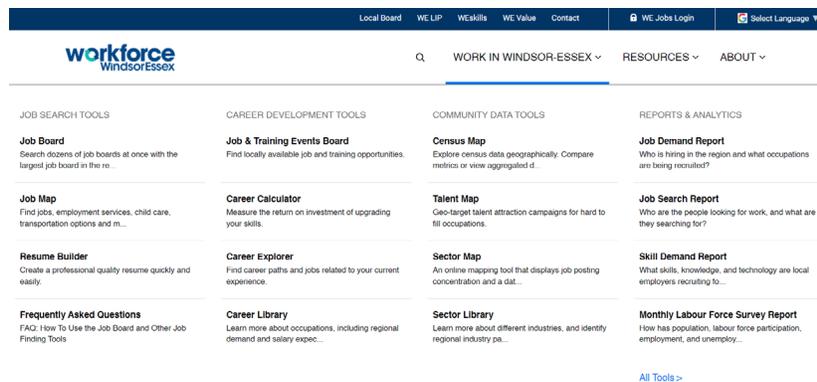


## ACTIVITY 10: USING THE WORKFORCE WINDSORESSEX JOB DEMAND REPORT

**GOAL: TO LOOK AT THE WORKFORCE WINDSORESSEX JOB DEMAND REPORT AND FIND OUT WHAT KINDS OF JOBS THERE ARE NEAR YOU.**

1.

Open up the web browser on the computer. Type in or copy and paste this address:  
[https://www.workforcewindsor.essex.com/.](https://www.workforcewindsor.essex.com/)



2.

Click on Work in Windsor-Essex in the top menu. A dropdown menu will appear with different options. Under Reports & Analytics, you will see 4 options.

A

**What are those 4 options?**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

B

Click Job Demand Report. A new page will show up with information about this report.  
**What 3 types of job boards are used to get data for the monthly Job Demand Report?**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

B

**What period of time does the most recent report cover?**

\_\_\_\_\_

**3.** Look for the heading “Interactive Report”.  
Click the link for the Job Demand Report under it.

**A What happens?**

Look in the middle of the report’s first page. You will see a box with the word “Highlights” at the top.



Look at the information in that box. **Answer these questions.**

- B HOW MANY TOTAL JOB POSTINGS ARE THERE?** \_\_\_\_\_
- C HOW MANY OF THOSE JOB POSTINGS WERE NEW THIS MONTH?** \_\_\_\_\_
- D HOW MANY COMPANIES HAVE JOBS POSTED?** \_\_\_\_\_
- E HOW MANY DIFFERENT JOB BOARDS FEED INTO THIS REPORT?** \_\_\_\_\_

**4.** Look under the Highlights box.  
You will see a larger box with the title “Report Builder”.  
Read its description.



**A Fill in the blanks below.**

The default filter selection below will show \_\_\_\_\_ job demand data  
for the month. You can use the filters to create \_\_\_\_\_  
\_\_\_\_\_ for the purpose of understanding a subset of the  
data.

**B What are 5 types of filters you can use to customize this report?**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

Click the “Municipality” filter. You will see a list of cities and towns.  
Look on the right side of each city or town’s name.  
You will see the number of jobs available there



**C** How many jobs are there in:

City of Windsor? \_\_\_\_\_

Municipality of Leamington? \_\_\_\_\_

Town of Tecumseh? \_\_\_\_\_

Town of Kingsville? \_\_\_\_\_

Town of Essex? \_\_\_\_\_

Town of Lakeshore? \_\_\_\_\_

Town of Amherstburg? \_\_\_\_\_

Town of LaSalle? \_\_\_\_\_

**5.**

- Look on the left side of each city or town's name. You will see a blue box with a checkmark in it.

This symbol shows that the unfilled jobs available in this city or town are part of the Job Demand Report. Choose any of the cities or towns on the list. Click the blue box with the checkmark in it.

**A** Does the checkmark disappear? \_\_\_\_\_

**B** What do you think that means? \_\_\_\_\_

Look at the information that is now showing in the "Highlights" box near the top of the page.

**C** What do you notice? \_\_\_\_\_

- Done this task? Click the box again so the checkmark shows up again.

**D** Look at the top of the list of cities and towns. You will see the word "Municipality". There is a checkmark to the left of that title. Click it. **What happens?**

\_\_\_\_\_

**E** What happens when you click the box again?

\_\_\_\_\_

**F** What happens when you hold your cursor over the name of a town on this list?

\_\_\_\_\_

**G** Click the word "Only" next to any one of the towns on the list. **What happens?**

\_\_\_\_\_

Done this task? Click the box next to the word "Municipality" so all the checkmarks show up again.

MUNICIPALITY POSTING COUNT

6.

Look at the top left side of the Job Demand Report tab. You will see the title of this report. For example: "WFWE Job Demand Report". Right under that title, you will see the title of the page you are looking at.

**A** What is this page's title? \_\_\_\_\_

Look next to the pages title. You will see the number of pages in this report.

**B** How many pages are there? \_\_\_\_\_

Click the words "Cover Page with filters". You will see a drop-down menu. It shows each of the pages in this report.

**C** Fill in the titles of the first 6 of them below.

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_

7.

Click on page 5 (Posting Location, Type, Duration & Skill). The information on this page is divided by topic. Each topic has a chart or image to show data.

**A** What percentage (%) of job postings were for full-time employment? What percent were for part-time?

FULL-TIME EMPLOYMENT: \_\_\_\_\_%

PART-TIME EMPLOYMENT: \_\_\_\_\_%

**B** What city or town had the largest number of jobs posted?

\_\_\_\_\_

**C** What percent of job postings were for permanent employment? Contract? Temporary jobs?

PERMANENT: \_\_\_\_\_%

CONTRACT: \_\_\_\_\_%

TEMPORARY: \_\_\_\_\_%

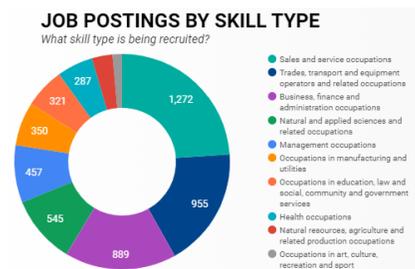
Look at the Job Postings by Skill Type section.

**D** What is the skill type most employers ask for in job postings?

\_\_\_\_\_

**E** How many job postings were looking for that type of skill?

\_\_\_\_\_



**8.**

Look at information from other pages in this report.

**Answer these questions.**

**A** What were the top 2 occupations in demand by 4-Digit NOC?

1. \_\_\_\_\_

2. \_\_\_\_\_

**B** What page of the report did you find this information on? \_\_\_\_\_

**C** Which employer has the most job openings? \_\_\_\_\_

**D** How many jobs have they have posted? \_\_\_\_\_

**E** Which employer has the second largest number of job openings?

\_\_\_\_\_

**F** What page of the report did you find this information on? \_\_\_\_\_

**G** Why would knowing what companies have the largest number of job openings be helpful?

\_\_\_\_\_

**H** What job board had the largest number of job postings included in the Job Demand Report?

\_\_\_\_\_

**I** How many job postings came from that Job board? \_\_\_\_\_

**J** What page of the report did you find this information on? \_\_\_\_\_