



**User Manual and Activity Guide
for
Educators & Career Practitioners**

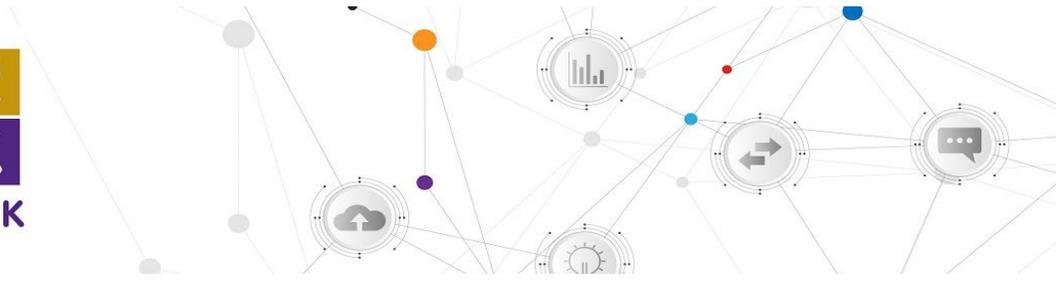


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These activities were developed by Literacy Link South Central. For questions about this project or adult literacy in Ontario, please contact literacylink@llsc.on.ca or visit www.llsc.on.ca.

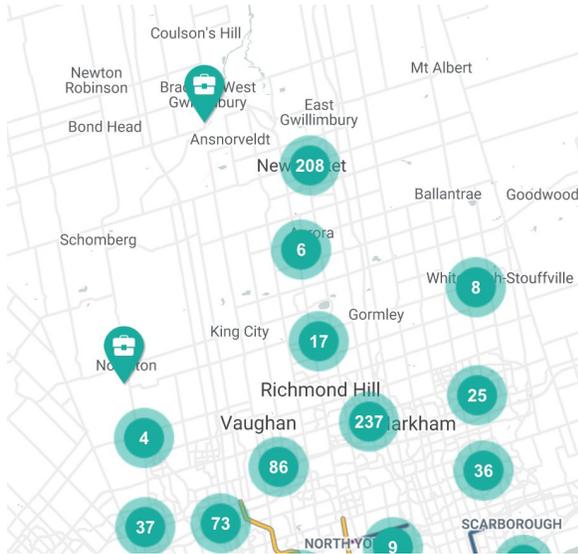


Work in York is maintained by the Workforce Planning Board of York Region. For questions about local labour market information and tools, please contact the Planning Board at 905-503-6611 or visit <https://www.wpboard.ca/> to use the Work in York Job Tools.



This Employment Ontario project is funded by the Government of Canada and the Government of Ontario.

Work in York – Job Map Quick Reference Guide

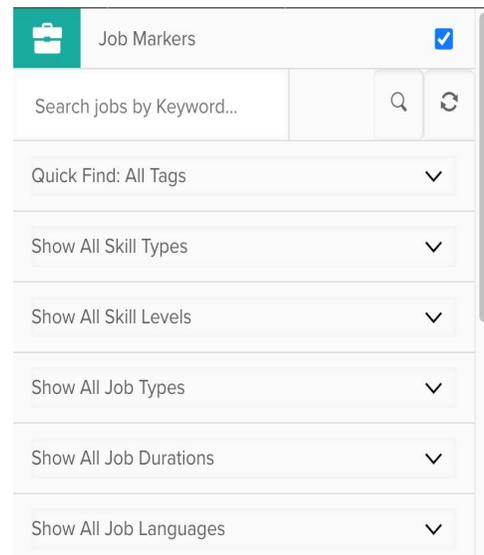


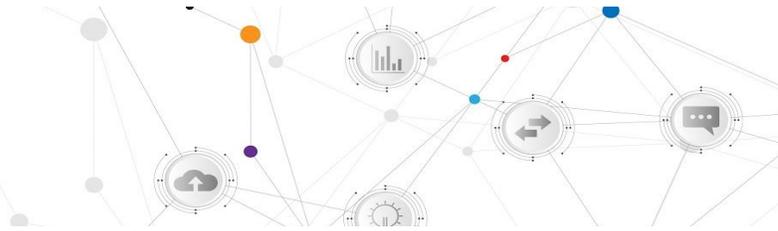
After opening up the ‘Job Map’ web browser, local towns and cities will show on the map. Select the name of the city or town you’re interested in exploring:

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.

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





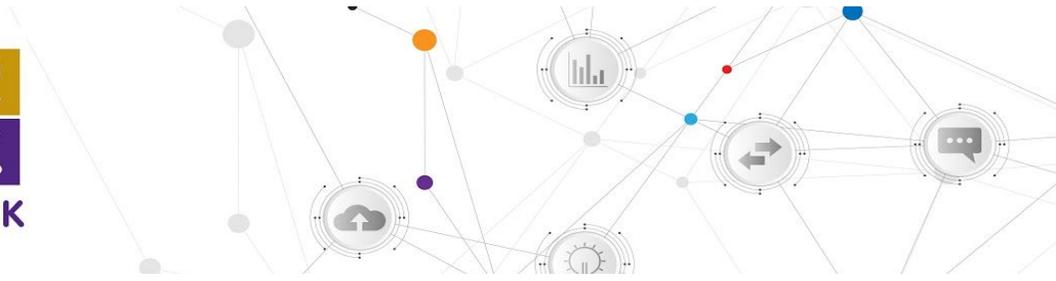
Work in York – Job Map Quick Reference Guide

See left hand toolbar for other relevant programs/services:

Job Map Tools		
	Apprenticeship Office	<input type="checkbox"/>
	Apprenticeship Training Sites	<input type="checkbox"/>
	Child Care Centres	<input type="checkbox"/>
	DriveTest Centres	<input type="checkbox"/>
	Education - Elementary Schools	<input type="checkbox"/>
	Education - Secondary Schools	<input type="checkbox"/>
	Education - Post Secondary	<input type="checkbox"/>
	Employment Ontario Services	<input type="checkbox"/>
	Employment Agencies - Private	<input type="checkbox"/>
	Employment Services	<input type="checkbox"/>
	Entrepreneurship Support	<input type="checkbox"/>
	Mentorship Support	<input type="checkbox"/>
	Language Training	<input type="checkbox"/>
	Literacy & Basic Skills	<input type="checkbox"/>
	ODSP Employment Supports	<input type="checkbox"/>
	Ontario Disability Support Program	<input type="checkbox"/>
	Ontario MTCU Apprenticeship Office	<input type="checkbox"/>
	Ontario Works	<input type="checkbox"/>
	Service Canada	<input type="checkbox"/>

- Apprenticeship office
- Apprenticeship training sites
- Child care centres
- DriveTest Centres
- Education - Elementary Schools
- Education - Secondary Schools
- Education - Post-secondary
- Employment Ontario Services
- Employment Agencies - Private
- Employment Services
- Entrepreneurship Support
- Mentorship Support
- Language Training
- Literacy and Basic Skills
- ODSP Employment Supports
- Ontario Disability Support Program
- Ontario MTCU Apprenticeship Office
- Ontario Works
- Service Canada

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.



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?

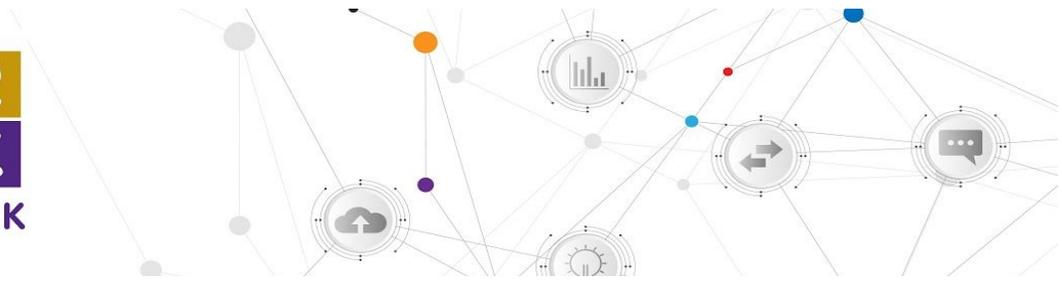
3. Can you see it on this map? _____
4. You will see a grey bar across the top of the map. Find the words “Job Map Tools” on the left side of that bar. Click on these words. Write what happens below. (The list of search options on the left side of the screen disappears.)

