

1. Open up the web browser on the computer. Type in or copy and paste the address shown here: <https://www.workforcewindsoressex.com>. Find the Job Board under Job Search Tools in the Work in Windsor-Essex menu. Click it and look at the menu on the left side of the page and click it.
2. Click the triangle next to the words “Anywhere in Region” so the drop-down menu appears. Choose “Windsor” from the menu and click the blue “Search Now” button.
 - A How many jobs are currently posted in Windsor? This number will change depending on the date and time of the search.
 - B Change “Windsor” to “Essex County,” and click the blue “Search Now” button. How many jobs are currently posted in Essex County? This number will change depending on the date and time of the search.
 - C Change “Essex County” to “Amherstburg,” and click the blue “Search Now” button. How many jobs are currently posted in Amherstburg? This number will change depending on the date and time of the search.
3. Click “Clear,” which you will find next to the blue “Search Now” button. Then, use the triangle next to All Occupational Categories to choose “Education, Law & Social, Community and Gov’t Services”. Change the All Jobs Types drop-down menu to “Part Time,” and click the blue “Search Now” button.
 - A How many matching jobs appear? This number will change depending on the date and time of the search.

Choose one of the jobs listed, click the “Go to Job Post” button that will bring you to the full job posting, and answer the following questions.

 - B Questions B-J
Answers will vary depending on the job posting the learner selects. Ensure that this section is filled out completely, and request the learner show you the job posting if you have any concerns.
4. Return to the Job Board and click the “Clear” button. Use the triangle next to All Skill Levels to choose “Intermediate Occupations”. Then click the blue “Search Now” button.
 - A How many matching jobs appear? This number will change depending on the date and time of the search.

Choose one of the jobs listed, click the “Go to Job Post” button, and answer the following questions.

 - B Questions A-M
Answers will vary depending on the job posting the learner selects. Ensure that this section is filled out completely, and request the learner show you the job posting if you have any concerns.
5. Return to the Job Board 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.
 - A How many matching jobs appear? This number will change depending on the date and time of the search.

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.

B How many matching jobs appear now? This number will change depending on the date and time of the search but should be lower than the number recorded in 6A.

C Change the search word to “Warehouse” and click the blue “Search” button. How many matching jobs appear? This number will change depending on the date and time of the search.

Now add the words “and Forklift” after the word Warehouse and click the blue “Search” button.

D How many matching jobs appear now? This number will change depending on the date and time of the search but should be lower than the number recorded in 6C.

6. 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 test new games for a videogame design company, words like “tester” and “game” and “videogame” could work.

A Record your job idea here. Answers will vary depending on the type of job the learner is interested in.

B Write 2 or 3 different words you would associate with that job here.
Answers will vary depending on the type of job the learner is interested in. Review their choices and consider whether the keywords match the job idea they’ve written.

Type one of your keywords into the search field and click the blue “Search” button.

C How many jobs appear that use the word you chose? Answers will vary depending on the keyword the learner searches for.

If several jobs appear, narrow down the results by adding another keyword to your search. If no jobs appear, try a different keyword.

Choose one of the jobs that included the keywords you searched for. Click the “Go to Job Post” button and answer the following questions.

D Questions D-O
Answers will vary depending on the job posting the learner selects. Ensure that this section is filled out completely, and request the learner show you the job posting if you have any concerns.