**Job Search Websites:**

Description

Many employers post their job openings online nowadays. It is essential for the modern jobseeker to understand how to research careers, find job openings, and fill out job applications online. This can be a demanding activity that requires knowledge of various skills. This assessment is designed to determine a learner’s abilities in regards to performing research on a career field, searching for open jobs, and completing a sample job application.

The assessment is sequential in nature—learners first will research a career they are interested in by visiting MinnState CAREERwise and then complete the first page of the assessment. They will then use their preferred job search website (Indeed, MinnesotaWorks, ZipRecruiter, LinkedIn, GovernmentJobs.com, etc.) to find a job posting in the career that they researched and then complete the second page of the assessment. Finally, learners will submit a sample job application on MinnState CAREERwise for the job posting that they found. The assessment follows one track to mimic what a jobseeker might do if they were actually going through the process.

Ideally, completing the Internet Basics Northstar Digital Literacy Assessment would be appropriate as a prerequisite to this assessment. However, it is not necessary if adequate instruction is provided on how to use different features of internet browsers as they relate specifically to job searching. Given the nature of the job application component of this assessment, a learner should have a resume, or at the very least a work history form, completed prior to taking this assessment. It will be important for filling out the work history part of the job application. Additionally, learners should have a list of references prepared, although they will not be checked as it is only a sample job application.

Standards

*Basic Computer Skills:*

4. Demonstrate knowledge of keys on keyboard.

*Internet Basics:*

9. Fill out an online form.

*Information Literacy:*

9. Make use of hyperlinks to follow desired/required path of information.  
12. Perform internet search using clear parameters.  
15. Identify and work with tabs and windows.

*Career Search Skills:*

3. Identify resources that aid in finding a job.  
4. Demonstrate the ability to use search and filter functions in job search sites.   
8. Identify ways to research employers, labor markets, and salary ranges.

*Other:*

1. Identify important components of a job posting.  
2. Demonstrate the ability to tailor work history and skills to a job posting.  
3. Demonstrate the ability to complete an online job application.  
4. Understand basics of grammar and formatting for online job applications.

**CAREERwise Career Research:**

*Instructions: Visit* [*www.careerwise.minnstate.edu*](https://www.careerwise.minnstate.edu) *and find a career you are interested in. Find and copy the information you need to answer the questions below and paste your answer in the space underneath each question. Some of the information might not be available. If that happens, type “N/A” in the space underneath that question. When you are finished, move onto the next page.*

What is the title of this career?

What is the median wage for this career in the Seven County Mpls-St Paul, MN area? *Hint: Click “Read more about wages”*

What is the outlook growth rate (employment change percentage) for this career in the Seven County Mpls-St Paul, MN area? *Hint: Click “Read more about outlook”*

**Total Scoring:**

Career Research: \_\_\_/6  
Job Posting: \_\_\_/8  
Job Application: \_\_\_/20

Total: \_\_\_/34  
(Pass = 85%/29)

What is the typical education requirement for this career? **Job Posting:**

**Scoring:**

Found career page? Yes / No \_\_\_/2  
Title: \_\_\_/1  
Wage: \_\_\_/1  
Outlook: \_\_\_/1  
Education: \_\_\_/1

Total: \_\_\_/6

*Instructions: Visit your preferred job search website (Indeed, MinnesotaWorks, ZipRecruiter, LinkedIn, GovernmentJobs.com, etc.) and find a job you would like to apply for. Find and copy the information you need to answer the questions below and paste your answer in the space underneath each question. Some of the information might not be available. If that happens, type “N/A” in the space underneath that question. When you are finished, do not close the job posting internet browser tab. Move onto the next page.*

What is the job title?

What are the required tasks/skills?

What is the required education?

What is the pay?

Where is this job located?

What are the days and hours you will be expected to work?

**Scoring:**

Found job posting? Yes / No \_\_\_/2  
Title: \_\_\_/1  
Tasks/Skills: \_\_\_/1  
Education: \_\_\_/1  
Pay: \_\_\_/1  
Location: \_\_\_/1  
Availability: \_\_\_/1

Total: \_\_\_/8

**Sample Job Application:**

*Instructions: Visit* [*www.careerwise.minnstate.edu/jobs/practice-online-job-application.html*](http://www.careerwise.minnstate.edu/jobs/practice-online-job-application.html) *and complete the sample job application as if you were applying for the job posting from the previous step. When you are finished, ask your instructor to review and score your application. They will use the rubric shown below.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 4 | 3 | 2 | 1 |
| Content | Application content conveys work history and skills and is organized logically in the correct fields. | Application content conveys work history and skills but may not be organized logically, into the correct fields, or may repeat itself. | Application content conveys work history and skills but is hard to follow without organization and does not follow the correct fields. | Application content is not understandable or does not convey work history and skills. |
| Tailoring | Application content is tailored to the target job posting and relevant experience is highlighted, including transferable skills. | Application content is tailored to the target job posting and relevant experience is highlighted, but transferable skills are not highlighted. | Application content is somewhat related to the target job posting but there is a mismatch between experience or skills that are highlighted and the target job. | No connection can be made between the application content and the target job posting. |
| Writing | Written content is grammatically correct. Strong action verbs are used to describe work history. Proper capitalization, punctuation, and spelling are used where appropriate. | Written content is grammatically correct. Action verbs are used to describe work history. There may be a few capitalization, punctuation, or spelling errors. | Written content is readable but may not be completely correct. Work history is described in an incorrect tense or without using action verbs. Errors exist across the application. | Written content is not readable. Capitalization, punctuation, or spelling errors make it impossible to understand the content. |
| Formatting | Formatting is consistent across all components of the application. | There may be a few formatting errors but they do not distract from the content of the application. | Consistent formatting is not apparent. However, the content is understandable without formatting. | Consistent formatting is not apparent and the content is not understandable. |
| Completion | All required, work history/education, resume, and one or more other fields are completed. | All required and both resume and work history/education fields are completed. | All required and either resume or work history/education fields are completed. | All required fields are completed but work history/education or resume fields are empty. |

Comments: