



Task Title: Use a Database for Researching Employment Information

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will learn how to use a job search database to research employment information.

Main Competency/Task Group/Level Indicator

- Find and Use Information/Read continuous text/A1.2
- Find and Use Information/Interpret documents/A2.2
- Use Digital Technology/D.2

Materials Required:

- Pen/pencil and paper
- Computer or digital device

Learner Information

The Government of Canada organizes occupations into different categories. This is called the “National Occupational Classification” coding system. Understanding how this system works can make it easier to research jobs.

Scan “How to Use a Database for Researching Employment Information”.

How to Use a Database for Researching Employment Information

What is a database? It is a collection of pieces of information presented in an organized manner, usually on a computer.

Databases are used for searching for information important to the user. For example, the search engine used to locate websites is an organized database. Websites may be organized by name, content or location. Different search engines have different search criteria.

When you type in a word or several words for searching these are called keyword searches and the database will display information related to those words.

When searching for a job or doing research related to an occupation you may use the job title and location. When using an occupational database, the criteria for searching may be specific to the organization of the database. If there is a search word in the selection that you do not understand use the websites help feature to locate the meaning. Most websites will have a help feature located on each page.

For example, "Supervisor, Oshawa", these are the two words that the search engine will look for and display. The sample shows a number of results for these two words.

[All Supervisor Jobs in OSHAWA, ON | WowJobs](#)
[www.wowjobs.ca/BrowseResults.aspx?q=Supervisor&s...Oshawa%2C...](#)
Jobs 1 - 10 of 129 - Christ Church Community Nursery School - OSHAWA, ON. Title: Early childhood educator (School Age RECE/Supervisor) (1 vacancy) Location: ...

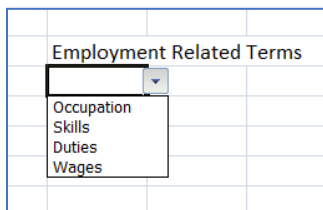
[Production Supervisor Jobs in Oshawa, ON | Indeed.com](#)
[ca.indeed.com/Production-Supervisor-jobs-in-Oshawa,-ON](#)
Jobs 1 - 10 of 114 - 114 Production Supervisor Job vacancies available in Oshawa, ON on Indeed Canada. one search. all jobs.

[Supervisor Jobs in Oshawa, ON | Indeed.com](#)
[ca.indeed.com/Supervisor-jobs-in-Oshawa,-ON](#)
Jobs 1 - 10 of 551 - 551 Supervisor Job vacancies available in Oshawa, ON on Indeed Canada. one search. all jobs.

[Warehouse Supervisor Jobs in Oshawa, ON | Indeed.com](#)
[ca.indeed.com/Warehouse-Supervisor-jobs-in-Oshawa,-ON](#)
Jobs 1 - 10 of 26 - 26 Warehouse Supervisor Job vacancies available in Oshawa, ON on Indeed Canada. one search. all jobs.

When searching for something on a website there may be different types of ways to search, such as dropdown lists, check boxes or a list with radio buttons to be selected.

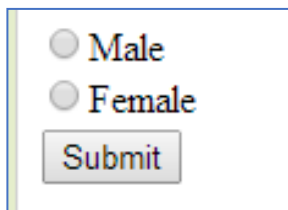
Dropdown list



Employment Related Terms

- Occupation
- Skills
- Duties
- Wages

Radio Button

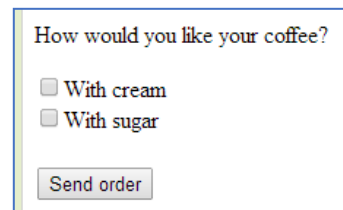


☐ Male

☐ Female

Submit

Checkbox



How would you like your coffee?

☐ With cream

☐ With sugar

Send order

Work Sheet

Task 1: Go to National Occupational Classification website: <https://noc.esdc.gc.ca/>. What are the two ways you can search for jobs?

Answer:

Task 2: What are three different versions searchable in the dropdown list?

Answer:

Task 3: Select the job title search method and enter the job title “production manager”. How many job titles for production manager are displayed in the search results?

Answer:

Task 4: Open a new page on the web browser. Conduct a Google search for “What is a NOC code.” Write the meaning of NOC code here.

Answer:
