**Digital Skills Readiness for Postsecondary Assessment 2021**

**Instructions for Students**

**MS Word Task: Version B – Employment Plan**

**Overview**

* Follow the detailed instructions below to complete the task.
* Your facilitator will tell you where to save your task, e.g. USB, network, desktop, cloud etc.
* You will not receive a score or grade on this assessment. Instead, you will receive a checklist identifying your skills and your skill gaps related to this task.
* **Remember to save your work frequently!**

**Create a Word Document**

1. Open a new Word document.
2. Name and save the new document in a folder on your [desktop/USB/cloud] as follows:

a) File name: **Employment\_Plan\_[yourfirstname\_****yourlastname]**

b) Folder name: **Word\_Task\_VB\_[yourfirstname\_yourlastname].**

**Develop the Word Document**

**Part A**

1. Type a title/heading named **My Folder**. Bold and underline it.
2. Take a screenshot showing the **Word\_Task\_VB**folder you created.
3. Paste the screenshot into the Word document under the heading.

**Part B**

1. Type a title/heading named: **Employment Considerations**.Bold and underline it.
2. Using the **Employment Plan**document you created above, answer the following questions. Use an alphabetical list (like the one below) to record your answers in the document you created. Point form answers are fine; full sentences are not required.
3. What position, and in which field, would you like to seek employment?
4. What is the web address of a business or organization that hires for this position? Make this a hyperlink.
5. What are the educational requirements required for the position you would like?
6. What are two other requirements you will likely need for this position?
7. What are two things you would have to consider before accepting a position in this field?
8. Do you have any contacts in this field you could speak to about the position? (Yes or no)
9. Insert a page break.

**Part C**

1. Type a title/heading named **My Future Employment**.Bold and underline it.
2. Copy the template from the file provided by your facilitator and paste it below the heading **My Future Employment***.* Fill in the blanks with your own future employment plans.

I would like to work as a/an\_\_\_\_\_\_\_\_\_\_\_ in the \_\_\_\_\_\_\_\_\_\_\_\_\_ field in the city/region of \_\_\_\_\_\_\_\_\_\_\_\_\_. The educational requirement for this position is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and usually requires \_\_\_\_\_\_\_\_\_ job experience. I would like to apply to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (company/organization) because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The biggest thing I must consider when accepting this job position is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ because\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. Replace the blanks with your own information.
2. Select a formatting option to emphasize the information you inserted in the paragraph.
3. Indent your paragraph.

**Part D**

1. In the header, insert page numbers.
2. In the footer, insert the date.

**Final Steps**

1. Save your Word document as a PDF file (in the same folder).
2. Email the PDF file to your instructor from your college email address.
3. Include a suitable subject line in the email message.
4. Include a brief message to your instructor about why you are sending the PDF file.
5. Add a closing salutation.