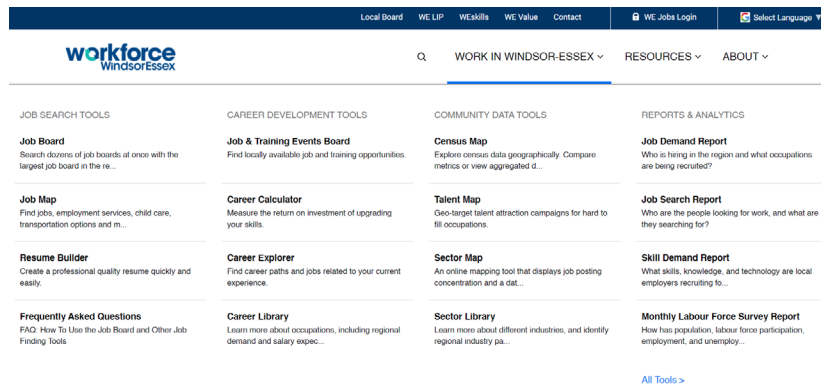


ACTIVITY 14: EXPLORING THE CAREER LIBRARY

GOAL: TO USE THE CAREER LIBRARY TO LEARN MORE ABOUT DIFFERENT OCCUPATIONS, INCLUDING REGIONAL DEMAND AND SALARY EXPECTATIONS.

- Open up the web browser on the computer. Type in or copy and paste this address: <https://www.workforcewindsor-essex.com>. Find the Career Library under Career Development Tools in the Work in Windsor-Essex menu. Click it.



The Career Library houses information about different occupations and uses the NOC system as we saw in Activity #13: Exploring National Occupational Classification (NOC) Codes.

- On the left side of the screen, you will see a menu with 7 different options.

List them below:

- _____
- _____
- _____
- _____
- _____
- _____
- _____

In the middle of the screen, you can explore Occupation Groups and see how many jobs are in each grouping.

- Click on “Explore Occupations” from the menu. You can enter a job title in the search box to explore occupations. **Let’s enter “Cashiers”.**

Explore Occupations

Enter a job title in the search box below to explore occupations.

A What is the NOC Code for Cashiers? _____

Look at the blue button next to Cashiers.

This indicates how many Cashiers jobs are posted on the Job Board right now.

B What is that number? _____

Click on the word "Cashiers".

C What happens? _____

Click on "Learn More".

A new page will open with more information about Cashiers.

You will see more information about Cashiers.

[Learn More](#)

D Fill in the blanks below:

Cashiers operate _____, _____,

_____ or other equipment to record and accept payment

for the purchase of goods, services and admissions. They are

employed in _____, _____, _____, _____

_____, _____,

_____ and other service, retail

and wholesale establishments.

E Name 3 job duties for Cashiers:

1. _____

2. _____

3. _____

F What are 3 alternate job titles for Cashiers?

1. _____

2. _____

3. _____

4.

On the left side, you will see a menu with more options. Click on "Salary & Income Details".

A

What does this show you? _____

Read through the information on the page and answer the following questions:

B

How many job postings was this information extracted from? _____

C

What is the median income for a Cashier? _____

D

What is the highest observed income for a Cashier? _____

E

What is the lowest observed income for a Cashier? _____

F

What is the average income for a Cashier? _____

5.

Return to the menu on the left side and click "Skills Library". These are a list of skills used by Cashiers when performing their jobs.

List 5 skills on the list that you have:

1. _____

4. _____

2. _____

5. _____

3. _____

6.

Go back to the menu on the left and click on "Active Job Posts".

A

How many active job postings are there for Cashiers right now? _____

Click on the "Go to Job Posting" button. You will see the full job posting.

Answer these questions.

B

WHAT IS THE TITLE OF THE JOB TITLE? _____

C

WHAT IS THE NAME OF COMPANY THAT IS HIRING? _____

D

WHERE IS THE JOB LOCATED? _____

E

IS THE JOB FULL-TIME, PART-TIME, OR CASUAL? _____

F

WHAT IS ONE OF THE RESPONSIBILITIES OF THIS JOB? _____

G

WHAT ARE THREE QUALIFICATIONS YOU WOULD NEED FOR THIS JOB? _____

H DO YOU NEED EXPERIENCE TO APPLY FOR THIS JOB? _____

I IF YOU DO, WHAT EXPERIENCE DO YOU NEED? _____

J IS THERE A SALARY LISTED IN THIS JOB POSTING? _____

K IF SO, WHAT DOES THIS JOB PAY? _____

L DO YOU HAVE THE QUALIFICATIONS AND EXPERIENCE TO APPLY FOR THIS JOB?

