM*

3. At Canada OnLine you can find the education, skills requirements and job duties for dozens of careers in Canada. Follow the links to find out about a career that interests you.

<http://canadaonline.about.com/msub65.htm>

4. The Ontario Ministry of Education (MET) and the Ministry of Training, College and Universities (MTCU) have a web that has some good information about the job market. Click on *You and the Job Market* and *Ontario Job Futures* for some occupational skill profiles and some information on how your skills measure up.

<http://www.edu.gov.on.ca/eng/training/labmark/>

## FINDING OUT WHAT WORK IS AVAILABLE IN YOUR FIELD

1. The HRDC (Human Resources Development Canada) Job Bank is probably the most familiar place for most people looking for jobs. It advertises jobs from all across Canada. You can search by occupation and/or by location.

<http://jb-ge.hrdc-drhc.gc.ca/>

2. *Workopolis* claims to be Canada's biggest job site.

<http://www.workopolis.com>

It has posting for thousands of jobs, and you can limit the criteria quite easily. In the QUICK JOB SEARCH section, click on

- Keyword search
- By location
- By date
- Now hiring

3. At *Monster.ca* you can post a résumé or search through thousands of Canadian job listings. You can narrow the locale that you are interested in as well as the type of job.

<http://monster.ca>

4. **Canada Jobs** is a site that has job postings. It offers links to companies that have job openings and to government job banks.

<http://canadajobs.com/>

5. To find a job in the hospitality industry (hotels, restaurants, etc), try **cooljoscandada**. Click on the *Find Job* tab or *New Jobs* tab at the top of the page.
- This site would be especially useful for summer jobs at resorts, camps, or parks.
  - It also has some interesting links in the hospitality industry as well as links to some job search and résumé sites.

<http://cooljobscanada.com/>

6. For Labour market information and job outlooks, try the Canadian site **Job Futures 2000**.

<http://jobfutures.ca/doc/jf/index.shtml>

From here you can look at

- outlooks by occupation
- outlooks by field of study
- overviews and trends

Besides the outlook to 2004 for a particular occupation you can get

- Job Descriptions
- Education and training required
- How many people work in the field
- Who works in the field – by age, sex, education, etc
- The unemployment rate
- Earnings
- Related Occupations

You can customize your search by looking for a job with certain characteristics – i.e. wage range, growth rate, unemployment rate etc.

## *Using ESSENTIAL SKILLS CD*

**ESSENTIAL SKILLS** is a CD produced by HRDC (Human Resources Development Canada) and NALD (National Adult Literacy Database)

It identifies, by occupation, the skills that you need to work in a give area. The profiles are based on interviews with people who hod these jobs across Canada.

From the introduction of the CD:

Essential Skills are **enabling skills** that:

- Help people perform the tasks required by their occupation and other activities of daily life
- Provide people with a foundation to learn other skills
- Enhance people's ability to adapt to workplace change

Essential Skills are not technical skills but rather the skills people use to carry out a wide variety of everyday life and occupational tasks. For example, writing skills are required in a broad range of occupations. The complexity and frequency of writing varies, of course. Some workers fill out simple forms every day, while others write daily or monthly reports.

