THIS SLIDE AND THE FOLLOWING SLIDES ARE TO SHOW TO THE LEARNER
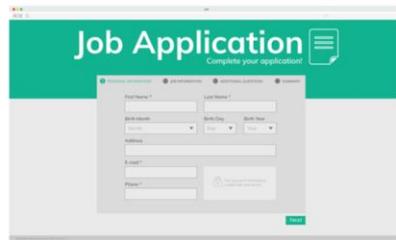
Say to the learner:
To apply for most jobs now, we have to apply online, not in person.
Usually, you have to fill out a job application form online not on paper.

So, we're going to review how to do that, how to fill out an online job application form.
Have you ever done that ?

We're going to use Indeed.ca
Have you heard of Indeed ?
It's a website where you can search for job openings and apply for jobs online.
Many employers put job openings on Indeed.

There are many steps to filling out an online job application form.
So, we may not fill out all of the form in one session.

Part One

First, we're going to review how to create an account on Indeed.ca

Part Two

Then we'll review how to apply for a job on Indeed.ca by filling out the online job application form

Lesson Objectives-Part One

Create an Indeed Account

Part One

Instructions for the Tutor
These are the skills the learner will master at the end of the lesson:
• Create an account on Indeed.ca

Find out if the learner already has an account on Indeed.ca.
They can still watch the lesson to review the steps but will not need to create a new account during the practice part of the lesson.

Say to the learner:
Before you apply for a job posted on Indeed, it's a good idea to create an account on the Indeed.ca website.
You don't have to do this but it helps you get more out of the Indeed website.
This account is free.

Say to the Learner:

Let's learn how to create a free account on the Indeed.ca website.
We'll watch a video to learn how to do this.
We can watch the video several times. So, don't worry if you don't catch everything the first time.

Instructions for the Tutor:
•The icon in the slide with the red triangle is a link to the video on YouTube.
•Just click on that link (in Slideshow mode) to open the video LESSON.
•Here is that link in case the one in the slide doesn't work:
https://youtu.be/3-ecPoJtS7s

Video length: 0:00-0:05:47 minutes   [5:47 mins]

• For remote tutoring when you share screen to play the video, make sure you have shared the audio.
• Play the lesson a bit and check the learner can hear it ok.
• Play it until the end, then check for understanding. See the next slide for

comprehension check questions.

Check Understanding
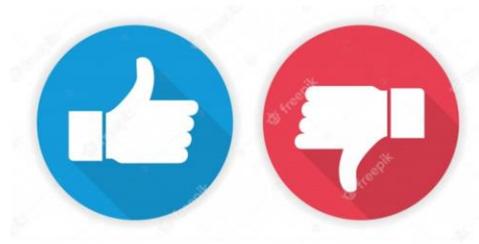
Instructions for the Tutor:
After watching the video lesson for Part One, pause the video and check understanding (review and elicit).
before moving on to Part Two.

Check understanding - ask the learner as you watch the video and/or as you demonstrate on your computer.
Ask these comprehension check questions, or others, to check understanding:

[Create an Indeed.ca Account]
Say to the Learner:
- *You found a job on Indeed.ca. You want to apply for it. What do you click on first ?* **Answer:** *Apply Now.*
- *It says "Sign in".*
- *If you already have an account on Indeed.ca. what do you do ?* **Answer:** *Enter your email address and (Indeed) password. Then click "Sign In" (the blue icon)*
- *If you **don't have** an Indeed.ca account. What do you do ?*

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Answer:
- *Find where it says "New to Indeed? Create an account."*
- *Click on those words. They are a link. (See how the cursor changes to a hand so you know it's a link.)*

- *You don't see the words, ""New to Indeed? Create an account." What do you do to find them ? **Answer:** Scroll down until you see them.*
- *You see "Create an Account (it's free). There are different ways to create an account. Do you remember them ?*
Answer: *By using your existing Google, Apple or Facebook accounts, or using your email address and a password.*

[Create an Indeed Account using an Email Address]
- *The video shows how to create an Indeed account using your email address and a password.*
- *You have to enter a password. Do they mean your email password or a password for your Indeed account ? **Answer**: A password for your Indeed account.*
- *When you create a password, how can you make sure it is secure ?*
  Answer:
  - *Make it different from your email password. Don't use the same password*
  - *Make sure it includes upper and lower case letters, numbers and symbols.*

- *What should you do to help you remember your password ?*
  Answer:
  - *Write down your password*
  - *Keep it in a private place.*

NOTE: For more information and practice on passwords, see the following lessons:
"Online Safety" in Module 9-Employment (Review) and Module 7-Safety and Security