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? **(The options are Job Board, Job Map, Career Explorer, Census Map Tool, Job Demand Report and Job Search Report.)**

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.
7. What is the largest number you see in a circle on the map?

8. What is the smallest number you see in a circle on the map?

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 one of the jobs listed. Click the blue hyperlink that says, “Go to job posting.”
11. 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?

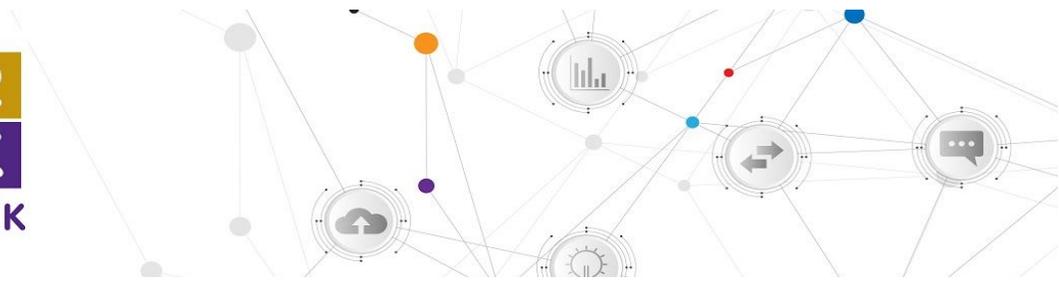
 - h. Do you need experience to apply for this job?

 - 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?

12. Choose “Local Jobs Maps” from the drop-down under Resources at the top of the page. You will reset the map.
13. 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. 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)**
- 1. _____
 - 2. _____
 - 3. _____
 - 4. _____
 - 5. _____
 - 6. _____

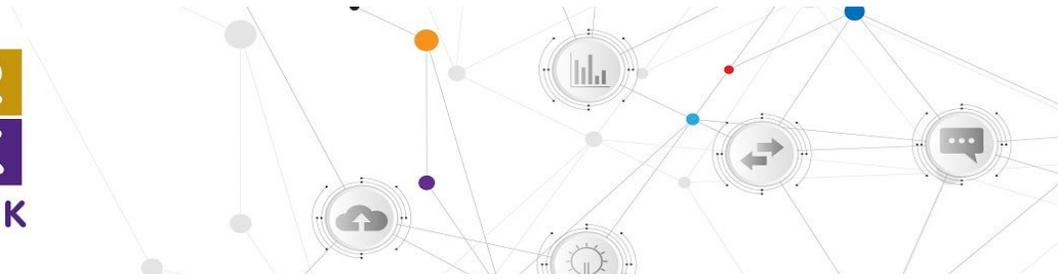


14. Use the triangle next to Show all Skill Types to pick “Trades, Transport and Equipment Operators.” Now change the Show All Jobs Types drop-down menu to “Full Time.” Use the triangle next to Show All Job Durations to pick “Permanent.”
- Look at how the map has changed and answer the questions on the next page.
What is the largest number you see on a circle on the map?

 - In what city or town is this circle?

 - Are there any briefcase pictures on the map?

