

1. Open up the web browser on the computer. Type in or copy and paste this address: <https://www.workforcewindsoressex.com>. Find the words “Career Explorer” under Career Development Tools in the Work in Windsor-Essex menu. Click it.
2. Look at the grey bar at the top of the page. Click the Career Explorer Options link, and then choose “Service” under the “Filter by Sector” drop-down menu. What happens? The screen changes and many of the bubbles disappear. Only careers related to the service industry remain.
 - A
 - B Look at the bubbles on the screen and find the one for “Cook”. Is this an in-demand job? How do you know? Yes, cook is a job that’s in demand. You can tell because the bubble is dark blue.
 - C How many cook jobs are current posted to the Job Board? The answer will vary depending on what jobs are posted at the time this activity is completed.
 - D Move your mouse so your cursor is on top of the Cook bubble. Six lines will appear connecting Cooks to other careers. What are those careers? College Instructor, Apprentice, Chef, Food and Beverage Server, Bartender, and Food Service Supervisor.
 - E Look at the lines going between each bubble. Each line has an arrow at the end pointing either at the Cook bubble or pointing at the other career bubble. What do you think those arrows represent? They show paths between different careers. In this case, they indicate that being a bartender or Food and Beverage Server could lead into you becoming a cook and being a cook could lead into you becoming a Food Service Supervisor or Chef.
 - F Which line has arrows on both ends of it? The line between cook and apprentice does.
 - G Why do you think that might be? Answers will vary by learner but should reflect that you can become an apprentice to learn how to cook, but you could also work as a cook without being an apprentice. Cooks with some work experience may choose to apprentice to learn new skills and further their careers.
 - H Why do you think it’s helpful to know what other careers are connected to this one? Answers will vary by learner but could include that you can see other jobs you could apply for once you’ve done this one, or other jobs that could lead into this one if no jobs are posted right now. Other answers could also be accepted.
3. Click the bubble with the word “Cook” in it. Using the information presented in the sidebar that appears, answer the following questions.
 - A What is the median annual salary for a cook? \$27,677 is the median annual salary
 - B What is the median hourly wage? \$13.31/hour is the median wage reported locally.
 - C Many skills are needed to be a cook. Review the list, and record 5 skills you have that are needed for this job. Answers will vary by learner, but the skills included for cook are: Teamwork, Detail oriented, Food handling, Oral and written communication, Organizational skills, Work independently, Problem solving, Creativity, Math, Time management, Self motivated, Management, Leadership,

Numeracy, Customer service oriented, Computer use, Critical thinking, Marketing, Interpersonal, Adaptable, Bilingual, and Multitasking.

D Click the title “Active Job Postings”.
What are the names of three organizations or restaurants that are currently hiring a cook? Answers will vary depending on the job postings currently available through the Job Board.

4. Click the words “Career Profile” under the title “More Information”. A new window will open that shows a Career Profile for Cooks. Career Profiles are helpful because they share current information as well as how careers may change in the next few years.

5. Consider a career you might be interested in and write it below. Answers will vary by learner.

What other names could there be for this career? Write several other job titles below. Answers will vary by learner. Encourage learners to come up with more than one job title so they have options when searching in the Career Explorer.

What other jobs or careers do you think might be connected to this one? Answers will vary by learner. In the Career Explorer Options, the “Filter By Sector” drop-down currently shows “Service”. Click it to review the different sectors listed. What sector do you think this career could be in? Answers will vary depending on the learner’s choice of career. The sectors included in this drop-down list are Apprenticeships, Construction, Manufacturing, Finance & Retail, Service, Agriculture, Tourism & Hospitality, Healthcare, Education & Social Services, Transportation, and Information & Communication.

6. Use the information you have recorded above to look for a bubble that matches your career choice. Try each of the following ways of searching and record your results.

Look at all the bubbles you can see on the screen. Were you able to find your chosen career this way? Some learners may be able to find their chosen career this way, although most will not because there are so many different bubbles on the screen.

Use the “Show All Sectors” drop-down menu to choose the sector you think this career could be in. Was it included in the resulting career bubbles? Answers will vary by learner. If they guess their career’s sector correctly, it may appear.

Were there any bubbles with career titles that sounded similar to what you’re looking for? If so, what were they? Answers will vary by learner. If they report that similar career bubbles did appear, review them to ensure they seem connected to the career the learner wrote down in Task 5.

Move your mouse so your cursor is over top of a bubble that most closely represents your career choice. Do any lines appear between it and other career bubbles? Answers will vary depending on the career the learner is looking at.

If so, what other careers are connected to this one? Answers will vary depending on the career the learner is looking at.

Type your chosen career title in the search field, which is just to the left of the Sector drop-down menu. Then, either click the magnifying glass icon, or hit the “enter” button on your keyboard. Do any bubbles appear on the screen? If so, how many? Answers will vary depending on the search words used by the learner.

Do any of them match what you searched for exactly? [Answers will vary depending on the search words used by the learner.](#)

If not, which career seems the closest? [Answers will vary depending on the search words used by the learner.](#)

7. Move your mouse so your cursor is over top of the bubble with your chosen career in it. Do any lines appear between it and other career bubbles? [Answers will vary depending on the career the learner is looking at.](#)

If so, what are the careers this job is connected to? [Answers will vary depending on the career the learner is looking at.](#)

Choose either your original career bubble, or one that is connected to it that interests you even more. Click the bubble and answer the following questions using the information presented in the sidebar that appears.

What is the job title? [Answers will vary depending on the career chosen.](#)

What is the median annual salary for this career? What is the median hourly wage? [Answers will vary depending on the career chosen.](#)

Review the list of skills required for this job, and record 5 skills you have that are needed for this job. [Answers will vary by learner and career chosen.](#)

Are there any job postings for this career? If so, how many? [Answers will vary depending on the career chosen.](#)

If there are any job postings, use the “Active Job Openings” section to record the name of a business that is currently hiring the type of job that you’ve selected. [Answers will vary depending on the job postings currently available through the Job Board.](#)

If there are any job postings, click the blue job title. What happens? [A new tab opens with the actual job posting on it.](#)

Return to the Career Explorer and click the Click the words “career profile” under the title “More Information”. If a Career Profile is available for this career, it will open.

8. Now that you have learned more about this possible career, is it something you might want to work toward? [Answers will vary by learner.](#)

Why or why not? [Answers will vary by learner.](#)

What is one step you could take to prepare for this career? [Answers will vary by learner. Ideally, suggestions could include upgrading specific skills that were listed in the Career Explorer, going to school for training, or even working toward a different but connected career.](#)