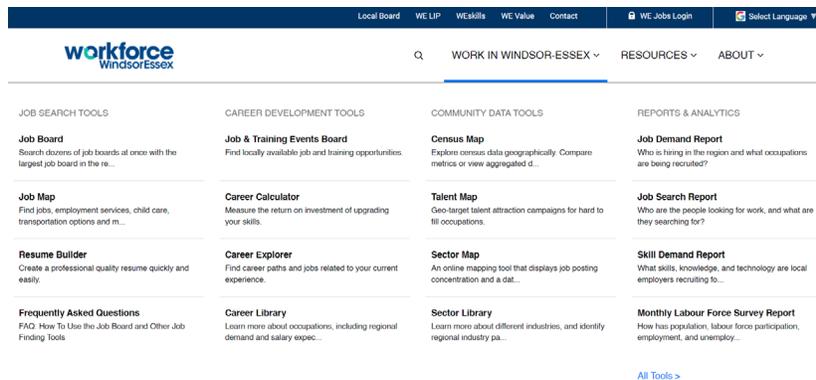


ACTIVITY 12: USING THE WORKFORCE WINDSORESSEX JOB SEARCH REPORT

GOAL: TO USE THE WORKFORCE WINDSORESSEX JOB SEARCH REPORT TO FIND OUT ABOUT OTHER JOBSEEKERS IN YOUR AREA WHO ARE USING THE JOB BOARD.

1. Open a new tab in your browser. Type in or copy and paste this address: <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 Search Report. A new page will show up with information about this report. How was information gathered for the Job Search Report?

C Is this data collected with consent and the knowledge that it would be anonymous and posted publicly?

D What period of time does the most recent report cover? _____

3. Look under the heading “Interactive Report”.
Click the link for the Job Search Report.

A What happens?

Look in the top right corner of the report. You will see how many people used the Job Finding Tools during the month this report was made.

B How many people used it?

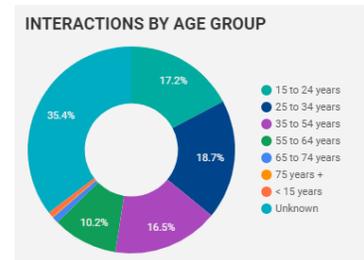
Look below that number. You will see a percent (%) that tells you if more people are using the Job Finding Tools than in the previous month (the number will be green). Or it will tell you if fewer people are using the Job Finding Tools than in the month before (the number will be red).

C Write the number below. Is this a lower or higher number than the month before?

4. The information on this page is divided by topic.
Most of the topics include a chart or image to show data.

A What percent of jobseekers using the Job Finding Tools are between the ages of 25 and 34 years old?

_____ %



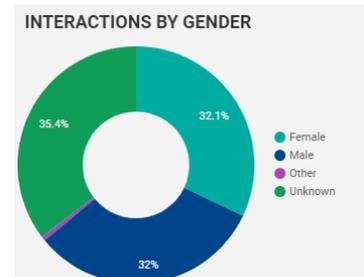
B What percent of jobseekers using the Job Finding Tools are between the ages of 35 and 54 years old?

_____ %

INTERACTIONS BY TOOL

C Which of the Job Finding Tools listed under “Interactions by Tool” was used the most?

D What gender are most of the jobseekers using the Job Finding Tools? _____



E What percentage is this gender? _____ %

F What are the top 3 employers or agencies chosen by jobseekers of the Job Finding Tools?

1. _____
2. _____
3. _____

TOP EMPLOYERS & AGENCIES CLICKED

G What are the top 3 occupations chosen by jobseekers of the Job Finding Tools?

TOP OCCUPATIONS CLICKED

1. _____
2. _____
3. _____

5. Look at the top left side of the Job Search Report tab. You will see the name of this report. For example: “WFWE Monthly Job Search Report”.

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

A How many pages are there? _____

Click the words “Job Search Report” under the full name of the report A drop-down menu shows up with the title of the second page of this report.

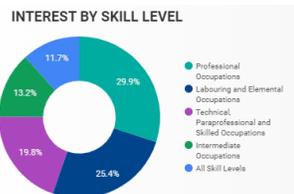
B What is it called? _____

6.



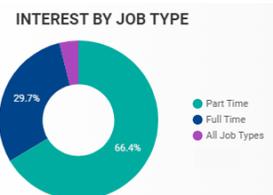
A What Skill Type are people most interested in finding during their job search?

B What percent of jobseekers were looking for jobs of this skill type? _____%



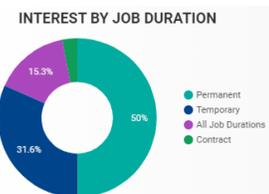
C What Skill Level are people most interested in finding during their job search?

D What percent of jobseekers were looking for jobs of this skill level? _____%



E Are more people looking for part-time or full-time jobs using the Job Finding Tools?

F What percent of jobseekers are looking for part-time work using the Job Finding Tools? _____%



G Are more jobseekers looking for permanent, temporary or contract jobs?

H What percent of jobseekers are looking for permanent jobs using the Job Finding Tools? _____%

7.

Look on the left side of this page. There are 3 filters.

What are the labels on those 3 filters?

- A 1. _____
- 2. _____
- 3. _____

Click the top bar. A drop-down menu will show up with age ranges in it. Click on the left side of each age range. You will see a blue box with a checkmark in it. This symbol shows that searches done by people of this age range are included in the Job Search Report.

Find your own age range on the list. Click the blue box with the check mark in it.

B Does the checkmark disappear? _____

C How do you think this changes the information in this report?

Click the box again so the checkmark shows up again. Hold your cursor over your age range until you see the word "Only". Click it.

ONLY

D What happens? _____

E How do you think this changes the information in this report?

Look at the information that is now showing in the Skill Type, Skill Level, Job Type, and Job Duration circles.

F What do you see? _____

8.

Use the 3 filters at the top of the page to answer these questions.

A What are the top 3 employers that female jobseekers between the age of 15 and 24 are looking at?

- 1. _____
- 2. _____
- 3. _____

B Change the gender to male. Change the age range to between 55 and 64. What are the top 3 employers these jobseekers are looking for?

1. _____

2. _____

3. _____

C Change the drop-down menus to show your age and gender. What are the top 3 companies that jobseekers who are your age and gender are looking for?

1. _____

2. _____

3. _____

D Would you want to work for any of those 3 employers? Why or why not?

Look at the 4 circles under the filters.

E What Skill Type, Skill Level, Job Type, and Job Duration are most of the people who are your age and gender looking for?

Skill Type: _____

Skill Level: _____

Job Type: _____

Job Duration: _____