15. 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.
- What filter would you use to see only full-time jobs?
_____ (Show all Job Types)
 - What filter would you use to see only apprenticeship jobs?
_____ (Quick Find: All Tags)
 - What filter would you use to see only jobs in health care?
_____ (Show All Skill Types)
 - What filter would you use to see only technical, paraprofessional and skilled occupations? _____ (Show All Skill Levels)
16. 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.
- 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. _____
Many of the circles disappear. The numbers inside the circles that are left are usually lower than they were before.
 - 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? _____
All the jobs that disappeared are shown again



17. 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:

Answers will vary depending on the type of job the learner would like to do.

b. Write two or three different words you would associate with that job here:

c. **Answers will vary depending on the type of job the learner would like to do. Ensure there are at least two words written here.**

d. Type one of your keywords into the search field, and click the small magnifying glass symbol, or hit “enter” on your keyboard.

e. Did any jobs appear on the map?

Answers will vary depending on the keywords the learner chooses, and what jobs are currently posted on the Local Jobs Hub.

18. Reset the map by choosing “Local Jobs 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.

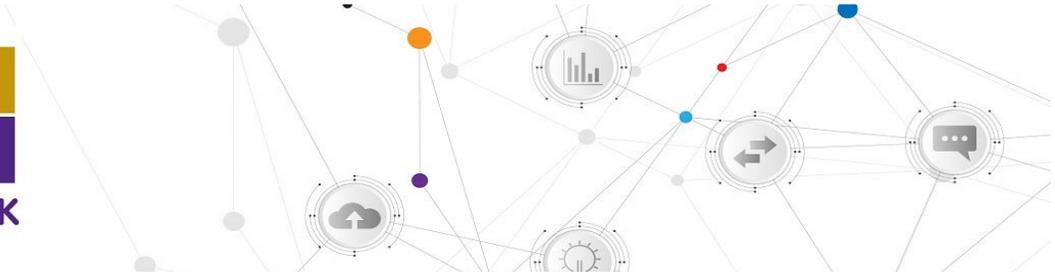
a. Did you change the Quick Find: All Tags filter? If so, what did you change it to?

Answers will vary depending on the learner. If they made a change, the available options are: Apprenticeship Jobs, Mobile Jobs Volunteer

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

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 Gov’t Services, Art, Culture, Recreation & Sport, Sales & Service, Trades, Transportation and Equipment Operators, Natural Resources, Agriculture & Related, Manufacturing & Utilities

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



Work in York – Job Board Quick Reference Guide

- All Industries ▼
- All Job Types ▼
- All Skill Levels ▼
- All Durations ▼
- Anywhere in Region ▼
- All Tags ▼
- All Languages ▼
- Sort By Newest First ▼
- Show 25 Posts Per Page ▼

Search Now

Clear

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.

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.

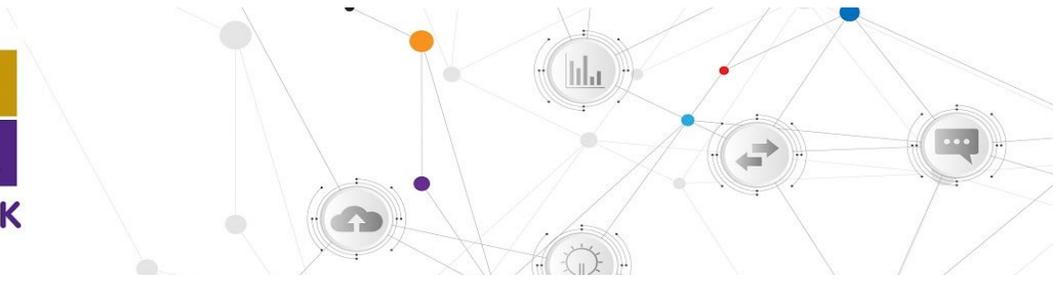
8. Sort by Newest First – by selecting one of these options, you will be able to view the most recent postings or the oldest posting first.

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.



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 8 ways that you can narrow down your search results. Write them below.

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

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? **This number will change depending on the date and time of the search.**

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?