- *You see "Your Role". What do you click on ? "Employer" or "Job Seeker" ?*
  Answer: *Job Seeker (because you are looking for a job)*
- *You see "Keep me signed in on this device."*
  [On a Shared Computer]
  - *If you are using a shared computer or a public computer, do you check or uncheck this box ? **Answer**: Uncheck it.*
  - *Why do you uncheck it ? **Answer**: Then it keeps your information safe, private. (Because you have to enter your email address and Indeed password next time you use Indeed.)*

[On Your Own Computer]

- *You are using your own computer that you don't share with other people. Can you check this box ? **Answer:** Yes. It's ok to check the box.*
- *Why would you want to check that box ? **Answer**: Then you don't have to enter your email address and Indeed password next time you use the Indeed.ca website.*

- *You see "I am human". What do you do now ? **Answer:** Click on the box beside this.*
- *What icon do you click on next ? **Answer:** "Create Account"*
- *What colour is the icon "Create Account" ? **Answer:** Blue*

[Verify Your Email]

- *After you create your new Indeed account, you see this: "Verify your email to continue". What does this mean ? **Answer:** It means they sent you an email and you need to go to your email inbox (and confirm it).*
- *Who is the sender of the email ? **Answer:** John from Indeed*
- *What's the subject of the email ? **Answer:** Please confirm your email address*
- *After you click on the email to open it, what does it say ?*
  __Answer:__ (NOTE: You need to read the text on the screen for this answer) Confirm your email address on Indeed". "Thanks for signing up at Indeed! Please click on the following button to verify your email address."
- *How do you confirm your email address **? Answer:** Click on the icon/ button that says "Confirm your Indeed account".*
- *What colour is this icon **? Answer:** Blue*
- *Show that icon to me now.*

- *When she says, "You are now signed into your account." What do you see on the screen ?*
  __Answer:__ (NOTE: You need to read the text on the screen for this answer) You see a white box showing the user's email address, then a list of items (Profile, My Jobs, My reviews, etc.

Instructions for Tutor:
Then ask the learner: *Do you want to watch the video again?*

If the learner is struggling, stop the session.
Say to the learner:
Let's do more work on X before we do this. (so, learner does not feel bad

they can't yet do something)
For example, the learner may not be able to recognize cursor shapes or where to place a cursor. If so, go to Module 1 Mouse and Navigating and Module 3 Online Skills Basic etc. to practice the skills with the learner.

Practice-Part One
Instructions for the Tutor:

Preparation
The learner needs an email address to practice what they reviewed in the video lesson.
Before the tutoring session, look on the Indeed Canada website and find a job title that could be relevant to the learner.
You need to find one that has a posting that includes the "Apply Now" icon not the "Apply on Company site / website" icon.
When the learner is prompted to type a job title, have them use the title for the posting you found.
For example, stocker, dishwasher, clerk etc.

If the learner already has an Indeed account and tells you they use it, get them to show you how they log into it.
Have them log out and log in again at least three times so you are sure they can do it independently.

If the learner already has an Indeed account but you want them to

practice the skills in the video lesson, you could have them create another account for practice. However, this is not recommended. They will need to use another email address and need to think of another password for Indeed. That may be confusing for most learners.

IMPORTANT:
The steps on the live website may be different than in the video lesson and different than the steps in Practice below. This is because websites are constantly changing. So, before having the learner practice, make sure you, the tutor, check out the live website to be aware of the steps the learner will have to do.

Practice
Demonstrate first, then let the learner practice.
After each of the following steps, wait for the learner to complete the step. Guide the learner as needed.

[Create an Indeed.ca Account]
Say to the Learner:
Now it's time to practice.
We're going to practice how to create an Indeed account like in the video.
- *Open the browser.*
- *Go to the Indeed Canada website:*
    - *Click in the search bar and type "Indeed Canada"*
    - *Press Enter on your keyboard*
    - *Choose the "Indeed: Job Search Canada" website by clicking on the name or the website address: "ca.indeed.com"*
- *Check the address bar and make sure it is the correct website. "ca.indeed.com"*
- *In the "What" text box, type a job title. (For example, "Stocker").*
- *In the "Where" text box type a location where you want to work. (For example, "Victoria").*
- *Choose one of the jobs listed.*
- *Don't read all the information now.*
- *Just find the "Apply now" icon and click on it.*
- *Now you see this . What do you need to do now ? **Answer:** Either create an account or sign in (if you already have one)*
- *You **don't have** an Indeed.ca account. So you need to create one.*
- *Practice what we saw in the video lesson.*
    - *Does it say "New to Indeed? Create an account."*
    - *If so, click on those words. They are a link. (See how the cursor changes to a hand so you know it's a link.)*
- *You don't see the words, ""New to Indeed? Create an account." What do you do to find them ? **Answer:** Scroll down until you see them.*

- *Do that now.*
- [**Note:** You may just see "Email Address".]