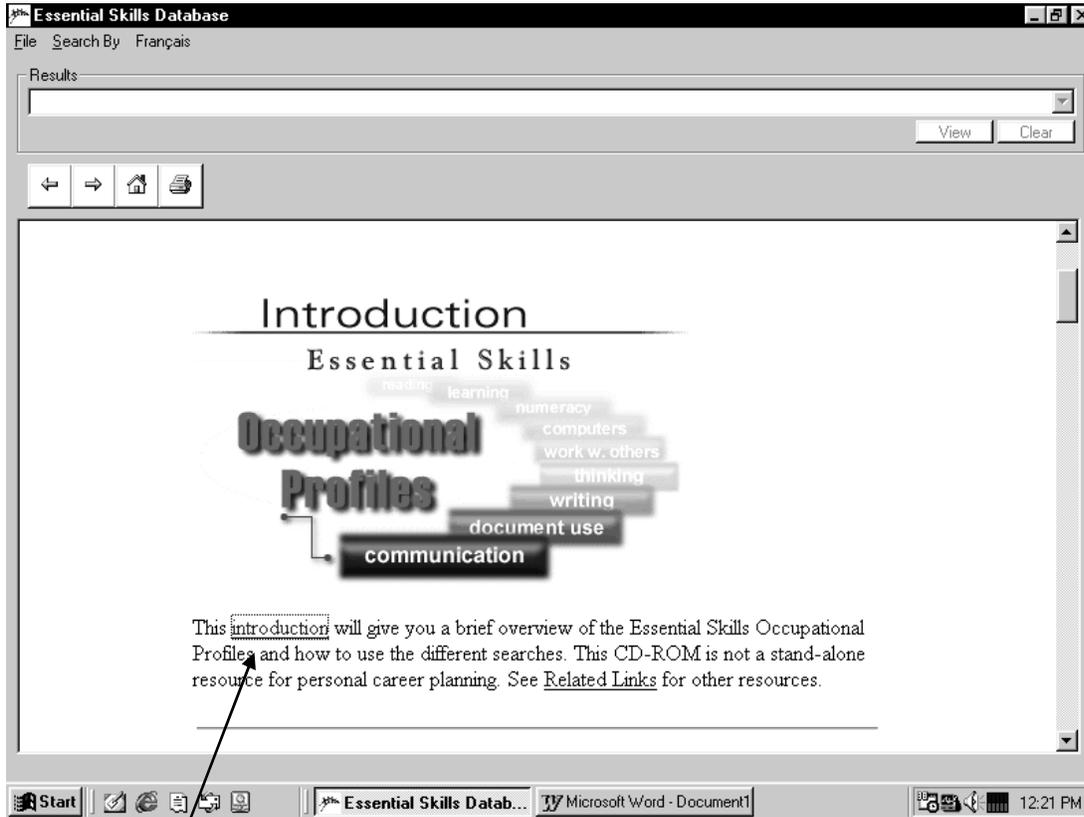
Workers must have Essential Skills in order to do their work. For example, repair persons may have to read and understand written work orders before they can do the repairs.

Workers who have Essential Skills at the levels required for their desired occupations will have enhanced employability. However, other factors such as honesty, persistence and a positive attitude to change also enhance employability

Ask your teacher for the **ESSENTIAL SKILLS CD**

If it is not installed on a classroom computer, follow the instructions on the back of the CD to install it. (Check with your teacher first.)

When you open the **ESSENTIAL SKILLS CD**, you will see the following home page.



Click on ***introduction*** and read all the sections



From the *applications* section, if you *choose student*, you will get some information about how you can use this CD.

You can use this database to:

- Find out what Essential Skills are required in the occupations you are considering
- Compare your present level of skills with the levels required in various occupations
- Get help in describing your skills for your resume or portfolio

This web site can provide you with up-to-date, specific information on the Essential Skills used in a wide range of occupations. You can use this information to:

- Research specific occupations by reviewing their Essential Skills profiles (search by occupation)
- Compare your present level of skill to the skills required in various occupations (search by occupation)
- Help set targets for skill development by exploring occupations that interest you (search by occupation)
- Find out about occupations in areas that interest you (search by key word or use a key word in search by occupation)
- Identify occupations that might suit you because they require your particular strengths (search by most important skills)
- Find out how the skills you are learning are used in the world of work (search by skill)
- Use the complexity scales for skills like Decision Making or Problem Solving to help you assess your skills in these areas. (The scales are in the Readers' Guide and can also be accessed through the Help function from any screen that refers to a complexity scale.)
- Connect to other sources of information about particular occupations (use the Links to Other Sites at the end of each profile)

## Search By Occupation

To search for the skills needed for an occupation, return to the *Home Page*. (Look for the symbol of a house at the top of the page.) Scroll down to the *Search by Occupation* section.

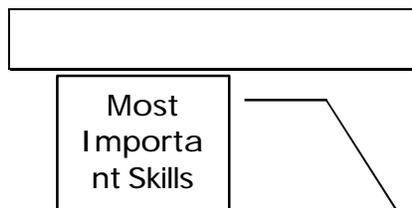


Type in the *name of the occupation* that you are looking for.

A list of occupations that match the words you typed will appear in the *menu* at the top of the page. Choose one and then click on *View* to see the skills for the occupation