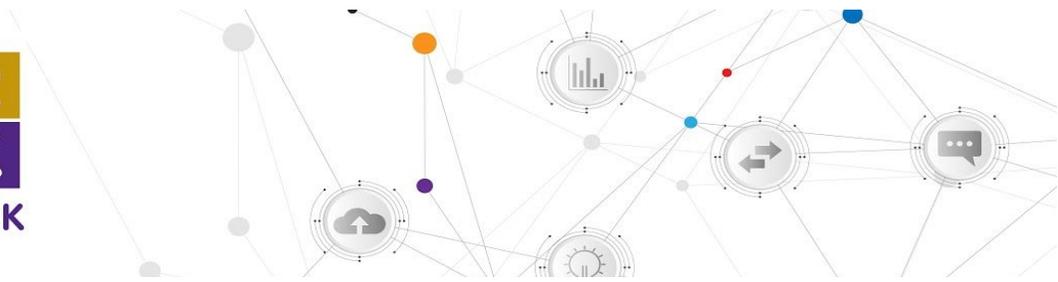
- d. What is one of the responsibilities of this job?

- 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?
-

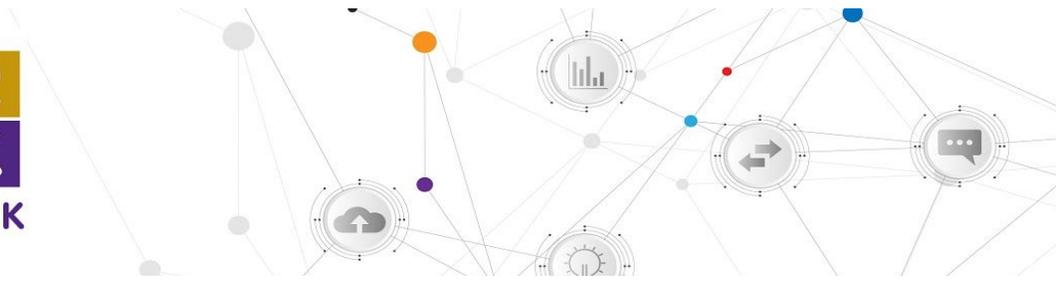
This number will change depending on the date and time of the search.

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?
-

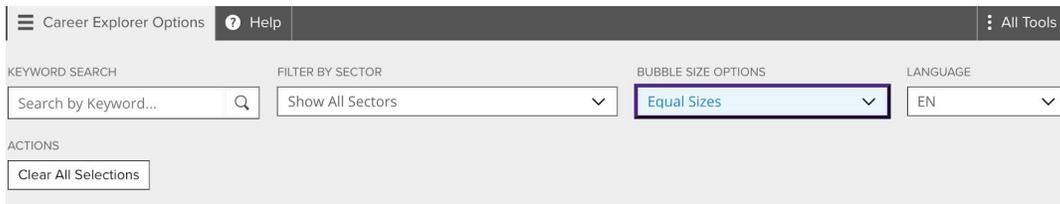
This number will change depending on the date and time of the search.

- 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?
-

This number will change depending on the date and time.

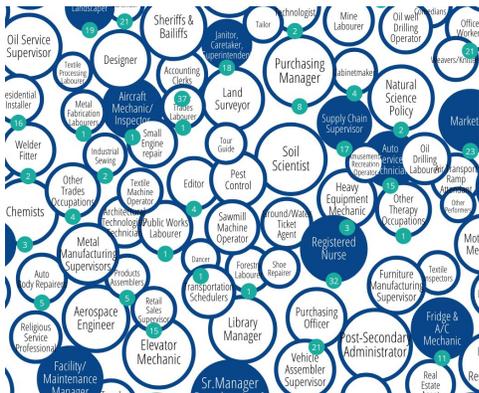


Work in York – Career Explorer Quick Reference Guide



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

- Keyword Search** - allows you to search by job title, which provides a targeted search for jobs that contain the identified key words.
- Filter by Sector** - allows you filter your search by 11 different sectors of work
- 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.
- Language** - provides you with the option to switch between English and French.
- Actions** - give you the option to ‘Clear All Selections’ and searches



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.