[Create an Indeed Account using an Email Address]
Say to the Learner:
- *Find the text box that says, "Email address". Click in the box, type your email address now. Then press Enter on your keyboard.*
- *Then, you have to enter a password. Remember, this is not your email password. You need to think of a new password, one just for your Indeed account.*
    - *Make sure it includes at least 8 characters and includes upper and lower case letters, numbers and symbols.*
    - *Write down your password now.*
    - *Keep it in a private place. Don't share it.*

- *You see "I am human". Do you remember what to do ? **Answer:** Click on the box beside this.*
- *Do that now.*

- *What do you see now ? **Answer:** You see "Your Role".*
- *What do you click on, "Employer" or "Job Seeker" ? **Answer:** Job Seeker (because you are looking for a job)*
- *Do that now.*
- *You see "Keep me signed in on this device."*
    - ***[On a Shared Computer]***
    - *Are you using a shared computer ? Yes. Then uncheck this box. You don't want to stay signed it. Other people could look at your personal information. Uncheck it and your information is safe, private.*
    - *Do that now.*
    - ***OR***
    - ***[On Your Own Computer]***
    - *You are using your own computer that you don't share with other people. Can you check this box ? **Answer:** Yes. It's ok to check the box. Then you don't have to enter your email address and Indeed password next time you use the Indeed.ca website.*
    - *So do that now. Make sure the box is checked.*

- *Remember what to click on next ? **Answer:** the blue "Create Account" icon*
- *Great ! You created an account on Indeed.*

Instructions for the Tutor:

- The learner can't repeat Practice, Part One unless they do it with a different email address and think of a new Indeed password. However, this is not recommended. It may be confusing for most learners. So, we recommend you do this practice once and spend time doing more practice in Part B of this lesson.

Tip:
For more information and practice on passwords, see the following lessons in the Digital Literacy Curriculum Resource:
"Online Safety" in Module 9-Employment (Review) and Module 7-Safety and Security

Slide hidden from learner

Instructions to the Tutor
These are the skills learners will master at the end of the lesson.
Fill out an Online Application Form on Indeed.ca

Note:
There are many steps (six !) to fill out a job application form on Indeed.
So, depending on the learner, you may just do a few steps in one session.
Then, review and continue in the subsequent session(s).
Remember, the goal is for the learner to build confidence, independence and feel successful !

Say to the learner:
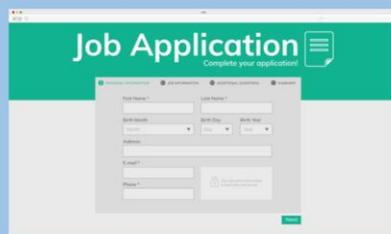*You created an account in Part One of this lesson (or you already had an account) on the Indeed Canada website.*
Great!
Now, we're going to review how to fill out an Online Application Form on Indeed.ca to apply for a specific job posting.

Say to the Learner:
Let's review how to apply for a specific job posting by filling out an Online Application Form on Indeed.ca.
We're going to watch a video to review how to do this.
We can watch the video several times. So, don't worry if you don't catch everything the first time.

Instructions for the Tutor:
•The icon in the slide with the red triangle is a link to the video Lesson on YouTube.
•Just click on that link (in Slideshow mode) to open the video Lesson.
•Here is that link in case the one in the slide doesn't work:
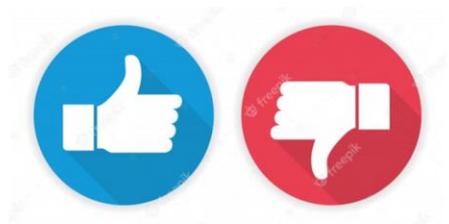**https://youtu.be/CBad94Y2KvU**

Video length: **0:00-0:09:21 (end) minutes   [9:21 mins]**

• For remote tutoring, when you share screen to play the video, make sure you have shared the audio.

- Play the lesson a bit and check the learner can hear it ok.
- Play till the end of the video, then check for understanding. See the next slide for comprehension check questions.

Instructions for the Tutor:

Note:
There are many steps (six !) to fill out a job application form on Indeed.
So, depending on the learner, you may just do a few steps in one session.
Then, review and continue in the subsequent session(s).
Remember, the goal is for the learner to build confidence, independence and feel successful !

