

Task-Based Activity: Retail Jobs Advertisement

Learner Name: _____ Date: _____

Pre self-assessment

I need to improve my skills at:

Yes

No

Activity



Job Overview

Position: PT Sales Associate

Position Type: Part Time

Location: Maureen's & Matt's

Job Description

Maureen's and Matt's is looking for a fashion-loving, sales-driven, enthusiastic team player to join their team.

Availability: Evenings and weekends. Apply in store or by email: jobs@maureensandmatts.ca

Required Skills

- Retail experience an asset, but not required.

Job Contact Information

Contact Name: Maureen Springer or Matt Lowe

Phone: 555-555-5555

1. Who should you contact about the job?
2. What words describe what type of job this is?
3. How can you apply?
4. What kind of a person are they looking for?
5. When would you have to be available to get this job?
6. To check up on your application, what phone number would you use?

Post self-assessment

I think my skills have improved as a result of completing this activity.

Yes

No

Learner comments:

Assessment

Task-Based Activity: Retail Job Advertisement

Learner Name: _____ Date: _____

Practitioner Name: _____

Performance Descriptors	Needs Work	Improving	Excellent
A2.1 Interpret very simple documents to locate specific details <ul style="list-style-type: none">• scans to locate specific details• interprets brief text and common symbols• identifies how lists are organized (e.g. sequential, chronological, alphabetical)• requires support to identify sources and to evaluate and integrate information			

The learner needs to work on the following:

This task was successfully completed

This task needs to be tried again

Practitioner Comments:

Learner Comments: