

XLAN 1910

Language for Work

Module 2: Job Search

Student Workbook

Integrated Language and Workforce Training

Faculty of Foundational, Career, and Intercultural Studies

Integrated Language and Workforce Training

Module 2: Job Search

Student Workbook

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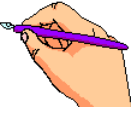


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Module 2: Student Workbook

Essential Skills Checklist

Essential Skills for Employment	I can't do this.	I can do this with help.	I can do this well on my own.
 Reading			
I can find information in a written text.			
I can judge the information I have read.			
I can follow written instructions.			
 Document Use			
I can read documents such as signs, labels, lists, and forms.			
I can complete forms.			
 Writing			
I can write a short paragraph.			
I can write an email.			
 Oral Communication			
I can participate in a job interview.			
I can ask questions about a job opportunity.			
I can be polite at work.			
 Thinking			
I can make decisions about my career.			
I can set career goals for myself.			

Essential Skills for Employment	I can't do this.	I can do this with help.	I can do this well on my own.
 Computer Use			
I can use a keyboard and mouse efficiently.			
I can email documents as attachments.			
I can use the internet to help me find information on jobs and tips on employment.			
 Continuous Learning			
I can identify my skills and abilities.			
I can take feedback from others.			
 Numeracy			
I can identify wage/salary of a job from a job profile.			
I can read a work schedule.			
I can fill out a time sheet.			

Needs Assessment

Instructions: Before you begin this module, answer the following questions:

1. Write three things you **know** about finding a job in Alberta.

- _____
- _____
- _____

2. Write three things you **want to know** about finding a job in Alberta.

- _____
- _____
- _____

Adapted from KWL Chart (TRAN 1003, Employment Prep – Module 1)

Module 2: Part One – Job Posting

Task 2

Example Job Posting: Food Counter Attendant

TIM HORTONS

Calgary, AB, CANADA

[Hospitality and Food Service](#)

Posted 4 Days Ago.

Our vision is to be a Tim Hortons leader in hospitality, team work, happiness, standards execution, coffee excellence, and fun by creating exceptional experiences for our Guests, Team Members and community.

Food counter attendant

Employer: 879778 Alberta Ltd o/a Tim Hortons

Terms of Employment: Permanent, Full Time, Part Time, Shift, Weekend, Day, Night, Evening

Salary: \$12.00 Hourly, for 44.00 Hours per week, Other Benefits, Medical Benefits, Dental Benefits, Life Insurance Benefits, Vision Care Benefits

Start Date: As soon as possible

Location: 5A Heritage Gate SE or #500, 8338-18St SE, Calgary, (7 vacancies)

Education: Some high school, Not required

Experience: No experience

Languages: English

Counter Attendant and Food Preparer Skills:

Take customers' orders, Prepare, heat and finish simple food items, Serve customers at counters or buffet tables.

Kitchen Helping Skills:

Wash, peel and cut vegetables and fruit. Clean and sanitize kitchen including work surfaces, cupboards, storage areas, appliances and equipment.

Bussing Skills:

Clear and clean tables, trays and chairs. Assist food and beverage servers.

How to Apply:

In Person between 9:00 and 14:00

By Phone:(403) 681-0594

By E-mail: TimHortonsJob@outlook.com

Apply Now

Retrieved from <https://www.jobbank.gc.ca/jobsearch/jobposting>

Job Posting Question Handouts

CLB 3 and 4 Task

Name: _____

Date: _____

Instructions: Work with your group. Together, read the job posting and answer the following questions.

1. What is the name of this job? _____

2. Who is the employer? _____

3. Where is this job? _____

4. When does this job start? _____

5. What education do you need? _____

6. Name three duties of this job:

- _____
- _____
- _____

7. Do you need a car to work at this job? (Circle) **Yes or No or Don't Know**

8. How can you apply for this job? _____

9. What language do you need for this job? _____

10. How much does this job pay? _____

11. Do you need experience to get this job? (Circle) **Yes or No**

12. Are you interested in this job? (Circle) **Yes or No**

- Why or why not? _____
- _____

Total: ____/15 marks

CLB 5 Task

Name: _____

Date: _____

Instructions: Work with your group. Together, read the job posting and answer the following questions.

1. What is the name of this job? _____

2. Who is the employer? _____

3. Where is this job located? _____

4. When does this job start? _____

5. What level of education is required? _____

6. Name three duties of this job:

- _____
- _____
- _____

7. Do you need a car to work at this job? (Circle) **Yes** or **No**

8. How should you apply for this job? _____

9. What language is needed for this job? _____

10. How much does this job pay? _____

11. What are six skills you need to work in this job?

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

12. Do you need experience to get this job? (Circle) **Yes** or **No**

13. Are you interested in this job? (Circle) **Yes** or **No**

Answer in **full** sentences. Why are you or why are you not interested in this job? ___/2

Total: ___/22 marks

Task 4

Student A: Handout

Name: _____

Date: _____

Instructions: Work with Partner B. Ask your partner the following questions about their job posting. Write your partner's answers on the lines below.

1. What is the name of this job? _____

2. Who is the employer? _____

3. Where is this job? _____

4. When does this job start? _____

5. How many hours per week do you work? _____

6. What education do you need? _____

7. Name three duties of this job:

- _____
- _____
- _____

8. Do you need a car to work at this job? (Circle) **Yes** or **No** or **Don't Know**

9. How can you apply for this job? _____

10. What language do you need for this job? _____

11. How much does this job pay? _____

12. Do you need experience to get this job? (Circle) **Yes** or **No**

13. Are you interested in this job? (Circle) **Yes** or **No**

Why or why not? _____

Student B: Job Posting

Job Advertisement

Job Number: 7331689

Position: ESL Instructor

Job Description: NorQuest is seeking a highly skilled ESL instructor to teach in the Youth in Transitions ESL program. This instructor plans, organizes, and delivers classes. He/she prepares class schedules, designs tasks, gathers resources, works with students, and grades assessments as required. He/she must be cooperative, punctual, and hard working. Experience working with diverse groups of people is important.

Terms of Employment: FT, Weekdays and some evenings

Salary or wage: Between \$55 000–60 000/yr., 35 hrs/wk.

Anticipated Start Date: As soon as possible

Location: Calgary downtown, Alberta

Skill Requirements:

Education: Completion of high school, completion of a diploma in TESL (Teaching English as a Second Language)

Experience: Minimum 3 years

Languages: Speak English, Read English, and Write English fluently. Any other languages are an asset.

Essential Skills: Problem-solving, job task planning and organizing, working with others, critical thinking, decision-making, computer use, numeracy, oral communication.

Employer: NorQuest College Downtown

How to apply: Please apply to this job through our website, www.norquest.com, or by emailing your resumé to eslyou@norquest.com. Job postings are updated daily.

Module 2: Part One – Assessment Tasks

Assessment Task 1

CLB 3: Getting Things Done/Comprehending Information

Name: _____

Date: _____

Understand a Job Posting

Instructions: You want to apply for a job but you need more information. Read the job posting. Then, answer questions 1 to 9.

1. What is the name of this job? _____

2. Who is the employer? _____

3. Where is this job? _____

4. What education do you need? _____

5. Name two duties of this job: _____/2

• _____

• _____

6. How can you apply for this job? _____

7. What language do you need for this job? _____

8. How much does this job pay? _____

9. Do you need experience to get this job? (Circle) **Yes or No**

Total: ____/10 marks

CLB 3: Reading (Comprehending Information)

Task: You want to apply for a job but you need more information. Read the job posting and answer the questions that follow.

Rating scale: **1**=unable to achieve **3**=satisfactory (at CLB 3 level)
 2=needs help (below CLB 3) **4**=very good

Analytic				
Find important information in a job profile (___/10)	1	2	3	4
Comments:				

Task is satisfactory if score is 7/10 or more in analytic.

