

1. Open up the web browser on the computer, and type in or copy and paste the address shown here: <https://www.workforcewindsoressex.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.
 - A What are those 4 options? [Job Demand Report, Job Search Report, Skill Demand Report, Monthly Labour Force Survey Report.](#)
 - B Click Job Search Report. A new page will appear with information about this report. How is information gathered for the Job Search Report? [The monthly Job Search Report for Windsor-Essex is created by Workforce WindsorEssex using data collected from the job finding tools on our website.](#)
 - C Is this data collected with consent and the knowledge that it would be anonymous and posted publicly? [Yes.](#)
 - D 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 Search Report under the heading “Interactive Report,” and describe what happens below.
 - A [A new tab opens with the current Job Search Report in it.](#)
 - B In the top right corner of the report you will see the number of people who used the Job Finding Tools during the month this report was produced. How many users were there? [The answer will vary depending on when this activity is completed.](#)
 - C Below that number, you will see a percent letting you know if more people are using the Job Finding Tools than the previous month (the number will be green), or if fewer people are using the Job Finding Tools than the month before (the number will be red). Write the number below and indicate whether this is a lower or higher number than the month before. [The answer will vary depending on when this activity is completed.](#)
4. The information on this page is divided by topic, and most of the topics include a chart or image to represent related data.
 - A What percent of jobseekers using the Job Finding Tools are between the ages of 25 and 34 years old? [The answer will vary depending on when this activity is completed.](#)
 - B What percent of jobseekers using the Job Finding Tools are between the ages of 35 and 54 years old? [The answer will vary depending on when this activity is completed.](#)
 - C Which of the Job Finding Tools listed under “Interactions by Tool” was used the most? [The answer will vary depending on when this activity is completed, but the possibilities are the Timeline Tool, Portal, Training Board, Career Explorer, Job Map, and Job Board.](#)
 - D What gender are the majority of jobseekers using the Job Finding Tools? [The answer will vary depending on when this activity is completed.](#)
 - E What percentage of users are this gender? [The answer will vary depending on when this activity is completed.](#)

- F** What are the top 3 employers or agencies selected by users of the Job Finding Tools? The answer will vary depending on when this activity is completed.
- G** What are the top 3 occupations selected by users of the Job Finding Tools? The answer will vary depending on when this activity is completed.
- 5.** At the top left side of the Job Search Report tab you will see the name of this report (for example, “WFWE Monthly Job Search Report”. Immediately below that title, you will see the title of the page you are currently viewing.
- A** Next to the pages title, you will see the number of pages in this report. How many pages are there? There are 3 pages.
- B** Click the words “Job Search Report” A drop-down menu appears showing the title of the second page of this report. What is it called? Job Search Report – What.
- 6.**
- A** What Skill Type are users most interested in finding during their job search? The answer will vary depending on when this activity is completed.
- B** What percent of jobseekers were looking for jobs of this skill type? The answer will vary depending on when this activity is completed.
- C** What Skill Level are users most interested in finding during their job search? The answer will vary depending on when this activity is completed.
- D** What percent of jobseekers were looking for jobs of this skill level? The answer will vary depending on when this activity is completed.
- E** Are more users looking for part-time or full-time jobs using the Job Finding Tools? The answer will vary depending on when this activity is completed.
- F** What percent of jobseekers are looking for part-time work using the Job Finding Tools? The answer will vary depending on when this activity is completed.
- G** Are more jobseekers looking for permanent, temporary, or contract jobs? The answer will vary depending on when this activity is completed.
- H** What percent of jobseekers are looking for permanent jobs using the Job Finding Tools? The answer will vary depending on when this activity is completed.
- 7.** On the left side of this page, there are 3 filters.
- A** What are the labels on those 3 filters? Age Group, Gender, and Tool.
- When you click the top bar, a drop-down menu will appear with many different age ranges in it. On the left side of each age range, you will see a blue box with a check mark in it. This symbol indicates that searches done by people of this age range are included in the Job Search Report.
- B** Find your own age range on the list and click the blue box with the check mark in it. Does the checkmark disappear? Yes.
- C** How do you think this changes the information shown in this report? Job searches done by people in this

age range are now no longer included in the report.

- D** Click the box again so the checkmark reappears. Then, hold your cursor over your age range until the word “Only” appears. Click it and describe what happens below. The blue boxes with the checkmarks all disappear except for that one.
 - E** How do you think this changes the information shown in this report? Job searches done by people in this age range are now the only ones included in the report.
 - F** Review the information that is now showing in the Skill Type, Skill Level, Job Type and Job Duration circles. What do you notice? The percent of jobseekers interested in each category have changed.
- 8.** Use the 3 filters at the top of the page to find the following information. Record your answers below.
- A** What are the top 3 employers that female jobseekers between the age of 15 and 24 are looking at? The answer will vary depending on when this activity is completed but will often include jobs in retail and recreation.
 - B** Change the gender to male, and the age range to between 55 and 64. What are the top 3 employers attracting these jobseekers? The answer will vary depending on when this activity is completed, but more employers will likely be business-related or involve the skilled trades.
 - C** Change the drop-down menus to reflect your own demographics – your age and gender. What are the top 3 companies that jobseekers in your demographic are interested in? The answer will vary depending on when this activity is completed.
 - D** Would you be interested in working for any of those 3 employers? The answer will vary by learner.
 - E** Look at the four circles under the filters. What Skill Type, Skill Level, Job Type, and Job Duration are people in your demographic looking for? The answer will vary by learner.