



# JOB SEARCH COMPANION RESOURCE

2024



# Introduction and Purpose

The Job Search Companion Resource Manual has been created to provide additional resources for LBS practitioners who may be assisting learners on an employment goal path. It has also been designed as a companion tool to the Job Search Resource Manual created collaboratively by QUILL Learning Network and Four County Labour Market Planning Board in 2023:

<https://www.planningboard.ca/resources-aids/jobsearchmanual/> Since its release in 2023, the job database used for the majority of learner tasks therein has changed. The Connect2Jobs website is now a partnership between Employment Services Bruce, Grey, Huron, Perth (City of Stratford) and Four County Labour Market Planning Board with a new URL: <https://employmentbghs.ca> as a result, many links in the 2023 manual are incorrect.

The following companion resource uses additional online resources that can supplement a learner's exploration of current job postings and in-demand skills. This includes learning about outlooks and projections for jobs in Ontario, understanding how supply and demand impact the labour market, and researching additional information concerning educational requirements for jobs of interest. Information presented here is current as of March 2024.

This manual is broken into three activity categories, each comprising a number of tasks learners can complete:

Activity 1: Researching In-Demand Jobs in Ontario

Activity 2: Understanding Labour Market Supply and Demand

Activity 3: Learning About Changes in Employment Rates in Different Industries

Three supplemental activities are found at the end of this manual:

Supplemental Activity 1: Different Ways to Research Jobs

Supplemental Activity 2: Researching College Programs

Supplemental Activity 3: Researching Apprenticeships

All activities in this manual are aligned to Ontario Adult Literacy Curriculum Framework (OALCF) competencies, task groups, and levels.

# Activity 1: Researching In-Demand Jobs in Ontario

OALCF: A. Find and Use Information (A1.3), B. Communicate Ideas and Information (B2.1-2), Use Digital Technology (D.2)

The Employment Services Bruce Grey Huron Perth job board allows you to explore current job postings in QUILL region. You may have already explored the features of this site using the Job Search Resource Manual.

Once you have identified a job of interest, you may wish to learn more about it. One resource you can use to research a job is the Ontario Job Profiles website:

This database will help you explore:

- a description of the job
- skills and educational requirements required for the job
- a predicted future outlook for this job over the next five years

You can work through the following tasks with any job of your choice. You can also compare different jobs.

## Task 1:

Think of a job you would like to learn more about. If you do not have a job in mind, proceed to Task 2. If you have a job in mind, write down the name of the job here:

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## Task 2 [optional]:

- a) If you do not have a job in mind, open the web browser on the computer. Type in or copy and paste this address: <https://employmentbghs.ca/connect2jobs/>. Find the "Job Board" link on the left side of the screen under the Connect2Jobs description. Click on "Job Board" or copy and paste this address into the web browser: <https://employmentbghs.ca/jobs/>

The list of jobs can be filtered based on:

- location
- industry
- educational level
- skill level
- full-time or part-time
- permanent or temporary

Filter the available jobs based on your location. How many jobs are in your town?

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- a) From these job postings, choose a job you would like to learn more about. Write down the name of the job here:

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Note: For more detailed information about how to filter information on the Job Board, see Activity 1: Tasks 1-9 on pages seven through nine in the Job Search Resource Manual: <https://www.planningboard.ca/resources-aids/jobsearchmanual/>

### Task 3:

- a) Open a new tab on the web browser. Type in or copy and paste this address: <https://www.services.labour.gov.on.ca/labourmarket-ui/search?lang=en>. Find "Search by Occupation" under the title "Explore Ontario's labour market" at the top left of the page. Click on "Search by Occupation." In the search bar that appears under the title "Search jobs" type in the name of the job you chose earlier. Click the blue "Search" button under the search bar. Write down what you see:

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- b) Use the mouse to scroll through the jobs that appear in the search results. Click on the job you have chosen if it appears here. Write down what you see:

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Note: If you cannot find the job you have chosen, try typing in one keyword. A keyword is a word that represents what you are searching for. A keyword could be "food" or "tourism" or "health." Choose a keyword that matches the type of job that interests you and type it into the search bar under "Search jobs." Click the blue "Search" button again. From these results, you can choose a job that interests you. Click on this job. For example, if you type in "food" several jobs related to food services are listed. From this list, you could choose specific jobs such as "food and beverage servers" or "food counter attendants."