Your score: _____

This task was completed at CLB 3 level. **Yes** **No**

CLB 4: Getting Things Done/Comprehending Information

Name: _____

Date: _____

Understand a Job Posting

Instructions: You want to apply for a job but you need more information. Read the job posting. Then, answer questions 1 to 11.

1. What is the name of this job? _____

2. Who is the employer? _____

3. Where is this job? _____

4. When does the job start? _____

5. What education do you need? _____

6. Name three duties of this job: _____/3

• _____

• _____

• _____

7. How many hours a week is this job? _____

8. How can you apply for this job? _____

9. What language do you need for this job? _____

10. How much does this job pay? _____

11. Do you need experience to get this job? (Circle) **Yes or No**

Total: ____/13 marks

CLB 4: Reading (Comprehending Information)

Task: You want to apply for a job but you need more information. Read the job posting and answer the questions that follow.

Rating scale: **1**=unable to achieve **3**=satisfactory (at CLB 4 level)
 2=needs help (below CLB 4) **4**=very good

Analytic				
Find important information in a job profile (___/13)	1	2	3	4
Comments:				

Task is satisfactory if score is 10/13 or more in analytic.

Your score: _____

This task was completed at CLB 4 level. **Yes** **No**

CLB 5: Getting Things Done/Comprehending Information

Name: _____

Date: _____

Understand a Job Posting

Instructions: You want to apply for a job but you need more information. Read the job posting. Then, answer questions 1 to 13.

1. What is the name of this job? _____

2. Who is the employer? _____

3. Where is this job? _____

4. When does the job start? _____

5. What education do you need? _____

6. Name three duties of this job: _____/3

- _____
- _____
- _____

7. How many hours a week is this job? _____

8. How can you apply for this job? _____

9. What language do you need for this job? _____

10. How much does this job pay? _____

11. Do you need experience to get this job? (Circle) **Yes** or **No**

12. Name four skills you need for this job.

___/2 (half mark each)

- _____
- _____
- _____
- _____

13. Where can you find more information about the employer?

Total: ____/16 marks

CLB 5: Reading (Comprehending Information)

Task: You want to apply for a job but you need more information. Read the job posting and answer the questions that follow.

Rating scale: **1**=unable to achieve **3**=satisfactory (at CLB 5 level)
2=needs help (below CLB 5) **4**=very good

Analytic				
Find important information in a job profile (___/16)	1	2	3	4
Comments:				

Task is satisfactory if score is 12/16 or more in analytic.

Your score: _____

This task was completed at CLB 5 level. **Yes** **No**

Module 2: Part Two – Online Job Search

Task 1

Computer Vocabulary List

https://quizlet.com/_3ig3av

Word	Definition
Click on	To press a button on a mouse to make something happen on a computer
Scroll	To move text or images on a Web page or document, up, down, or to the side on a computer screen so that you can see all of it
Search engine	A computer program that is used to look for information on the internet
Select	To choose (a particular action, section of text, etc.), especially by using a mouse
Mouse	A small device that is connected to a computer and that you move with your hand to control the movement of a pointer on the computer screen
Enter	To type in (words, data, etc.) on a computer
Space bar	The wide key at the bottom of a computer keyboard or typewriter that is used to make a space
Type	To write with a computer keyboard
Keyboard	The set of keys that are used for a computer
Log on/log in	To start the connection of a computer to a network or system
Website	A place on the World Wide Web that contains information about a person, organization, etc., and that usually consists of many Web pages joined by hyperlinks
Hyperlink	A blue highlighted word or picture in a document or Web page that you can click on with a computer mouse to go to another place in the same or a different document or Web page
Open	To begin to use (a file, document, or program) on a computer
Double-click	To choose something on a computer screen by quickly pressing a button on a computer mouse or other device two times

Retrieved from <http://www.learnersdictionary.com/>

Task 3

Name: _____

Date: _____

Following Instructions

1. Put an X in the middle of your paper.
2. Write your name on the top left corner.
3. Draw a ☺ on the bottom right corner of your paper.
4. Put a T under the X.
5. Write your last name beside your name.
6. Put your school name on the bottom centre of your paper.