Check Understanding
After watching each step of the video lesson for Part Two, pause the video and check understanding (review and elicit).
Ask these comprehension check questions or others to check understanding:

Say to the Learner:
* *This is your first time filling out an online application form on Indeed. How many steps are there ? **Answer:** Six steps*

[Step One]

- *What information do you have to fill out in "Step one" ? **Answer:** Your Contact information (first and last name)*
- *What information in "Step One" is "optional" ? **Answer:** Your phone number, city and province*
- *What do you click on to move to "Step Two" ? **Answer:** "Continue"*

[Step Two]
- *What do you have to do in "Step Two" ? **Answer:** Add a resume.*
- *You made a resume before and have it saved on your computer. So, what do you do now? **Answer**: Upload the resume onto Indeed*
- *How do you upload your resume ?*
  - ***Answer:***
    - *Click on the "Upload resume" icon*
    - *Look at the pop-up menu*
    - *Find your resume file*
    - *Double Click on the file*
    - *The resume is then uploaded*
- *Do you click or double click on the resume file to upload it ? **Answer:** Double click*

Optional question- Note: the tutor would need to point this out to the learner by reading the text in the video as the video actor does not talk about this:
Say to the learner:
- *If you **don't** have a resume already made, what can you do ? **Answer:** Click on "Create online resume". Indeed can guide you through creating one.*
- *What do you click on to move to "Step Three" ? **Answer**: "Continue"*

[Step Three]
Say to the learner:
- *What do you do need to do in "Step Three" ? **Answer:** Read and answer the questions from the employer*
- *Are the questions for each employer the same or different ? **Answer:** They are different*
- *Who is the employer in the video ? **Answer:** Nesters Market*
- *What is the question Nesters Market asks in the video ? **Answer:** Please list 2-3 dates and time ranges that you could do an interview."*
- *What do you do after you answer the employer's questions in "Step Three" ? **Answer:** Click on the blue ""Continue"" icon.*

[Step Four]
Say to the learner:

- *What do you do need to do in "Step Four" ? **Answer:** Enter a past job that shows relevant experience*
- *Do you have to fill out this part or is it optional ? **Answer:** It's optional*
- *(Note: This is implied not stated in the video): Why is it good to include this information even if it says it's "Optional" ? **Answer:** It may help you get hired for the job*
- *What two text boxes do you have to fill out ? **Answer:** Job title and Company*
- *What do you click on when you have finished "Step Four" ? **Answer:** "Continue"*

[Step Five]
Say to the learner:
- *What do you do need to do in "Step Five" ? **Answer:** Include any supporting documents like a cover letter etc.*
- *Do you have to fill out this part or is it optional ? **Answer:** No, it's optional*
- *What two choices do you have in "Step Five" regarding cover letters ?*
  - ***Answer:** "Apply without cover letter" or "Write cover letter"*
- *If you want to apply without a cover letter, what do you do ? **Answer:** Click "Apply without cover letter"*
- *If you want to include a cover letter, what do you do ? **Answer:***
  - *Click on "Write cover letter"*
  - *Click in the box*
  - *Type a cover letter*

- *After you type the letter, what do you do ? **Answer:** Scroll down*
- *Why do you scroll down ? (Note: This is implied not stated in the video): **Answer:** To see the instructions and icons at the bottom of the page.*
- *In the video, she included a cover letter. What additional document does she include/ upload too ? **Answer:** a reference letter*
- *Is it optional or do you have to include "Additional documents" ? **Answer:** It is optional*
- *Why is it good to include a reference letter in "Step Five" ? **Answer:** It may help your job application*
- *How do you include a reference letter or other file? What are the steps ? **Answer:***
  - *Click "Upload file" icon*
  - *Look at the pop-up menu*
  - *Find the place where your file is on your computer (For example "Documents")*
  - *Click on it*
  - *Find the folder that has the file (For example, "Job Search folder")*
  - *Double click on the folder to open it*
  - *Find the file (For example, "Reference letter") inside the folder*

- *Double click on it to upload it*
- *Do you click or double click on the file to upload it ? **Answer:** Double click*
- *The file is then uploaded on Indeed*
- *What do you click at the end of "Step Five" ? **Answer**: "Review your application"*

[Step Six]
Say to the learner:
- *What do you do need to do in "Step Six" ? **Answer:** Review your application*
- *What does that mean ? **Answer:** Check that all the information is correct and that the information in your resume and the application matches.*
- *Can you see all the information or do you have to scroll up and down to check it ? **Answer**: You need to scroll up and down*
- *What else is important to check ? **Answer**: Spelling. Is everything spelled correctly?*
- *What does this mean:" Notify me by email when similar jobs are available" ?*

    Answer: You'll get other job openings like this one in your email.