**Task 4:**

a) Use the mouse to scroll down the page to the heading "On this page." There are 14 categories under this heading. Click on "4. Occupational outlook rating." Here you can learn about whether or not a job is in-demand. What is the occupational outlook rating for the job you chose?

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b) Click on "Rating definitions" below the occupational outlook rating. What does this job rating mean?

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**Task 5:**

a) Use the mouse to scroll to the top of the page. Under "On this page" click on "6. Projected job openings." Here you can learn about how many jobs are expected to be available in the next few years. For the job you chose, how many projected job openings are there from 2023-2027?

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b) Are more new jobs or more replacement jobs expected?

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**Task 6:**

a) Use the mouse to scroll to the top of the page. Under "On this page" click on "7. Annual number of job postings." Here you can learn if the number of people who have this job is increasing or decreasing. For the job you chose, does the chart show an increase in employment?

Yes  No

b) If employment has increased, what might you expect to see in the next three years?

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c) Why might an increase or in employment be important as you explore this job?

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**Task 7:**

a) Use the mouse to scroll to the top of the page. Under "On this page" click on "8. Pay." Here you can learn how much money people earn in this job. You can also compare earnings between different jobs. What is the median total income for this job?

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b) Is the median income higher or lower than the median income for all occupations?

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c) Is the median income for males higher or lower than for females?

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d) What does median income mean? Open a new tab on the web browser. Type in "definition of median income" and write one of the answers here:

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e) When looking for a job, why do you think knowing median income might be helpful?

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**Task 8:**

- a) Use the mouse to scroll to the top of the page. Under "On this page" click on "9. Education and training pathways." Here you can learn what education you need for this job. Write down one training requirement for the job you chose:

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**Task 9:**

- a) Use the mouse to scroll to the top of the page. Under "On this page" click on "10. In-demand skills and knowledge." Here you can learn about the skills needed for this job. Foundational skills are sometimes called transferable skills. These skills are helpful in every job. Write down two foundational skills that are needed for this job:

1.

2.

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- b) Why do you think these foundational skills might be important for this job?

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- c) Specialized skills are usually different for each job. These are skills that often require specific training or experience. Write down two specialized skills that are needed for this job:

1.

2.

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**Task 10:**

- a) Use the mouse to scroll to the top of the page. Under "On this page" click on "13. Employment type." Which age group has the highest percentage of people working in this job?

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b) Why might this be important to you when researching a job?

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## Activity 2: Learning About Supply and Demand in the Labour Market

OALCF: A. Find and Use Information (A1.3), B. Communicate Ideas and Information (B2.2-3), Use Digital Technology (D.2)

This activity will help you explore the relationship between supply and demand in the labour market. It will help you learn:

- how supply and demand are described when discussing the labour market
- how understanding supply and demand can help with your job search

This may be helpful information to consider when exploring job opportunities in QUILL region.

### Task 1:

a) Open up a new tab on the web browser. Copy and paste the following address: <https://lmic-cimt.ca/what-is-a-labour-market/> This will take you to the Labour Market Information Council of Canada website. Using the information on this site, describe what the labour market is:

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b) "Labour supply" is described as the number of people available for work. "Labour demand" is described as the number of workers that are needed. How could this information help you with your job search?

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c) If you are looking for a job, would you rather have higher labour supply or higher labour demand?

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d) Why?