Task 4



Name: _____

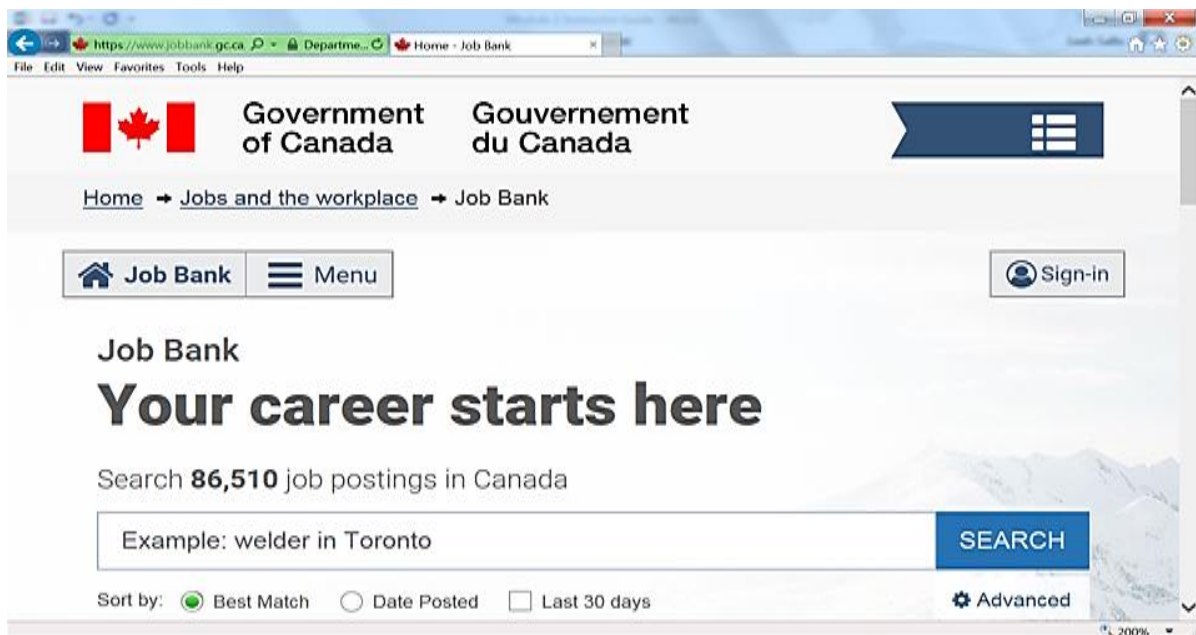
Date: _____


Job Search Handout 1

Online Job Search

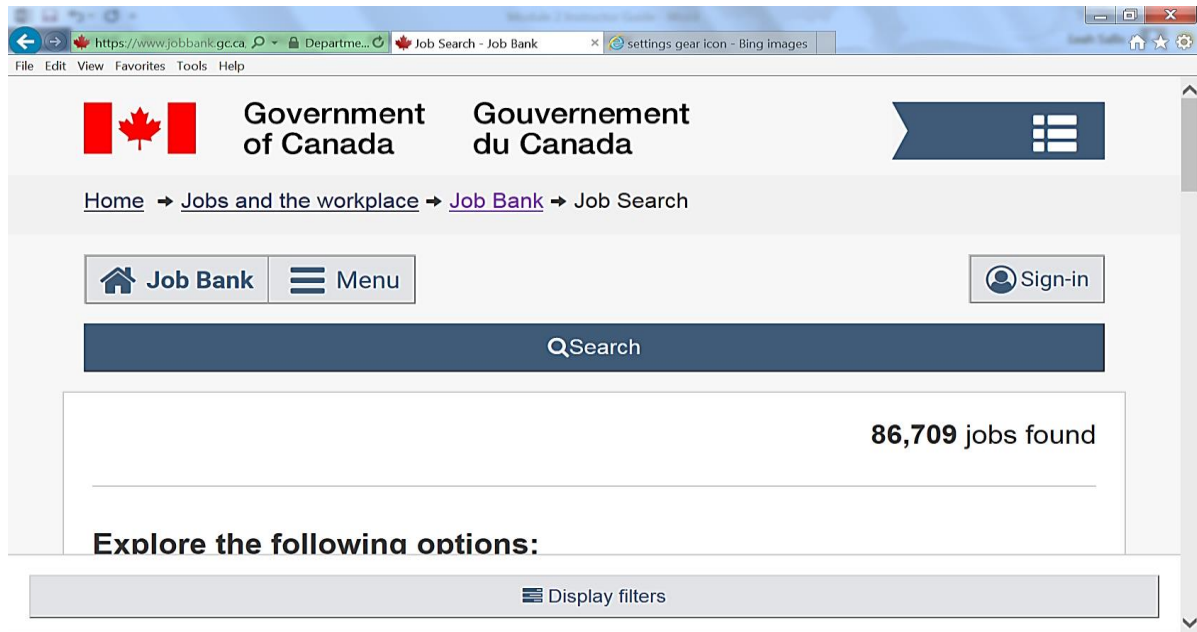
Instructions: With a partner, follow the step-by-step instructions below. Use the information you find online to complete the table on the next page.

1. Double-click on the internet icon  or  at the bottom left corner of your computer screen.
2. Click on the search bar at the top left corner.
3. Type the hyperlink <https://www.jobbank.gc.ca>. Press **enter** on your keyboard.



4. Click on the  **Advanced** button, below the **SEARCH** button.

5. Click on the **Display filters** button at the bottom of the screen.



6. Scroll down and click on **Newcomers to Canada**.
7. Click on **Display filters** again. Select **Alberta**.
8. Click on **Display filters** one more time. Select your city name. Example: **Edmonton**
9. Open and read the job postings for your city. Use the information to fill out the following table.

Type of Job	Name of Job	How much experience is required?	Wage/Salary
1. A permanent job			
2. A seasonal job			
3. A full-time job			
4. A part-time job			
5. A job where you need a high school education			

Retrieved from *Byte into English –LINC 2, Using the Internet, Lesson 5: Review*, p. 125.

Task 5




Job Search Handout 2

Name: _____

Date: _____

Online Job Search

Instructions: With a partner, follow the step by step instructions below. Use the information you find online to complete the table on the next page.