- What do you have to click on if you want to get similar jobs sent to your email ?

     Answer: Click in the box beside "Notify me by email when similar jobs are available"

- *What is the last step? **Answer**: Send/Submit your application*

- *How do you send your application ? **Answer**: Click on "Submit your application"*

- *How do you know if your application was sent ok ? **Answer:** You see "Your application has been submitted!"*

- *What do you need to do each day ? **Answer**: Check your email inbox every day.*

- Why ? **Answer:** An employer may contact you.

Instructions for the Tutor:
Then ask the learner: *Do you want to watch the video again?*

If the learner is struggling, stop the session.

Say to the learner:

Let's do more work on X before we do this. (so, learner does not feel bad they can't yet do something)

For example, the learner may not be able to identify links or click and type in text boxes. If so, go to the relevant module(s) in the Digital Literacy Curriculum Resource and practice the skill(s) with the learner.
For example, Module 1-Mouse and Navigation, review cursor shapes or Module 3-Online skills Basic, learn to identify and fill in text boxes, etc.

Practice-Part Two
Steps 1-3 of the Indeed Job Application Form

Instructions for the Tutor:

IMPORTANT:
The steps on the live website may be different than in the video lesson and different than the steps in Practice below. This is because websites are constantly changing. So, before having the learner practice, make sure you the tutor check out the live website to be aware of the steps the learner will have to do.

PREPARATION
Before the tutoring session, look on the Indeed Canada website and find a job posting that could be relevant to the learner.
You need to find one that includes the "Apply Now" icon not the "Apply on Company site / website" icon.
When the learner is prompted to type a job title, have them use the title for the posting you found.
For example, stocker, dishwasher, clerk etc.

Note: There are many steps to filling out an online job application form on Indeed.

It's ok if you don't finish all the steps in one session. In subsequent sessions, have the learner repeat the steps they did before- it's good digital skills practice! And have them do more steps until they have done all the steps needed in order to fill out an online application form on Indeed.

PRACTICE
Demonstrate first, then let the learner practice.
After each of the following steps, wait for the learner to complete the step. Guide the learner as needed.

Say to the Learner:
* *Now we're going to practice how to Fill out an Online Application Form on Indeed.ca, like in the video.*

[Sign in to your Indeed Account]
* *The first thing to do is to sign in to you Indeed account.*
* *Remember how to do that ? Yes, first open the browser and find the Indeed Canada website. (ca.indeed.com)*
* *Now, sign in to your Indeed account. You created this when we did Part One (or maybe the learner already had one).*
   How do you sign in ? **Answer:** *Yes, enter your email address and Indeed password*
* *Great. Now you are signed in.*

[Step One]
* *What information do you have to fill out in "Step one" ?* **Answer:** *Your Contact information (first and last name)*
* *Do that now. Click in each text box and type that information*
* *Do you have to fill in your phone number ?* **Answer:** *No it's optional*
* *What about your city and province ?* **Answer:** *No, it's optional too*
* *Let's fill out the city and province. Click in each text box and type that information.*
* *Let's not fill out the phone number. To be private.*
* *Do you remember what to click on to move to "Step Two" ?* **Answer:** *"Continue"*

[Step Two]
* *What do you have to do in "Step Two" ?* **Answer:** *Add a resume.*
* *You made a resume before and have it saved on your computer. So, what*

*do you do now? **Answer**: Upload the resume onto Indeed*
- *Do you remember how to upload your resume ? Do that now:*
    - *Click on the "Upload resume" icon*
    - *Look at the pop-up menu*
    - *Find your resume file*
    - *Do you click or double click on the resume file to upload it ? **Answer:** Double click*
    - *The resume is then uploaded*
- *What do you click on to move to "Step Three" ? **Answer**: "Continue" Do that now.*

[Step Three]
- *What do you do need to do in "Step Three" ? **Answer:** Read and answer the questions from the employer*
- *Who is the employer ? **Answer:** (Depends on the job posting)*
- *What question is this employer asking ? **Answer:** (Depends on the job posting)*
- *Answer the questions. How do you do that ? **Answer:** Click in the box and type an answer.*
- *What do you do after you answer the employer's questions in "Step Three" ? **Answer:** Click on the blue ""Continue"" icon.*
- *Do that now.*

Instructions for the Tutor:
- Have the learner repeat Steps 1-3 or continue with Steps 4-6 (See next slide) depending on their skills.
- Have them practice as many times as they need (at least three times.) Repeat with the same job posting, then with a new job posting.
- Check the Learner's skills. Has the learner shown you they can do the skills at least three times without support?

