

1. Open up the web browser on the computer. Type in or copy and paste the address shown here: <https://www.workforcewindsorEssex.com>.

2. Find the words “Frequently Asked Questions” under Job Search Tools in the Work in Windsor-Essex menu. Click it.

3. Review the text on the FAQ page, and fill in the blanks below.

Did you know: Workforce WindsorEssex has **14** tools and reports to [help you with your job search](#). Whether you’re looking for [a specific job or exploring career options](#), Workforce WindsorEssex has the tools that can help you achieve your [career goals](#).

4. What four categories does the FAQ cover?

[1. For Employers](#)

[2. For Jobseekers](#)

[3. How to Use: WEjobs Portal and Resume Builder](#)

[4. Labour Market Data](#)

5. The first section of the FAQ is for Employers. Read through the section and answer the following:

A Can employers post to Job Board directly? [No](#)

B How much does it cost to list a job posting on the Job Board? [It doesn't cost anything](#)

6. The second section of the FAQ is for Jobseekers. Read through the section and answer the following:

A Do you apply on the Job Board itself when you want to apply for a job you see on the Job Board? If not, where do you apply? [No, each job posting links back to its original source and that is where you will apply for the job.](#)

B What would you do if you needed help with your resume: [Either use the Resume Builder tool or contact an Employment Ontario Service Provider for additional assistance.](#)

C How much does it cost to use the Workforce WindsorEssex job finding tools and resources? [The service is no-cost or free.](#)

D How would you get a list of jobs and training opportunities sent to you every day? [Sign up for the WEjobs email.](#)

E Where can you find locations of Employment Ontario offices? [Through the WEssearch Program tool.](#)