1. Double-click on the internet icon  or  at the bottom left corner of your computer screen.
2. Click on the search bar at the top left corner.
3. Type the hyperlink <https://www.jobbank.gc.ca>. Press **enter** on your keyboard.
4. Click on the  **Advanced** button, below the **SEARCH** button.
5. Click on the **Display filters** button at the bottom of the screen.
6. Scroll down and click on **Newcomers to Canada**.
7. Click on **Display filters** again. Select **Alberta**.
8. Click on **Display filters** one more time. Select your city name. Example: **Edmonton**
9. Find one job posting that you are interested in.
10. Open and read the job posting. Use the information in the job posting to answer the questions on the next page.
11. Print the job posting you chose. Staple it to this handout.
12. Hand it in to your teacher for marking.

Job Posting Questions

1. What is the name of the job? _____

2. How much does the job pay? _____

3. How much experience is required? _____

4. What skills do you need for the job? _____

5. Who is the employer? _____

6. How do you apply for the job? _____

7. What are the educational requirements for this job?

8. Why are you interested in this job? **Full** sentence answer. ___ /2

Module 2: Part Two – Assessment Tasks

Assessment Task 2

CLB 3: Comprehending Instructions/ Comprehending Information

Name: _____

Date: _____

Online Job Posting

Instructions: You want to apply for a job but you need more information. Find the job posting on the search engine. Then, answer questions 1 to 9.