Practice-Part Two
Steps 4-6 of the Indeed Job Application Form

Instructions for the Tutor:

IMPORTANT:
The steps on the live website may be different than in the video lesson and different than the steps in Practice below. This is because websites are constantly changing. So, before having the learner practice, make sure you the tutor check out the live website to be aware of the steps the learner will have to do.

PREPARATION

Note: There are many steps to filling out an online job application form on Indeed.
It's ok if you don't finish all the steps in one session. In subsequent sessions, have the learner repeat the steps they did before- it's good digital skills practice! And have them do more steps until they have done all the steps needed in order to fill out an online application form on Indeed.

For Step Five
1. **Create a Word document with a very simple, short cover letter**. The learner will copy from this.
   a. Look on the internet for examples if you don't have one.
   b. Print this for the learner if it's easier for them to copy from a paper document.
   c. Or, be ready to open the electronic version of it on the learner's desktop. Open it beside the browser window that has the Indeed job application open, so they are side by side on the screen.
   d. The learner will either copy the text from the paper or electronic document and type it in the text box on the Indeed website. Or, if they know how to copy and paste text, they can copy and paste the text from the Word document into the box in Step Five of the Indeed job application form.
   e. **Optional:** Teach the learner how to copy and paste text before doing Step Five.
   f. Go over this cover letter with the learner before starting Step Five, so they know what it is.

2. **Create a PDF of a simple reference letter**. The learner will upload this.
   a. Look on the internet for examples if you don't have one.
   b. Save it in a folder on the learner's desktop. Be ready to help the learner find it when it's time to upload it.
   c. Go over this reference letter with the learner before starting Step Five, so they know what it is.

3. **Tip:** Help the learner create a folder on their desktop called "Job Application Documents". Put a cover letter and a reference letter inside. Then they can find these easily. Use the following lesson in Module 9-Employment (Review) to tutor the learner in how to do that: "Be Organized-Mouse/Trackpad and Navigation Skills

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PRACTICE
Demonstrate first, then let the learner practice.
After each of the following steps, wait for the learner to complete the step. Guide the learner as needed.

Say to the Learner:
- *Now we're going to practice how to Fill out an Online Application Form on Indeed.ca, like in the video.*

[Step Four]
- *What do you do need to do in "Step Four" ? **Answer:** Enter a past job that shows relevant experience*
- *Do you have to fill out this part or is it optional ? **Answer:** It's optional*
- *Let's fill it out. Remember it can help your application.*
- *Find the two text boxes to fill out. What are they ? **Answer:** Job title and Company*
- *Click in them and type the information*
- *What do you click on when you have finished "Step Four" ? **Answer:** "Continue"*

[Step Five]
Note to Tutor: Read the "Preparation" "For Step Five" above.
Say to the learner:
- *What do you do need to do in "Step Five" ? **Answer:** Include any supporting documents like a cover letter etc.*
- *Do you have to fill out this part or is it optional ? **Answer**: No, it's optional*
- *Remember there are two choices regarding cover letters. You can apply without a cover letter or write a cover letter now.*
- *If you want to apply without a cover letter, what do you do ? **Answer:** Click "Apply without cover letter"*
- *Let's write a cover letter, like in the video. It makes your application better.*
- *Do you remember what to do ? **Answer:***
    - *Click on "Write cover letter"*
    - *Click in the box*
    - *Type a cover letter*

    Options:
    Give the learner the print version of the Cover letter (Word document). Have them copy it, typing the text
    in the box in Step Five.
    OR
    Open the electronic version of the Cover letter (Word document) on the learner's computer. Resize it so the learner can see it clearly beside the browser window that has the Indeed job application. Have the learner copy the text, typing it in the box in Step Five.
    OR
    If the learner knows how to copy and paste text, they can copy and paste the text from the Word document into the box in Step Five of the Indeed job application form.

     Say to the Learner:

- *Here is the cover letter to use. Let's read it first.*
- *Now, copy and paste it into the box. (If the learner knows how to copy and paste text)*

  OR
- *Now, copy the text. Type it in the box*
- *Great !*
- *Let's check. Does it look ok ?*
- *Great!*

- *So, the letter is there. What do you need to do now ? **Answer:** Scroll down*
- *Why do you scroll down ? **Answer:** To see the instructions and icons at the bottom of the page.*
- *Do that now.*
- *Find "Additional Documents".*
- *What other documents could you upload here ? What might help your job application ?*

