

1. Open up the web browser on the computer. Type in or copy and paste this address: <https://www.workforcewindsoressex.com/> Find “Job Map” under Job Search Tools under the Work in Windsor-Essex menu.
2. On the left side of the screen, you will see a white sidebar with the Job Map Tools in it. Use drop-down menus for each of the 6 filters to answer the questions below.
 - A What filter would you use to see only full-time jobs? [Show All Job Types](#)
 - B What filter would you use to see only apprenticeship-related jobs? [Quick Find: All Tags](#)
 - C What filter would you use to see only jobs in health care? [Show All Occupational Categories](#)
 - D What filter would you use to see only technical, paraprofessional, and skilled occupations? [Show All Skill Levels](#)
3. Take a moment to look at the map, and the number of circles and briefcases that appear on it right now. The number in each of those circles represents an available job, and a briefcase represents one specific job. In the Job Map Tools sidebar there is a search field above the 6 filters. This field allows you to narrow results down to only job postings that include specific words.

In the search field, type the word “retail”, and click the small magnifying glass symbol, or hit enter on your keyboard. Record what happens to the map below. [Many of the circles disappear. The numbers inside the circles that are left are usually lower than they were before.](#)

When you are done, erase the words in the search field, and click the small magnifying glass symbol, or hit “enter” on your keyboard. What happens to the map? [All the jobs that disappeared are shown again.](#)

4. Think about a job you would like to do, and what words could be associated with that job. For example, if you would like to design people’s yards and gardens, words like “landscaping” or “designer” or “garden” could work.

Record your job idea here. [Answers will vary depending on the type of job the learner would like to do.](#)

Write 2 or 3 different words you would associate with that job here: [Answers will vary depending on the type of job the learner would like to do. Ensure there are at least 2 words written here.](#)

Type one of your keywords into the search field, and click the small magnifying glass symbol, or hit “enter” on your keyboard.

Did any jobs appear on the map? [Answers will vary depending on the keywords the learner chooses, and what jobs are currently posted on the Job Board.](#)

Tip: If not, try some of the other words until you get at least one search result.

5. Choose one of the jobs listed, either by clicking a briefcase, or clicking a circle with a number in it until the job description panel appears on the right side of the screen. View the job posting and answer the following questions.

Questions A-L

Answers will vary depending on the job posting the learner selects. Ensure that this section is filled out completely, and request the learner show you the job posting if you have any concerns.

When you are done, reset the map by hitting the refresh button in your browser.

6. In the Job Search Tools sidebar, you will find 18 additional services you can add to the Job Map (indicated by a small checkbox to the right of the service). Look at these options and answer the questions below.

A Can elementary and high schools be added to this map? No

B What 2 apprenticeship-specific services can be added to this map?
1. Apprenticeship Training Sites
2. Ontario Apprenticeship Offices

C Can childcare centres be added to this map? Yes

D What services would you find most helpful to look at when deciding whether to apply for a job you see posted on the Local Jobs Map? Answers will vary depending on the needs and interests of the learner.

7. Using your cursor and the + sign in the top right corner of the Local Jobs Map, move the map and zoom in on the City of Windsor.

Place a checkmark in the box next to the bus routes. Record what happens to the map below. Coloured lines appear all over the city, indicating bus routes.

Put your cursor over top of one of the bus routes and click it. What happens? A small pop-up appears with the bus route number and name.

Find one job that is available on a bus route and answer the following questions about that job.

Questions A-E

Answers will vary depending on the job being viewed by the learner.

8. Reset the map by hitting the refresh button in your browser. Use the filters to search for a job you might consider applying for. Record how you filtered your search below.

Did you change the Quick Find: All Tags filter? If so, what did you change it to? Answers will vary depending on the learner.

Did you change the Show All Occupational Categories filter? If so, what did you change it to?

Answers will vary depending on the learner. If they made a change, the available options are: Management, Business, Finance & Administration, Natural & Applied Sciences, Health Care, Education, Law & Social, Community and Gov't Services, Art, Culture, Recreation & Sport, Sales & Service, Trades, Transportation and Equipment Operators, Natural Resources, Agriculture & Related, Manufacturing & Utilities

Did you change the Show All Skill Levels filter? If so, what did you change it to? Answers will vary depending on the learner. If they made a change, the available options are: Labouring and Elemental Occupations, Intermediate Occupations, Technical, Paraprofessional and Skilled Occupations, Professional Occupations

Did you change the Show All Job Types filter? If so, what did you change it to? Answers will vary depending on the learner. If they made a change, the available options are: Full Time, Part Time

Did you change the Show All Job Durations filter? If so, what did you change it to? Answers will vary depending on the learner. If they made a change, the available options are: Permanent, Contract, Temporary

Did you change the Show All Job Languages filter? If so, what did you change it to? Answers will vary depending on the learner. If they made a change, the available options include: Arabic, Cantonese, Chinese, English, French, German, Italian, Mandarin, Portuguese, Punjabi, Spanish, Turkish

Did you use any keyword searches? If so, what words did you use? Answers will vary depending on the learner.

Put checkmarks in any of the 18 services that would be helpful to cross reference when you are deciding to apply for a job. Which services did you select? Answers will vary depending on the learner.

9. Click the circles with the numbers in them and/or the briefcases to view different jobs that match the search you completed. Choose one of those jobs and answer the questions below.

Questions A-K

Answers will vary depending on the job posting the learner selects. Ensure that this section is filled out completely, and request the learner show you the job posting if you have any concerns.