

1. Open up the web browser on the computer. Type in or copy and paste this address:  
<https://www.workforcewindsoressex.com/>
2. Click on Work in Windsor-Essex in the top menu. A dropdown menu will appear with different options. Under Job Search Tools, click Job Board. What do you see? The page changes. It now shows job postings.
3. Look in the middle of the Job Board page. You will see how many job postings are on the site. Complete the sentence below to show how many jobs are posted. We haven't searched for any jobs yet, so these two numbers should be the same. Found \_\_\_\_\_ jobs of \_\_\_\_\_ total.  
The number will change depending on the date and time of the search.
4. Find the search field on the left side of the Job Board page. Look under it. You will see 8 ways that you can narrow down your search results. Write them below. The 8 filters are All Occupational Categories, All Job Types, All Skill Levels, All Durations, Anywhere in Region, All Tags, All Languages, Sort by Relevance, and Show All NOCs. There is also an option to show 25 Posts per page, although that will not filter results, but will limit the number you see.
5. Click the small triangle next to the words All Job Types. Write what you see in the drop-down menu here.  
In addition to All Job Types, there are options for Full Time and Part Time.
6.
  - A Use the drop-down menus to change the All Tags drop-down to "Apprenticeship Jobs." Click the blue "Search Now" button. Write the number of matching jobs you see below. Found \_\_\_\_\_ matching jobs of \_\_\_\_\_ total. This number will change depending on the date and time of the search.
  - B Leave the "Apprenticeship Jobs" filter in place. Change the All Jobs Types drop-down menu to "Full Time." Click the blue "Search Now" button. Write the number of matching jobs you see now. Found \_\_\_\_\_ matching jobs of \_\_\_\_\_ total. This number will change depending on the date and time of the search, but will likely be lower than the result recoded in Task 6a.
  - C Leave both the "Apprenticeship Jobs and "Full Time" filters in place. Change the All Durations drop-down menu to "Permanent." Click the blue "Search Now" button. How many matching jobs do you see now? Found \_\_\_\_\_ matching jobs of \_\_\_\_\_ total. This number will change depending on the date and time of the search, but will likely be lower than the result recoded in Task 6b.
7. Look at the list of full-time, permanent apprenticeship jobs that appear on the Job Board page. Answer these questions about one of the jobs you see.
  - A What is the job title? The answer is based on the learner's choice of job posting.
  - B When was this job posted? The answer is based on the learner's choice of job posting.
  - C What is the name of company that is hiring? The answer is based on the learner's choice of job posting.
  - D There is a box to "Go to Job Post" at the bottom of the job description. Click the hyperlink. Write down what happens here: A new tab will open that displays the full, original job posting.
8. Click the link that says "Clear". It is next to the blue "Search Now" button. Write what happens when you click that link. All of the filters return to their original settings.