  ***Answer:** a reference letter etc.*
- *Is it optional or do you have to include "Additional documents" ? **Answer:** It is optional but remember it could help you get the job.*
- *So, let's upload a reference letter now.*
- *How do you include a reference letter or other file? Do you remember ? What are the steps ? **Answer:***
  - *Click the "Upload file" icon*
  - *Look at the pop-up menu*
  - *Find the place where your file is on your computer (For example "Documents")*
  - *Click on it*
  - *Find the folder that has the file (For example, "Job Search folder")*
  - *Double click on the folder to open it*
  - *Find the file (For example, "Reference letter") inside the folder*
  - *Double click on it to upload it*
  - *Do you click or double click on the file to upload it ? **Answer:** Double click*
  - *The file is then uploaded on Indeed*
- *What do you click at the end of "Step Five" ? **Answer**: "Review your application"*

[Step Six]
- *What do you do need to do in "Step Six" ? **Answer:** Review your application*
- *What does that mean ? **Answer:** Check that all the information is correct and that the information in your resume and the application matches.*
- *Remember you need to scroll up and down to check it.*
- *Do that now.*

- *Does the information look correct ? Does it match your resume ?*
- *Great!*
- *What else is important to check ? **Answer**: Spelling. Is everything spelled correctly?*
- *Do that now.*

- *Does the spelling look correct ?*
  Great !

- *" Notify me by email when similar jobs are available" ? Do you want to get other job openings like this one in your email ? If so, click in the box.*

- *What is the last step? **Answer**: Send/Submit your application*

- *How do you send your application ? **Answer**: Click on "Submit your application"*

- *Do that now.*

- *What do you see now ? "Your application has been submitted!"*

- *So you know it was sent ok.*

- *Remember in the video, she said you need to check your email inbox every day.*

- *Why ? **Answer:** An employer may contact you.*

- *So, you may get an email from an employer about your application.*

- *We are just practicing your digital skills, how to fill out the form. So, if you get an email, you can tell me and I can help you reply to that email. Or you can just ignore it.*

Instructions for the Tutor:
- Have the learner repeat this activity and practice as many times as they need (at least three times.) Repeat with the same job posting, then with a new job posting.
- Check the Learner's skills. Has the learner shown you they can do the skills at least three times without support?

Practice Between Sessions

- What did you learn/practice today?
- When are you going to practice?
- Practice Plan

Instructions for the Tutor:

In-person tutoring and Remote Tutoring:
- Make sure the learner knows how to access the video lesson(s) you just used so they can practice between tutoring sessions.
- If relevant, make sure the support person at home knows how to access the video(s) too.

Option One
- Email the video link to the learner, and if relevant the at-home support person. They can use the link in the email to access the video lesson(s).

Option Two
- Put a link to the specific video lesson(s) you did on the learner desktop so they can access the video easily.
    How:
    a. Open the website address for the lesson in the browser.
    b. In the address bar, click to highlight the lesson address.
    c. Drag the address (link) onto the desktop. It will make an icon on the desktop.

     d. Find the icon on the desktop and check that the link works.

     e. Show the learner where it is. Tell them to just click to access it for practice.

Remote Tutoring Only:

You can do Strategy Two by using **Request Remote Control** in Zoom during the tutoring session.

Refer to the following for the steps on how to do that:

- **Tutor Checklist-During Remote Tutoring Sessions**
- **Learner Instructions: Let Tutor have Remote Control of your Computer During a Zoom Session**

- **IMPORTANT:** Keep in mind the following:

  - Before using **Remote Control**, be sure to get permission from your organization first.
  - It is crucial that the learner understands what it means, and gives you informed consent.
  - It is somewhat invasive and must be done respectfully and honouring the confidentiality of the learner.
  - Don't use the Request Remote Control feature first! It should be a last resort.
  - First, try your best to teach the learner and the support person how to do things using Share screen and demonstrating.
  - Use it if other ways do not work and the learner really needs to learn digital skills.
  - You may want to record the Zoom tutoring session in case of any possible accusations afterwards.

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Say to the Learner:

- *You did well today.*
- *So, what did you learn and practice today?*
  - *Today, we learned and practiced how to:*
  - *[only mention the parts you covered]*

  1) *Create an account on Indeed.ca*
  2) *Fill out an Online Application Form on Indeed.ca; Steps 1-3 or 4-6 (for example)*

- *It's really important to review and practice as much as you can! Please do that before our next tutoring session.*

- *Watch the video again, as many times as you need.*
- *I've emailed you the link. Let/s make sure you can open it.*
     (OR)
- *We've put the link on your desktop. Here it is. Just click on it to watch the video.*
     Let's make sure it works ok.