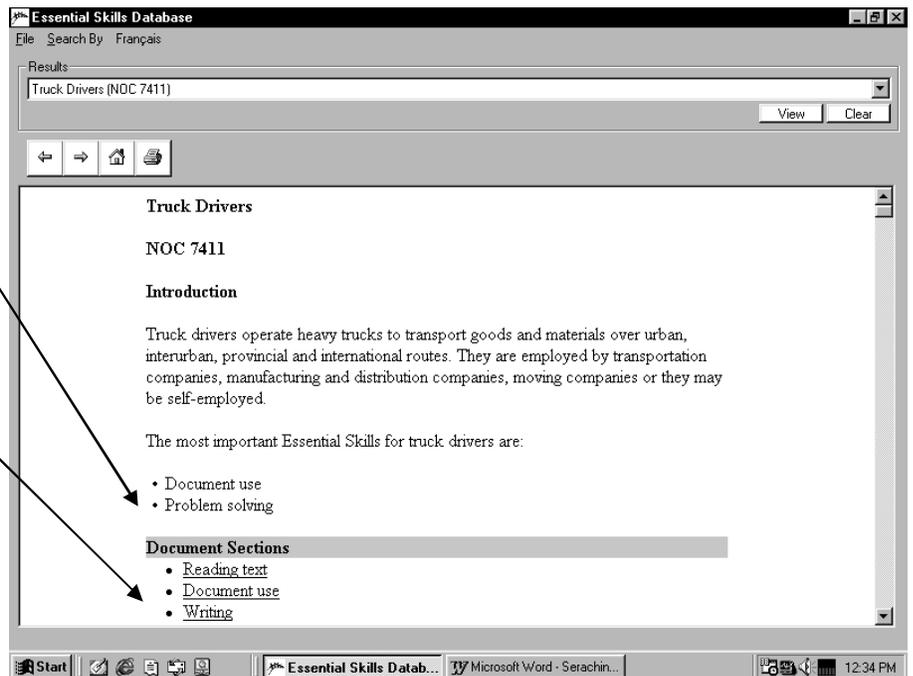
# Sample Occupation Profile

(Truck Driver)



## Document Sections:

- Reading text
- Document use
- Writing
- Numeracy
- Oral Communication
- Thinking Skills
- Problem Solving
- Decision Making
- Job Task Planning
- Memory Use
- Finding Information
- Working with Others
- Computer use
- Continuous Learning
- Other Information
- Notes
- Links



## For Example....

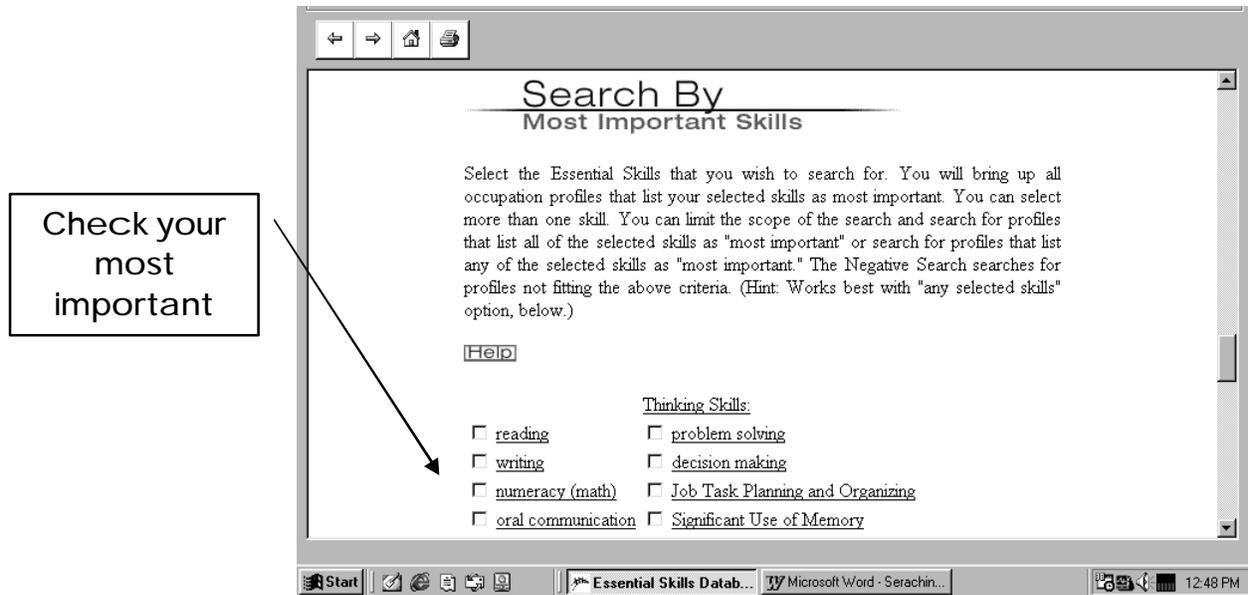
Under **Oral Communication**, there are details about the types of **typical tasks** that a driver might be required to do that require oral communication, as well as the **complexity level** and **examples** of each. It specifies the **modes of communication used**. There is also an **Oral Communication Profile** – a detailed chart giving samples of different kinds of oral communication used and where

Note: Throughout this CD, the following symbols have been used:

- >>> indicates that most respondents use that skill
- >> indicates that some respondents use that skill
- > indicates that few respondents use that skill

indicates that none of the respondents use that skill

You can search for an occupation by ***Most Important Skills***



If the computer is on line, you can explore ***Further Online Resources***