Purchasing managers 0113 ✕

Job Description ▾
 Purchasing managers plan, organize, direct, control and evaluate the activities of a purchasing department and develop and implement the purchasing policies of a business or institution. They are employed throughout the public and private sectors.

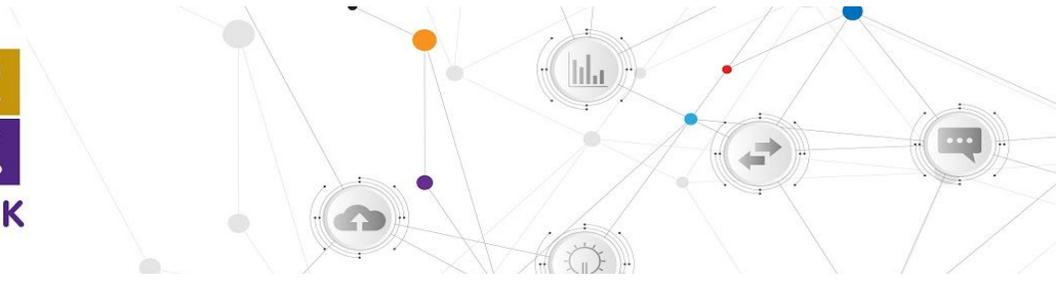
Wage / Salary ▾
\$91,933 is the median annual salary found in local job-postings.
\$44.2/hour is the median wage reported locally.

Skills ▾
 Oral, and, Written, Communication, Microsoft, Office, Marketing, Management, Leadership, Team, Player, Creativity, Problem, Solving, Organization, Integrity, Detail, Oriented, Interpersonal, Skills, Work, Independently, Analysis, Time, Management, Self-Motivated, Continuous, Learning, Negotiation

8 Active Job Postings >

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.

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.



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

Answers will vary by learner.

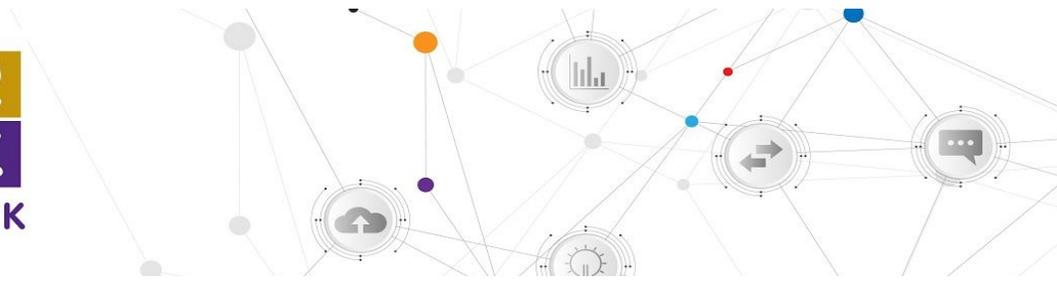
- a. Use the same drop-down menu to select “Show All Sectors” again. Do the missing bubbles reappear?

Yes

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

Many of them disappeared, and only those with job titles related to the sector the learner chose remained.

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?
 - a. **Size by Job Openings**
 - b. **Size by Median Salary.**
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?

Under the job title and job description you will find the titles Wage/Salary, Skills & Active Job Postings.

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

Answers will vary by job chosen.

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

Answers will vary by job chosen.

- c. How many active job postings are there?

Answers will vary by job chosen.

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?

The screen changes and many of the bubbles disappear. Only careers related to the service industry remain.

