



Task Title: Track Job Search Data

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 create lists to understand how to organize job search information.

Main Competency/Task Group/Level Indicator

- Find and Use Information/Read continuous text/A1.2
- Communicate Ideas and Information/Complete and create documents/B3.2b
- Use Digital Technology/D.2

Materials Required:

- Pen/pencil and paper
- Computer with spreadsheet program (e.g., Microsoft Excel or Google Sheets)

Task Title: TrackJobSearchData_E_A1.2_B3.2b_D.2

Learner Information

Organizing information when job searching is very important and keeps track of your activities during the time you are unemployed.

Scan the document "Tracking Job Search Data".

Tracking Job Search Data

If you are currently involved in any type of government program you will know that keeping track of what you are doing is not only important but in a lot of cases required. It is also keeps you organized and prevents any repetition or embarrassing mistakes.

In today's world most things are done on a computer including tracking, organizing and recording information. This information is most often entered into spreadsheets or tables in a word processing program. It is a form of data collection. Storing this information on a computer is convenient so that it is more difficult to misplace. When the information is requested or you are checking on something it is easily accessible. Since you have organized it, it also very clear and readable.

What is a spreadsheet? A spreadsheet is a paper or computer document grid that displays information in columns and rows.

Tracking data needs to have meaningful information identified. Column headings are used for this purpose. Some examples related to job search are: Dates, Name of Company, Contact Person, and Resume Submitted. Another type of data collection can be an inventory list.

Other types of data organization can be things that affect your everyday life. For example, a calendar that includes all activities that involve your children, dates for appointments, or payment schedules.

A tracking sheet whether it is for inventory, activities or job search can have as much or as little information included. You decide the type of information you require and design it based on that information.

Here are a couple of samples of data collection.

Word Document Spreadsheet - produced using a table in a word program

Date Purchase d	Dairy Products	Produce	Grains	Meats
Feb 28 2024	Milk	Tomatoes	White Bread	Roast Beef
Feb 14 2024	Sour Cream	Broccoli	Hamburger buns	Sausages

Excel Spreadsheet - produced using a spreadsheet program

Date Purchase d	Dairy Product s	Produce	Grains	Meats
Feb 28 2024	Milk	Tomatoe s	White Bread	Roast Beef
Feb 14 2024	Sour Cream	Broccoli	Hamburge r buns	Sausages

There is no difference. Both are organizing data in a grid display.

Work Sheet

Task 1: What is a spreadsheet?

Answer:

Task 2: What are two reasons it is important to track data?

Answer:

Task 3: Use the internet to locate the Business Directory of your local Chamber of Commerce (or Business Improvement Area).

Use a spreadsheet program to create a spreadsheet of five businesses in your area. Use the following headings in your spreadsheet and complete it for each business (if information is not available enter "N/A" into your spreadsheet).

- **Company Name**
- **Company Address**
- **Company Phone Number**
- **Company Email**
- **Products or Service Offered**

Answer: No written response required here.

Task completed: Yes: ☐ No ☐

Task 4: Name two additional headings you would include to track your own job search.

Answer:
