

1. Open up the web browser on the computer. Type in or copy and paste this address: <https://www.workforcewindsorsex.com/> Find the words “Career Explorer” under Career Development Tools in the Work in Windsor-Essex menu. Click it.
2. What happens when you click “Career Explorer”? [A new page appears with lots of bubbles on it. Each bubble has a job title in it, and most have a small number in a circle attached to the bubble.](#)
3. You will see a grey bar above the bubbles. Find the words “Career Explorer Options”. Click it and record the different options that appear below.
 1. [Keyword Search \(with the words “search by keyword” in the field\)](#)
 2. [Filter by Sector \(with the words “show all sectors” in the field\)](#)
 3. [Bubble Size Options \(with the words “equal sizes” in the field\)](#)
 4. [Language \(with the letters “EN” in the field\)](#)
 5. [Actions \(with the words “Clear All Selections” in the field\)](#)

The “Filter by Sector” field has the words “Show All Sectors” in it. Click those words. What are the 11 options in the drop-down menu?

[1. Apprenticeships, 2. Construction, 3. Manufacturing, 4. Finance & Retail, 5. Service, 6. Agriculture, 7. Tourism & Hospitality, 8. Healthcare, 9. Education & Social Services, 10. Transportation, 11. Information & Communication](#)

Click on one of the options in that drop-down list. Which one did you choose? [Answers will vary by learner.](#)

What happened to the bubbles on the screen when you made that choice? [Many of them disappeared, and only those with job titles related to the sector the learner chose remained.](#)

Use the same drop-down menu to select “Show All Sectors” again. Do the missing bubbles reappear? [Yes.](#)

4. To the left of the “Filter by Sector” drop-down menu, there is a search field. Type the word “nurse” in this field, and then click the magnifying glass icon or click the enter button on your keyboard. Many of the career bubbles will disappear. How many are left? [8 bubbles.](#)

What are the names of three careers you see here? [The answers will vary by learner. The careers currently represented are Nurse Aids, Nursery/Greenhouse Worker, Farm Manager, Lic. Practical Nurse, Registered Nurse, Landscaper, Horticulture Manager, and Health Practitioner.](#)

Some of the bubbles are white in the centre, and others are dark blue in the centre. There is a small dark blue circle on the top left side of the screen that explains what the darker blue bubbles mean. What is the explanation? [These are jobs in demand.](#)

Erase the word “Nurse” from the search field and click the magnifying glass icon or click the enter button on your keyboard. What happens on the screen? [The missing bubbles reappear.](#)

Review the career bubbles on the screen. Record three job titles you see in white bubbles, and three that appear in dark blue bubbles. Do not repeat the careers related to nursing you just viewed. [Answers will](#)

vary by learner. If you are unsure whether a job title is accurate, ask the learner to show you the bubble they are referring to in the Career Explorer.

5. Find the words “Equal Sizes” in the Bubble Size Options field and click them to make a drop-down menu appear. What are the 2 options in the drop-down menu? Size by Job Openings, Size by Median Salary

Select “Size by Job Openings” from the drop-down list. Some bubbles will become larger while others will become smaller. Each bubble will have a small circle at the bottom of it. That circle has a number in it, which represents the current number of job postings available.

- A Record the numbers in the three largest bubbles you can see: Answers will vary based on the number of jobs currently posted on the Job Board.
- B Record the numbers in the three smallest bubbles you can see: Answers will vary based on the number of jobs currently posted on the Job Board.
- C Do any of the bubbles not have a circle with a number in it? Answers will vary based on the jobs currently posted on the Job Board, but there is a good chance that several bubbles will not have circles with numbers in them.
- D What do you think that means? There are no job postings on the Job Board for this career.

Open a new tab in your Internet browser, and type www.google.ca in the navigation bar. In the Google search field, type “What does median salary mean?” and either click the magnifying glass icon or hit the “enter” button on your keyboard.

Record an explanation for “median salary” below. Answers may vary based on the source, but the learner’s answer should reflect that it is the midway point of all salaries in that career. Half of the people who work in that field make less than the median salary, while the other half of people make more.

Return to the Career Explorer tab and select “Size by Median Salary” from the Bubble Size Options drop-down list.

- E What job title is in the largest bubble you can see? Answers will vary based on the jobs currently posted on the Job Board.
- F Are there any job postings for this type of job? If so, how many? Answers will vary based on the jobs currently posted on the Job Board.
- G Would you be more likely to look at jobs with lots of openings (choosing “Size by Job Openings”), or jobs with better pay (choosing “Size by Median Salary”) ? Why would you make this choice? Answers will vary by learner. Ensure that they provide a reason for why they made their choice, regardless of what the choice is.
6. Find the bubble that has the job title “Financial / Communication Sr. Manager” in it. Move your mouse so your cursor is over top of this bubble. What happens? Lines appear between this career bubble, and other career bubbles.

What do you think these lines represent? They are careers that are connected to one another.

Find 2 other job titles connected to “Financial / Communication Sr. Manager” and record them below. Options include Marketing Manager, Finance Manager, Financial Manager, and Owner/President.

Are there job postings on the Job Board for any of those connected careers? [Answers will vary based on the jobs currently posted on the Job Board.](#)

7. Click one of the bubbles that has a number attached to it. Describe what happens below. [A panel appears on the right side of the screen with information about this career.](#)

What is the job you chose? [Answers will vary by learner.](#)

Read the job description. Does this sound like a job you would like to do? [Answers will vary by learner.](#)

Under the job title and job description, there are 5 titles.

What are they? [Under the job title and job description you will find the titles Wage/Salary, Skills, Active Job Postings, More Information, and Related Blog Posts.](#)

8. Click each of the titles below the job.
Answer the following questions.

A What is the median annual salary found in local job-postings? [Answers will vary by job chosen.](#)

B What are three skills you need to do this job? [Answers will vary by job chosen.](#)

C How many active job postings are there? [Answers will vary by job chosen.](#)

Click the words “career profile” under More Information.

D What happens? [A new page with a profile of that career will open.](#)

E Are there any blog posts linked under Related Blog Posts? If so, record the title of the blog post below.
[Answers will vary by job chosen.](#)