


Generations on Line

Coach Guide for Internet Job Hunting Tutorial Using a Tablet




Welcome to the Generations on Line Internet Job Hunting Tutorial

This Generations on Line tutorial will help you learn how to search and apply for jobs with your tablet.

If you are just learning how to use a tablet, the key to success is "tapping."

"Tapping" means lightly and quickly touching the screen with your finger..

Tap the key in the picture to continue
(If nothing happens, try again!)



As a coach, you have the privilege of giving new learners a guided path to narrow the digital divide. This guide will help you support them as they learn to seek and apply for employment online using a tablet.



First try the tutorial yourself, go to GoLHelp.org and select WFD Tablet

Keys to Coaching:

1. Play with the tutorial yourself so you are familiar with it.
2. Be warm and friendly! As a coach your strengths are not in how much you know about computers and the Internet but rather how well you are able to listen, reassure and motivate your peer learners.
3. This Generations on Line tutorial is designed to help older adults learn on their own and at their own pace. Unless literacy is an issue, encourage the learner to read the instructions on every screen. The BEST WAY for older adults to learn is to do it themselves.
4. Try not to “take-over” the device. If a coach starts to touch the tablet it is akin to the instructor taking over the steering wheel from a student learning to drive.
5. Although there will be some older adults who are able to learn how to use the software completely independently of coaching, most will need some level of assistance.

Materials – Skills Checklist Form and Certificate of Accomplishment

The software is designed to help the learner accomplish specific skills. Learners feel a sense of accomplishment when they can physically check off new learning’s at the end of the session.

- Upon completion of the tutorial the learner will check off the items they learned.
- Upon completion of all the items listed you can present them with a Workforce Development Certificate of Accomplishment.

Workforce Development Skills Checklist - Tablet

Task	Completed
Basics	
I can tap on underlined words	
I can get rid of “pop-up boxes” by tapping outside the box	
I can scroll the page up and down, as well as side to side	
I can type my name in a “text box”	
Using Forms	
I can fill in my answer in “radio buttons” or “check boxes”	
I can tap into a box to make keyboard appear	
I can respond to a “list-box”	
Email I	
I learned how to create a Gmail account	
I learned how to sign in to a Gmail account	
I learned how to sign OUT of a Gmail account	
I have my own Gmail account email address	
Email II	
I learned how to read an email	
I learned how to send an email	
I sent an email	
I learned how to reply to an email	
I learned how to add an attachment to an email	
I learned how to use my Gmail address book	
Job Searching	
I can search for job openings with Google search	
I can tell the difference between search results and advertisements that look like search results	
I can tap at the bottom of search results to see the next page of results	
Job Applications	
I can fill out a practice job application	
I plan to fill out a real job application	
I have filled out a real job application	

Name _____



CERTIFICATE OF ACCOMPLISHMENT

Awarded to:

For successfully completing the GoL Workforce
Development learner skill checklist

Program Director

Coach

Resource Page

Resource Page

You will find the information you need for finding and applying for a job on a tablet here.

Tap on one of the “steps” to the right for a “guided tour” of what you are likely to encounter while looking for a job online.



 **Step One:
Tablet Basics**
Unlock basic tablet skills as well as how to get and use email and Zoom

 **Step Two:
Job Searching**
Unlock some tips and tricks for searching for jobs on your tablet

 **Step Three:
Job Applications**
Unlock the job application process for three companies that are hiring

Learners can move at their own pace, allowing for better grasp of the material. Learners might move quicker through the first few steps, perhaps covering more than one in a session. In a session, your learners do not have to be in the same section of the software.

There are three main areas:

- Tablet Basics
- Job Searching
- Job Applications



To start your first session—The Basics

- Introduce yourself and explain your role as a Coach.
- Ask learners to write their name at bottom of Skills Checklist and explain that the goal is to have all skills checked off, by the end of the series of sessions.
- Ask learners to read what is written on each screen and follow the directions.
- After the learner’s first tap they will see the “Congratulations!” page. For a person who has never used a tablet before, this is a big moment.
- To move from this page the learner will be asked what type of device they are using. Their choice will then take learner to the basics tutorial to cover the basics of using that type of device. (If you need additional coaching support, ask for the basics tutorial coach’s guide from site facilitator)
 - **How to interact with the device** (tapping, swiping, scrolling etc.)
 - **Internet Searching and Safety**
 - **Email +** covers a variety of methods to communicate. Texting, video-calling and email are discussed
 - A learner can return to the Internet Job Hunting tutorial at any time by clicking on the below sentence at the bottom of the basic tutorial.

 **Tap here to return to the GoL Job Hunting Tutorial**



This area covers tips such as:

1. Be as specific as possible when searching
2. Keep it recent (filter out old results)
3. See what you don't see (know how to scroll)
4. Use a Job Bank.
 - a. Step by step, walk through Indeed
 - i. Create an account
 - ii. Find a job opening
 - iii. Apply for a job
 - iv. Create your resume
 - v. Save your resume.
 - b. Using the best job search sites (link to article)



IMPORTANT NOTE This is a walk-through of three real online job applications. Once a learner completes, they will know how to complete any online job application. They ARE NOT applying for real in this area. After the simulation they will be given the opportunity to apply for real if they so desire.

**At end of session learner checks off mastered skills on GoL checklist
Present Certificate of Accomplishment**