

SKILL MATCH ACTIVITY: DEMO INSTRUCTIONS

Jobseeker Instructions:

Create a resume for your jobseeker. Use the following information to perform this task.

After creating your jobseeker's resume:

- Search for potential jobs in his/her area of interest (according to her resume objective and by general search criteria)
- View a list of search results
- Click on one of the search results and view the job detail/skill match analysis
- Contact the employer via e-mail
- Navigate to and view a list of other available job bank databases

You will need to use your user account to walk through the scenario. Use data that is appropriate for your audience. You can use the information from the sample scenario as an example (You will need to use one of the customer's on your caseload in place of "Customer 1").

Customer 1 lives at 520 Mercer Road, Tallahassee, FL, 32304. Her phone number is 850-229-0887. She was born on July 18, 1972. Customer 1 is a high school graduate. She is interested in finding a full-time job at a Tallahassee area daycare center that pays at least \$8.00 an hour.

From June 23, 1992 through July 1, 1995, Customer 1 worked as a child care provider at the Happy Valley Daycare center in Tampa, where she made \$7.00 an hour. Since then, Customer 1 has moved to the Tallahassee area and has stayed at home to care for her own children. Customer 1 is now looking to go back to work as her children are now in school during the day.

Customer 1 is interested in being a child care provider because she enjoyed her previous work experience and loves caring for her own children. She enjoys doing projects with young children. Her computer skills are at a beginner level. Customer 1 is also certified in infant and toddler CPR.

Employer Instructions:

Create a job order for your employer. Use the following information to perform this task.

After creating your employer's job order:

- Employer: Search for applicants (by job order type or by general search criteria)
 - View a list of search results
 - View the skill match analysis
 - View the jobseeker's resume
 - Contact the jobseeker (by e-mail)
 - View list of other resume databases
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You will need to use your user account to walk through the scenario. Use data that is appropriate for your audience. You can use the information from the sample scenario as an example (You will need to use one of the customer's on your caseload in place of "Customer 1").

Employer 1 (a day care provider) is looking for a child care provider for one of its classes for 3-year olds. This is a full-time position from 8 a.m. to 5 p.m., Monday through Friday.

The position requires a high school education and at least two years of job experience. The successful candidate must be committed to working with small children and have a sense of humor. CPR certification is a plus but not required. Computer skills are not required.

Typical duties in this position include being one of two child care providers for a class of 10 children. The position involves planning and executing a daily schedule with activities such as arts and crafts, singing, games and reading. It also requires communication with parents about each child's day.

The position pays \$8.00 per hour and health care benefits. This position is open immediately. There is no travel required. Providers are responsible for their own transportation to and from the center.

Interested applicants should contact Nancy Brown, director, at 850-357-9000, fax a resume to 850-357-9001 or mail a resume to 3997 Monroe St., Tallahassee, FL, 32301.

Job Market Information (JMI) Instructions:

- **Show how to link to JMI information**
- **Show an example of occupation detail and associated graphs (trends)**

Use MyFloridaJobs.com to find answers to the following questions.

1. Find the average wage for a cashier in your area.
Hint: For surveyed areas, Click on 'Up to Date Job Market Information' from the Home Page, and then the 'Find an Occupation' link.
 2. Find the Best Paying Jobs in your area.
Hint: For surveyed areas, Click on 'Up to Date Job Market Information' from the Home Page, and then the 'Best Paying' link.
 3. Find a primary contact of for a Bank or Financial Institution in your area.
Hint: For surveyed areas, Click on 'Up to Date Job Market Information' from the Home Page, and then the 'Find a Company' link.
 4. Find the largest companies in the Truck Driving Industry.
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Trainer Materials



Hint: For surveyed areas, Click on 'Up to Date Job Market Information' from the Home Page, and then the 'Largest Companies' link.