

1. Open up the web browser on the computer. Type in or copy and paste the address shown here:
<https://www.workforcewindsorsex.com>.
2. Click on Work in Windsor-Essex in the top menu. A dropdown menu will appear with different options. Under Reports & Analytics, you will see 4 options. What are those 4 options?
A [Search Report, Skill Demand Report, Monthly Labour Force Survey Report.](#)
- B** Click Job Demand Report. A new page will appear with information about this report. What three types of job boards are used to gather data for the monthly Job Demand Report?
[Workforce WindsorEssex creates the report using information from national, provincial, and local job boards.](#)
- C** What period does the most recent report cover?
[The answer will vary depending on when this activity is completed. The most recent report is generally dated for 1 or 2 months earlier than today's date.](#)
3. Click the link for the Job Demand Report under the heading “Interactive Report,” and describe what happens below.
A [A new tab opens with the current Job Demand Report in it.](#)

In the centre of the report's first page, you will see a box with the word “Highlights” at the top. Review the information in that box and answer the questions below.
- B** How many total active job postings are there?
[The answer will vary depending on when this activity is completed.](#)
- C** How many of those job postings were new this month?
[The answer will vary depending on when this activity is completed.](#)
- D** How many companies have jobs posted?
[The answer will vary depending on when this activity is completed.](#)
- E** How many different job boards feed into this report?
[The answer will vary depending on when this activity is completed.](#)
4. Below the Highlights box, you will find a larger box with the title “Report Builder”. Read it's description and fill in the blanks below.
A The default filter selection below will show **all** job demand data for the month. You can use the filters to create a **customized report** for the purpose of understanding a subset of the data.
- B** What are 5 different types of filters you can use to customize this report?
[There are 17 options so answers may vary by learner. The 17 filters are: Skill Type Name / 1-Digit NOC, Major Group / 2-Digit NOC, Minor Group / 3-Digit NOC, Unit Group / 4-Digit NOC, Skill Level, Job Type, Job Duration, Job Board, Additional Language, Specific Job Tags, Hiring Sector by 2-Digit NAICS, Hiring Sector by 3-Digit NAICS, Hiring Sector by 4-Digit NAICS, Hiring Sector by 5-Digit NAICS, Hiring Sector by 6-Digit NAICS, Municipality, City of County, and Job Board.](#)

Click the filter titled “Municipality” and a list of cities and towns will appear. On the right side of each city or town’s name, you will see the number of jobs available there. How many jobs are currently posted in:

- C** City of Windsor? The answer will vary depending on when this activity is completed.
Municipality of Leamington? The answer will vary depending on when this activity is completed.
Town of Tecumseh? The answer will vary depending on when this activity is completed.
Town of Kingsville? The answer will vary depending on when this activity is completed.
Town of Essex? The answer will vary depending on when this activity is completed.
Town of Lakeshore? The answer will vary depending on when this activity is completed.
Town of Amherstburg? The answer will vary depending on when this activity is completed.
Town of LaSalle? The answer will vary depending on when this activity is completed.
- 5.** On the left side of each city or town’s name, you will see a blue box with a check mark in it. This symbol indicates that the jobs available in this city or town are included in the Job Demand Report.
- A** Choose any of the cities or towns on the list and click the blue box with the check mark in it. Does the checkmark disappear? Yes.
- B** What do you think that means? That the jobs available in this city or town are no longer included in the report.
- C** Review the information that is now showing in the “Highlights” box near the top of the page. What do you notice? The numbers are slightly smaller because they no longer include jobs available in this specific city or town.
- D** At the top of the list of cities and towns, you will see the word Municipality. There is a checkmark to the left of that title as well. Click it and describe what happens below. The checkmarks disappear from every town on the list.
- E** What happens when you click the box again? The checkmarks reappear next to every city and town on the list
- F** What happens when you hold your cursor over the name of a town on this list? The word “Only” appears.
- G** Click the word “Only” next to any one of the towns on the list and describe what happens below. The blue boxes with the checkmarks all disappear except for that one.
- 6.** At the top left side of the Job Demand Report tab you will see the title of this report (for example, “WFWE Monthly Job Demand Report”). Immediately below that title, you will see the title of the page you are currently viewing.
- A** What is this page’s title? The first page is called “Cover Page with filters”.
- B** Next to the pages title, you will see the number of pages in this report. How many pages are there? There are 21 pages.
- C** Click the words “Cover Page with filters”. A drop-down menu appears showing each of the pages in this report. Fill in the titles of the first 6 of them below. This may vary due to updates to the Job Demand Report.

7. Click on page 5 (Posting Location, Type, Duration & Skill). The information on this page is divided by topic, and each topic includes a chart or image to represent related data.
- A What percentage of jobs postings were for full-time employment, and what percent were for part-time? The answer will vary depending on when this activity is completed.
 - B In what city or town were the largest number of jobs posted? The answer will vary depending on when this activity is completed.
 - C What percent of job postings were for permanent employment, compared to contract or temporary jobs? The answer will vary depending on when this activity is completed.
 - D According to the Job Postings by Skill Type section, what is the most sought-after skill type in recent job postings? The answer will vary depending on when this activity is completed.
 - E How many job postings were seeking that type of skill? The answer will vary depending on when this activity is completed.
8. Review information from other pages in this report and answer the following questions.
- A What were the top 2 occupations in demand by 4-Digit NOC according to the Job Demand Report? The answer will vary depending on when this activity is completed.
 - B What page of the report did you find this information on? This information can be found on page 9 (Top Jobs by 4-Digit NOC).
 - C Which employer has the most job openings? The answer will vary depending on when this activity is completed.
 - D How many jobs did they have posted? The answer will vary depending on when this activity is completed.
 - E Which employer has the second largest number of job openings? The answer will vary depending on when this activity is completed.
 - F What page of the report did you find this information on? This information can be found on page 6 (Top Hiring Companies).
 - G Why would knowing what companies have the largest number of job openings be helpful to you? Knowing which companies are hiring a lot of people means you might have a better chance of being hired there if you apply.
 - H What job board produced the largest number of job postings included in the Job Demand Report? The answer will vary depending on when this activity is completed.
 - I How many job postings came from that Job board? The answer will vary depending on when this activity is completed.
 - J What page of the report did you find this information on? This information can be found on page 20 (Job Boards).