1. What is the name of this job? _____

2. Who is the employer? _____

3. Where is this job? _____

4. What education do you need? _____

5. Name two duties of this job: _____/2

• _____

• _____

6. How can you apply for this job? _____

7. What language do you need for this job? _____

8. How much does this job pay? _____

9. Do you need experience to get this job? (Circle) **Yes or No**

Total: ___/10 marks

CLB 3: Reading (Comprehending Information)

Task: You want to apply for your work placement. Follow the instructions to find the job posting online. Answer the questions as you search.

Rating scale: 1=unable to achieve 3=satisfactory (at CLB 3 level)
2=needs help (below CLB 3) 4=very good

Analytic				
Find important information in a job profile (___/10)	1	2	3	4
Comments:				

Task is satisfactory if score 7/10 is or more in analytic.

Your score: _____

This task was completed at CLB 3 level. **Yes** **No**

Task: You want to apply for your work placement. Follow the instructions to find the job posting online.

Rating scale: 1=unable to achieve 3=satisfactory (at CLB 3 level)
2=needs help (below CLB 3) 4=very good

Holistic				
Follow instructions to find a job posting online	1	2	3	4
Comments:				

Your score: _____

This task was completed at CLB 3 level. **Yes** **No**

CLB 4: Comprehending Instructions/ Comprehending Information

Name: _____

Date: _____

Online Job Posting

Instructions: You want to apply for a job but you need more information. Find the job posting on the online search engine. Then, answer questions 1 to 11.

1. What is the name of this job? _____

2. Who is the employer? _____

3. Where is this job? _____

4. When does this job start? _____

5. What education do you need? _____

6. Name three duties of this job: _____/3

- _____
- _____
- _____

7. How many hours a week is this job? _____

8. How can you apply for this job? _____

9. What language do you need for this job? _____

10. How much does this job pay? _____

11. Do you need experience to get this job? (Circle) **Yes or No**

Total: ___/13 marks

CLB 4: Reading (Comprehending Information)

Task: You want to apply for your work placement. Follow the instructions to find the job posting online. Answer the questions as you search.

Rating scale: 1=unable to achieve
 2=needs help (below CLB 4) 3=satisfactory (at CLB 4 level)
 4=very good

Analytic				
Find important information in a job profile (___/13)	1	2	3	4
Comments:				

Task is satisfactory if score 10/13 is or more in analytic.

Your score: _____

This task was completed at CLB 4 level. **Yes** **No**

Task: You want to apply for your work placement. Follow the instructions to find the job posting online.

Rating scale: 1=unable to achieve
 2=needs help (below CLB 4) 3=satisfactory (at CLB 4 level)
 4=very good

Holistic				
Follow instructions to find a job posting online	1	2	3	4
Comments:				

Your score: _____

This task was completed at CLB 4 level. **Yes** **No**

CLB 5: Comprehending Instructions/ Comprehending Information

Name: _____

Date: _____

Online Job Posting

Instructions: You want to apply for a job but you need more information. Find the job posting on the online search engine. Then, answer questions 1 to 13.

1. What is the name of this job? _____

2. Who is the employer? _____

3. Where is this job? _____

4. When does this job start? _____

5. What education do you need? _____

6. Name three duties of this job: _____/3

- _____
- _____
- _____

7. How many hours a week is this job? _____

8. How can you apply for this job? _____

9. What language do you need for this job? _____

10. How much does this job pay? _____

11. Do you need experience to get this job? (Circle) **Yes or No**

12. Name four skills you need for this job. ___/2 (half mark each)

- _____
- _____
- _____
- _____

13. Where can you find more information about the employer?

Total: ___/16 marks

Final Reflection

Name: _____

Date: _____

Instructions: Write three things you **learned** about finding a job in Alberta.

1. _____

2. _____

3. _____

Next, turn to the **Essential Skills Checklist** that you completed at the beginning of the module. Read the checklist. What did you learn? Put a checkmark (✓) beside the skill(s) that you can do now. Use a different colour pen.