[Practice Plan]

Preparation

- For Step 5: Check the learner knows the name of the folder containing the cover letter and reference letter. For example, "Job Search Documents".
- Check that they also know where the folder is on their computer. They need this folder to practice Step Five.
- If they are using a different computer at home, have the support person help them create this folder on their computer Desktop. Email the cover letter and reference letter to the learner and /or support person for them to download and save in that folder.

Say to the learner:
Practice at least three more times before our next session.
Here is what to practice:
- *I will email you the link to the video lesson.*
- *Open the link and watch the video as many times as you want.*

- *Go to the Indeed Canada website.*
- *Search for jobs using the "What" (Job Title) box and the "Where"(location) box.*
- *Put "Stocker" in the "What box (or another job relevant to the learner)*
- *Put "Vancouver" in the "Where" box (or the location relevant to the learner)*
- *Choose one of the job postings that come up for that job title. But be sure to choose one that includes "Apply Now"*
- *Click on "Apply Now" and try to fill out the job application form, like we practiced.*
- *It's ok if you just fill out a few steps. You don't have to fill it all out.*
- *You don't have to submit the application.*
- *Just practice filling out the form.*
- *You can show me at our next session.*
- *I will email you this Practice Plan. Please reply to the email so I know you got it and have what you need to do the practice.*

[Get learner to confirm they will practice and tell you when. Get specific.]
• *When are you going to do the practice? How many times ? etc.*

Instructions for the Tutor:
Email the Practice to the learner, and if relevant to the home support person.

Instructions for the Tutor:
- Confirm the next tutoring session.
- Clarify any support in-between sessions if you are offering that.
     If offering support outside the session time, put boundaries, be clear about when and how you are giving support.

Say to the Learner.
e.g. Great work today! etc.
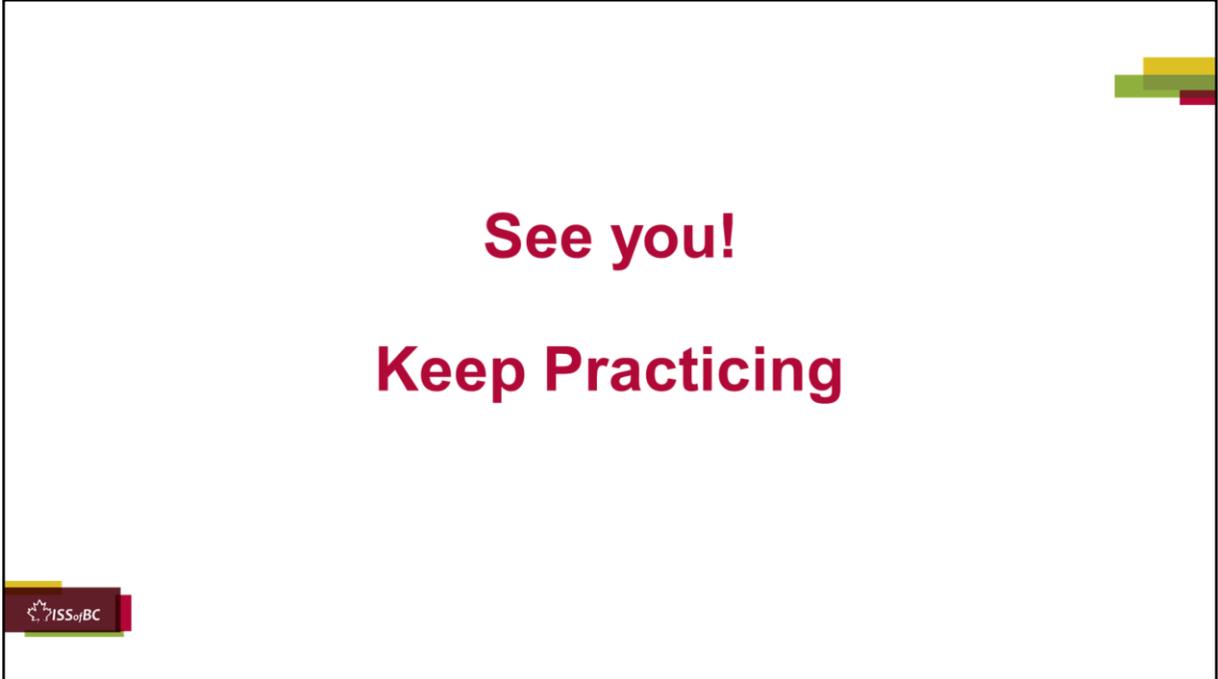*Let's meet again on X date at X time. Does that work for you?*
Wonderful.

[If offering support before next session:]
If you need support before our next session, please ....

[For remote support:]
I will send you the Zoom link the day before the tutoring session.
etc.

Bye and see you on X date at X time.
Keep practicing !