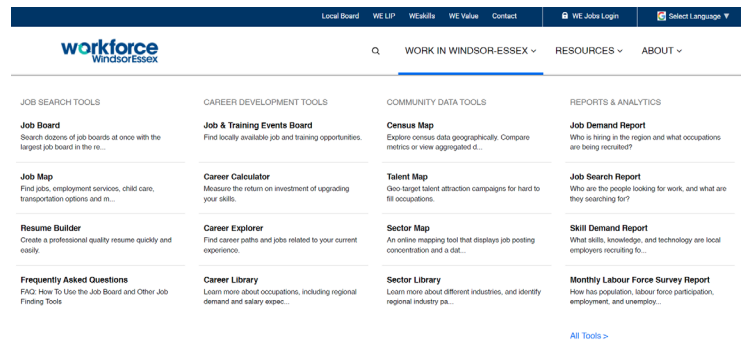


ACTIVITY 7: CUSTOMIZING CAREER EXPLORER SEARCHES

LEVEL: 1

GOAL: TO USE THE CAREER EXPLORER TO LOOK AT JOBS YOU ARE INTERESTED IN. YOU WILL ALSO LEARN ABOUT RELATED CAREERS.

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



2. Look at the grey bar at the top of the page. Click the Career Explorer Options link, and then choose “Service” under the “Filter by Sector” drop-down menu.



A What happens?

B Look at the bubbles on the screen. Find the one for “Cook”.
Is this job in demand? How do you know?

C How many cook jobs are current posted right now to the Job Board? _____

Move your mouse so your cursor is on top of the Cook bubble. Lines will show that connect Cooks to other careers.



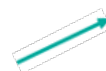
D What are those careers?

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

Look at the lines going between bubbles. Each line has an arrow at the end pointing either at the Cook bubble or pointing at another career bubble.




E What do you think those arrows mean?

F Which line has arrows on both ends of it? _____

G Why do you think that might be? _____

H Why would it be helpful to know what other careers are like this one? _____

3. Click the bubble with the word “Cook” in it. 

Now answer these questions:

A WHAT IS THE MEDIAN ANNUAL SALARY FOR FOR A COOK? _____

B WHAT IS THE MEDIAN HOURLY WAGE? _____

C WHAT ARE 5 SKILLS YOU NEED TO DO THIS JOB?

1. _____ 4. _____

2. _____ 5. _____

3. _____

Click the title “Active Job Postings”.

[Active Job Postings](#) >

D WHAT ARE THE NAMES OF THREE PLACES THAT ARE HIRING A COOK RIGHT NOW?

1. _____

2. _____

3. _____

4.

[More Information](#) >

Find the title “More Information” and click the words “Career Profile”. A new window will open. It shows a career profile for Cooks. Career profiles are helpful. They tell us new information about a career.

Are you done? Close the Occupational Outlook Report and go back to the Career Explorer page.

5.

Think about a career you might like.
Write it below.

A

B What other names could there be for this career? **Write other job titles below.**

C What other jobs or careers do you think might be connected to this one? **Write job titles below.**

D Look at the Career Explorer Options, and click the Filter by Sector drop-down that currently shows “Service”. Look at the sectors listed. **What sector do you think this career could be in?**

Done this task? Reset the filter to “Show all Sectors”.

6 Use the information you have written above. Look for a bubble that matches your career choice. Try these ways of searching and write what you find.

Look at all the bubbles you can see on the screen.

A **Were you able to find the career you chose this way?** _____

Use the “Show All Sectors” drop-down menu to choose the sector you think this career could be in.

B **Was it in one of the career bubbles?** _____

C **Were there any bubbles with career titles that sounded like what you’re looking for?**

D **If so, what were they?** _____

Move your mouse. Make sure your cursor is over top of a bubble that best describes the career you want. **Do any lines show up between it and other career bubbles? If so, what are they?**

E _____

Done this task? Reset the filter to “Show all Sectors”.

Type the career you chose in the search field.

The search field is just to the left of the Sector drop-down menu.

Then, either click the magnifying glass icon or hit the “enter” button on your keyboard.



F **Do any bubbles show up on the screen? If so, how many?** _____

G **Do any of them match what you searched for exactly?** _____

H **If not, which career seems the closest?** _____

*You may not see a career bubble that is like the job you chose.
Search for some of the other job titles you wrote down in Task 5.
Keep searching until you find a career that is like what you were looking for.*

7. Move your mouse so your cursor is over top of the bubble of the career you chose.

A Do any lines show up between it and other career bubbles? _____

B If so, what are the careers this job is connected to? _____

Now you can choose either your original (or first) career bubble. Or you can choose one that is connected to it that interests you even more. **Click the bubble and answer these questions.** Use the information you see in the sidebar.

C WHAT IS THE JOB TITLE? _____

D WHAT IS THE MEDIAN ANNUAL SALARY FOR FOR A COOK? _____

E WHAT IS THE MEDIAN HOURLY WAGE? _____

F WHAT ARE 5 SKILLS YOU HAVE THAT ARE NEEDED FOR THIS JOB?

1. _____ 4. _____

2. _____ 5. _____

3. _____

G ARE THERE ANY JOB POSTINGS FOR THIS CAREER? IF SO, HOW MANY? _____

If there are job postings, use the “Active Job Openings” section to **write the name of a business that is hiring** for the type of job that you’ve chosen.

H _____

I If there are any job postings, click the blue job title. **What happens?**

Go back to the Career Explorer. Click the words “Career Profile” under the title “More Information”. A Career Profile will open if there is one for this career.

8. You have learned more about this career.

A IS THIS CAREER SOMETHING YOU MIGHT WANT TO DO? _____

B WHY OR WHY NOT? _____

C WHAT IS ONE STEP YOU COULD TAKE TO GET READY FOR THIS CAREER?