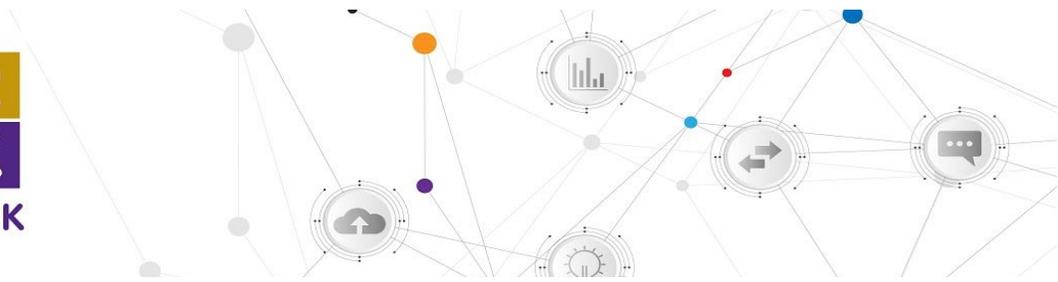
7. Look at the bubbles on the screen and find the one for “Cook”. Is this an in-demand job? How do you know?

Yes, cook is a job that’s in demand. You can tell because the bubble is dark blue.

8. How many cook jobs are currently posted?

The answer will vary depending on what jobs are posted at the time this activity is completed.

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?



College Instructor, Apprentice, Chef, Food and Beverage Server, Bartender, and Food Service Supervisor.

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?

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. Which line has arrows on both ends of it?

The line between cook and apprentice does.

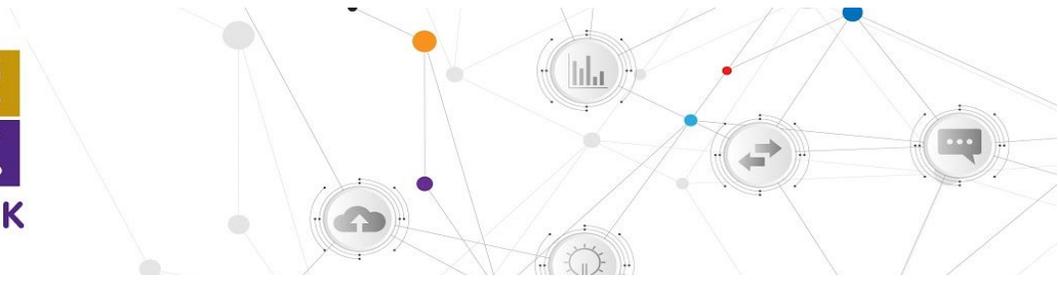
12. Why do you think that might be?

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

Answers will vary by learner.

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



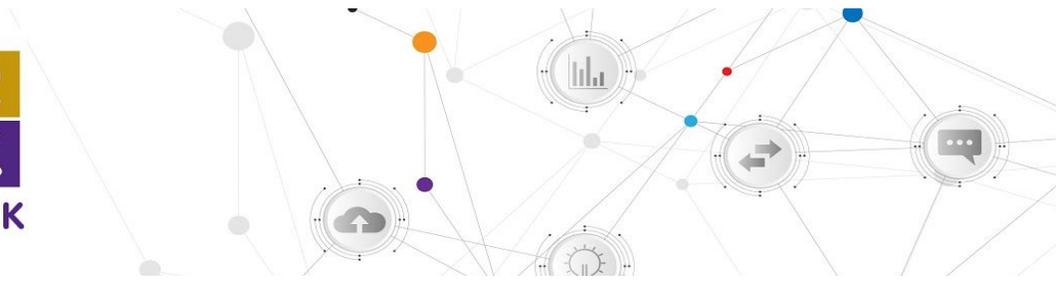
Answers will vary by learner. Encourage learners to come up with more than one job title so they have options when searching in the Career Explorer.

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

Answers will vary by learner.

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?

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.



Work in York – Career Library Quick Reference Guide

The Career Library displays regional labour market information about all 500 National Occupation Classification (NOC) codes in the York Region.

National Occupation Classification (NOC) - The National Occupational 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.

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.

Administrative assistants

National Occupation Code (NOC): **1241** · [Browse All Occupations](#)

Administrative assistants perform a variety of administrative duties in support of managerial and professional employers. They are employed throughout the private and public sectors.