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## Activity 3: Learning About Changes in Employment Rates in Different Industries

OALCF: A. Find and Use Information (A1.2-3), B. Communicate Ideas and Information (B2.1), Use Digital Technology (D.1)

### Task 1:

a) Open up a new tab on the web browser. Copy and paste the following address: <https://www23.statcan.gc.ca/imdb/pUtil.pl?Function=getNote&Id=1206276&NT=04>. This will take you to a Government of Canada website explaining different types of industries. Industries are divided into goods-producing and services-producing. What are goods-producing industries?

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b) What is an example of a goods-producing industry?

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c) Write down the name of a local business that is in a goods-producing industry:

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d) What are services-producing industries?

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e) What is an example of a services-producing industry?

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f) Write down the name of a local business that is in a services-producing industry:

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g) Are you more interested in jobs in goods-producing or services-producing industries?

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h) Why?

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**Task 2:**

a) Open up a new tab on the web browser on the computer. Copy and paste the following address: <https://www.planningboard.ca/news/>. This will take you to the Four County Labour Market Planning Board's news articles. Click on the most recent Monthly Unemployment Release. Which monthly press release did you open?

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b) Did employment in the goods-producing sector increase or decrease this month?

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c) Did employment in the services-producing sector increase or decrease this month?

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d) What is the current local unemployment rate?

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e) Why is the unemployment rate important for your job search?

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**Task 3:**

a) Open up a new tab on the web browser on the computer. Copy and paste the following address: <https://www.jobbank.gc.ca/trend-analysis/job-market-reports/ontario>. This will take you to the Job Bank of Canada’s Labour Market Reports for the Province of Ontario. Use the mouse to scroll down the page until you find “Sectoral Profiles: Take the pulse of your industry.” Click the arrow beside “Choose a sectoral profile.” This list includes both goods-producing and services-producing sectors. Write down three sectors that interest you:

1.

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2.

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3.

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b) Choose one sector you would like to learn more about. Use the mouse to click “Go.” Find the “Highlights” section at the top of the page. How many people in Ontario work in this sector?

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c) Is employment expected to grow in this sector in the next two years?

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d) Why might it be important to know if this sector is expected to grow?

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# Supplemental Activity 1: Different Ways to Research Jobs

OALCF: A. Find and Use Information (A1.2), B. Communicate Ideas and Information (B2.1)

There are many ways to research local jobs. In Activity 1, you learned how to find a job using the Connect2Jobs site. Here are other ways you can look for a job in your community. You may wish to try one or all of these tasks.

## Task 1:

- a) Many towns have a newspaper. In some towns, this newspaper can be read for free at the local library. Does your town have a newspaper you can purchase or read for free at the library?

Yes  No

- b) If yes, how many job postings are in this week's newspaper?

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- c) Most job postings include the name of the company that is hiring. If you recognize a business in your town, write it here:

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- d) If you are interested in a job you see in the newspaper, write the name of the job here:

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- e) Is this job full-time or part-time?

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- f) If the phone number or address for the business is listed, write it here:

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g) If the salary is listed, write it here:

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h) How would you apply for this job?

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i) If you need more information about this job, who could you contact?

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**Task 2:**

a) Many towns have community bulletin boards. These are often found in grocery stores, libraries, municipal buildings, or recreation centres. Businesses often post job ads on these boards. Write down three places in your town that might have community bulletin boards:

1.

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2.

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3.

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b) Can you visit one of these places?

Yes  No

c) If you can visit a local bulletin board, do you see any jobs posted?

Yes  No

d) If yes, write down the name of one business that is hiring:

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e) Most businesses will include contact information with a job posting. Write down any contact information here:

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

f) If the business does not include contact information, how could you find out more about this job?

\_\_\_\_\_

### Task 3:

Another way to gather information about local jobs is through friends and family. Do you know anyone who has a job you think is interesting?

Yes  No

a) If yes, could you talk to this person to learn more about their job?

Yes  No

b) If there is someone you could talk to, write down two questions you could ask about their job:

1.

\_\_\_\_\_

2.

\_\_\_\_\_

c) If you are able to ask this person about their job, write down their answers to your questions:

1.

\_\_\_\_\_

2.

\_\_\_\_\_

# Supplemental Activity 2: Researching College Programs

OALCF: A. Find and Use Information (A1.2), B. Communicate Ideas and Information (B2.1), Use Digital Technology (D.2)

Some jobs require college training. This activity will help you explore college options in QUILL region.

## Task 1:

a) There are several colleges with campuses in QUILL region. Is there a college in your town?

Yes  No

b) If yes, write the name of the college here:

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## Task 2:

a) Fanshawe College has campuses in Huron and Bruce counties. Open a new tab on the web browser. Type in or copy and paste this address: <https://www.fanshawec.ca/why-fanshawe/campuses/huron-bruce/continuing-education>. What are two courses or programs you could take at the Fanshawe Huron/Bruce campus?

1.

2.

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b) How could you find out more information about these courses?

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**Task 3:**

a) Georgian College has campuses in Grey County and South Georgian Bay. Open a new tab on the web browser. Type in or copy and paste this address:

<https://www.georgiancollege.ca/academics/programs/?campus=owen%20sound#explore-programs>. What are three courses or programs you could take at the Owen Sound campus?

1.

2.

3.

b) How could you find out more information about these courses?

**Task 4:**

a) Conestoga College has a campus in Perth County. Open a new tab on the web browser. Type in or copy and paste this address: <https://www.conestogac.on.ca/fulltime?keywords=&campuseFilterIds=ST>. What is one program you could take here?

b) How could you find out more information about this program?



## Task 5:

a) There are many more college programs available online. The Ontario Colleges website is a tool you can use to research online options. Open a new tab on the web browser. Type in or copy and paste this address: <https://www.ontariocolleges.ca/en/programs>. A search bar titled "Search Programs" is in the middle of the page. Type a course or program of interest into this search bar. Click the blue "Program Search" button. Write down what you see:

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b) The search results will list all programs available at colleges in Ontario. You can filter these results using the "Filter by" menu on the left of the page. Use the mouse to scroll down until you see "Program type." Click on the arrow beside "Program type" to open the menu. Write down the options under program type:

1.

2.

3.

4.

5.

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c) Check the box beside "Distance Education." The search results now show online options for the program that interests you. How many distance education options are available for the program or course you chose?

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d) Click on the title of one of the distance education options. Write down three things you see:

1.

2.

3.

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e) How could you find out more about this course or program?

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## Supplemental Activity 3: Researching Apprenticeships

OALCF: A. Find and Use Information (A1.2), B. Communicate Ideas and Information (B2.1), Use Digital Technology (D.1)

Some jobs require apprenticeship training. This activity will help you explore apprenticeships in QUILL region.

### Task 1:

a) Open a new tab on the web browser. Type in or copy and paste this address: <https://www.ontario.ca/page/apprenticeship-ontario>. This will take you to the Ontario Apprenticeship website. Use the mouse to scroll down the page. Find the heading "Resources for apprenticeships and job seekers." Click on "Prepare for apprenticeship." Write down what you see:

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b) How you prepare for an apprenticeship depends on your situation. Under "How to prepare" there are three options. Click on the option that applies to you. Write down what you see:

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c) On this page, there is information about how you can prepare for an apprenticeship. Write down three questions you could discuss with your literacy practitioner or employment counsellor:

1.

2.

3.

## Task 2:

a) Open a new tab on the web browser. Type in or copy and paste this address: <https://sites.google.com/view/apprenticeship-resources/home>. This will take you to a site with local resources about apprenticeships. On the left side of this page, there is a menu. Use the mouse to scroll down to "MLITSD contacts in the QUILL region." Click on this heading. Write down what you see:

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b) The Ministry of Labour, Immigration, Training and Skills Development (MLITSD) staff are excellent local resources. They can answer additional questions about apprenticeship training. Write down the contact information for the office closest to where you live:

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

c) Write down a question you might have for the MLITSD staff:

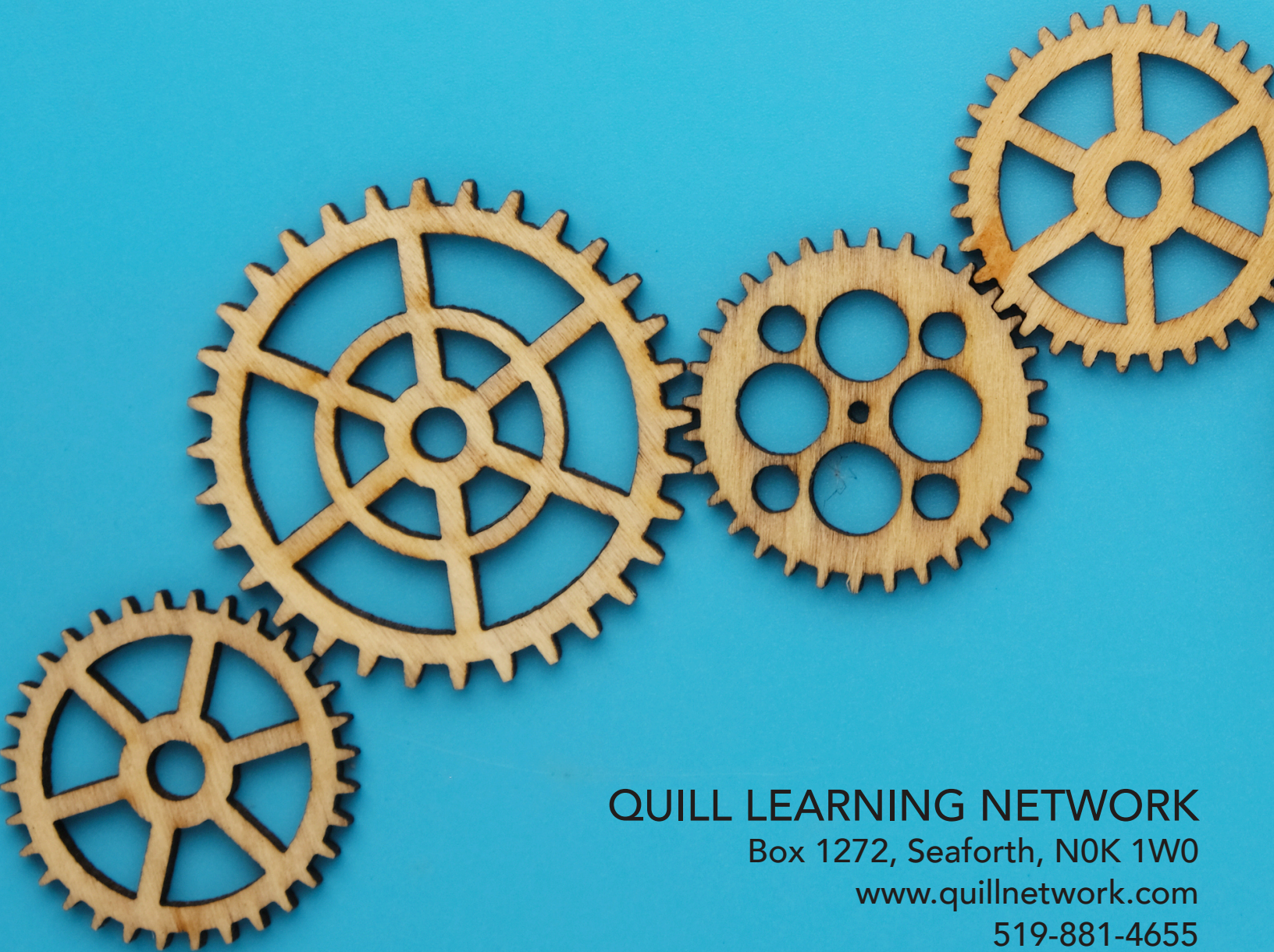
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## QUILL LEARNING NETWORK

Box 1272, Seaforth, N0K 1W0

[www.quillnetwork.com](http://www.quillnetwork.com)

519-881-4655