Go back to the menu on the left and click “Regional Employers”.

M How many employers employ Cashiers? _____

N Name 3 employers from the list that you would like to work for:

1. _____

2. _____

3. _____

Next, click “Training Workshops & Events” on the left menu. This will show if there are any training opportunities for Cashiers. Look in the middle of the page.

O Are any listed? _____

Go back to the menu on the left and click “Career Paths”.

P Name 3 occupations that could be the next step for a Cashier:

1. _____

2. _____

3. _____

Click on one of the occupation title links.

Q What happens?

Go back in your browser to the Cashiers career profile.
On the menu on the left, click “Skills Paths”.
This page will show you different career paths for Cashiers based on overlapping skills.

1211 - Supervisors, general office and administrative support workers

71% Skills Match

2 Jobs

There are two coloured badges on the page.
The green badge shows the % skills match between Cashiers and the other occupation.
The blue badge shows how many jobs are on the Job Board for that occupation.
Each occupation shows the matches and gaps for any skills, knowledge, and tools and technologies.

Read through the page.

R What are 3 occupations that share matching job skills with Cashiers?

1. _____

2. _____

3. _____

Under each occupation, you can click on “Learn More” or “Browse Jobs” for more information.

[Learn More](#)

[Browse 2 Jobs](#)

7.

Go back to the menu on the left.

There are 7 options under the last heading, “Regional Employment Participation”.
Here, we can see a breakdown of who is employed as a Cashier in the region.

Go ahead and browse the 7 options and answer the following questions:

A WHICH AGE GROUP HAS THE HIGHEST RATE OF EMPLOYMENT AS A CASHIER?

B WHICH INDUSTRY EMPLOYS CASHIERS THE MOST?

C ARE CASHIERS EMPLOYED MOSTLY FULL-TIME OR MOSTLY PART-TIME?

D DO CASHIERS USUALLY WORK FOR AN EMPLOYER OR ARE THEY
SELF-EMPLOYED? _____

8.

Above the title “Skill Paths for Cashiers” you will see a pathway to return to the Career Library. Click “Career Library”.

[Career Library](#) / [Sales and service occupations](#) / [Sales support occupations](#) / [Cashiers](#) / [Cashiers](#)

Skill Paths for Cashiers

The following occupations share matching job skills with Cashiers and may be of interest:

From here, we can explore more options in the Career Library. Look at the Career Library menu on the left side of the page. Click “Current Occupations in Demand”. This will show you a list of the 10 most in-demand occupations in Windsor-Essex.

A What are those 10 occupations?

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Click on one of the occupations.

B What happens?

Go back to the menu on the left and click “Historical Occupations in Demand”. You will see a much longer list of occupations this time. These occupations are usually in demand in the region, meaning there are usually a lot of companies hiring for these positions.

C Do you see any job titles here you are interested in? Write down 3.

1. _____
2. _____
3. _____

Go back to the menu on the left and click “Explore Education Programs”. This is a great resource if you are looking at additional training or education for a career. You can browse alphabetically or search by keyword. Click on an Education Program title.

D What happens?

▼ **Border Services**

NOC: 2273

The Border Services diploma program provides a foundational knowledge in customs, immigration and food inspection. Students will become familiar with...

[Learn More](#)

[Browse Related Programs](#)

For more information about a program click the “Learn More” button. This will take you directly to the educational institution’s website to learn more about the program. Some of the entries will have the option to “Browse Related Programs”. Click that button for more educational programs that may be of help to you.

Go back to the menu on the left and click “Explore Skilled Trades”. Here, you can browse alphabetically, search by keyword, and filter results.

Explore Skilled Trades

Enter a trade title in the search box below to explore skilled trades.

RED SEAL DESIGNATED	SECTOR	EDUCATION LEVEL	
Any ▼	Any ▼	Any ▼	Clear
<input type="text" value="Search..."/>			

Click on a Skilled Trades title.

E

What happens?

▼ **425a - Agricultural Equipment Technician**

NOC: 7312

Agricultural equipment technicians specialize in repairing and maintaining farm machinery such as tractors, combines, balers, seeders, and mowers. Agricultural equipment...

[Training Standard](#)

[Browse Related Trades](#)

By clicking on the “Training Standard” button, you will be taken directly to the specific website for more information on training. Some of the entries will have the option to “Browse Related Trades”. Click that button for more training programs that may be of help to you.