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.

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

EXPLORE OCCUPATIONS

[Browse / Search Occupations](#)

[Current Occupations in Demand](#)

[Historical Occupations in Demand](#)

[Occupation Blogs & Videos](#)

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CAREER OPPORTUNITIES

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[Career Paths](#)

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[Median Income by Sex](#)

[Extracted Salary Information](#)

REGIONAL EMPLOYMENT PARTICIPATION

[by Age Group](#)

[by Industry](#)

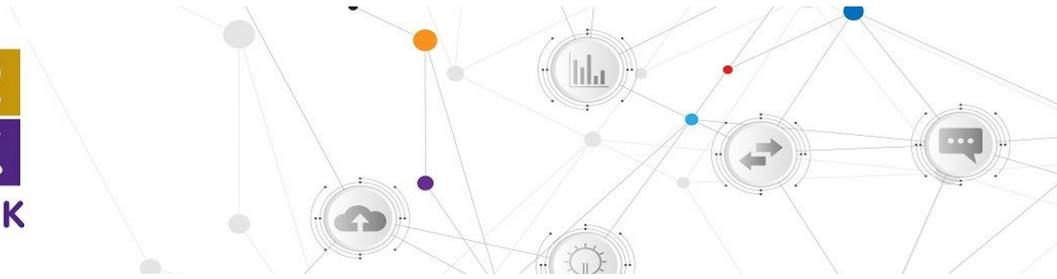
[by Employment Type](#)

[by Sex](#)

[by Class of Worker](#)

[by Labour Force Status](#)

[by Education Level](#)



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?

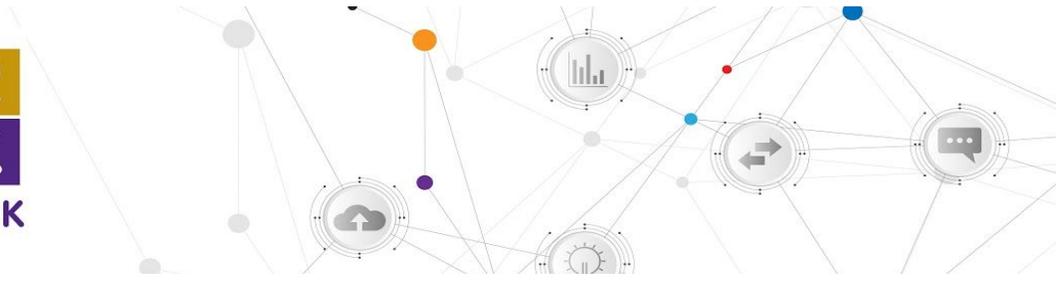
2. See the job description of the occupation, what are some of the relevant tasks and duties listed?

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

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?

- 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.



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

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?

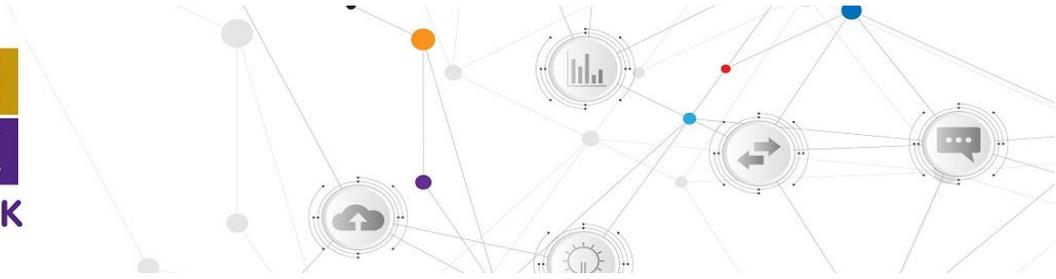
6. See the ‘Median Income by Sex’, what is the median income for each sex?

7. See the ‘Extracted Salary Information’, what is the lowest observed and highest observed salary? What is the average? What is the median?

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?

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

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



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

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.
