Job Search: Assessment



Job Posting: Janitor

Location: Walton Department Store, Oak Drive

Duties: Clean all work areas, clean staff and customer washrooms, take out garbage, and re-stock cleaning supplies as needed.

To Apply: Bring current resume to store between 9am-5pm (Monday-Friday) and give to Mr. Abed. Before coming to the store, fill out online application form. Mr. Abed will schedule an interview time for you to meet with Mr. Walton. Bring a list of references to the interview. Before you start working, you will need to get your WHMIS training. Work will start on December 15th.

Application due date: November 10th

Part A: Read the Job Posting and answer the questions.

1. What is the job title?
2. What are 2 job duties?
3. What should you do before you come to the store?
4. Who will schedule an interview?
5. What should you bring to the interview?
6. What will happen before you start working?
7. When will the job start?

Part B: Draw a line from the number to matching instruction to show the correct order.

Get WHMIS Training	1
Start work on December 15th	2
Fill out online application form	3
Bring resume to store	4
Have the interview	5

LIVEWORKSHEETS

Job Posting: Truck Driver

Location: Attila Trucking, Windsor

Duties: Picking up and delivering goods to various locations across Southern Ontario, maintain good driving record and keeping vehicle in good working order.

To Apply: Complete the online application form. After Mrs. Jeffery approves the application, she will contact you to schedule an interview. Before you come to the interview, email your resume and photo of a valid driver's license to Mrs. Jeffery. The interview will be with Mr. Trent. After the interview, you will need to pass a safe driving test with Mr. Trent. If you pass the test, work will start on January 10th.

Application due date: December 10th

Part C: Read the Job Posting and answer the questions.

1. What is the job title?
2. What are 2 job duties?
3. What is the first step in the application process?
4. Who will schedule an interview?
5. What should you do before going to the interview?
6. What will happen after the interview?
7. When is the application due date?

Part D: Draw a line from the number to matching instruction to show the correct order.

Email resume and photo of driver license	1
Pass safe driving test	2
Complete online application form	3
Start work January 10th	4
Have the interview	5

LIVEWORKSHEETS