



JOB HUNTING AND EXAM PREP IN DISCUS

worksheet

This worksheet accompanies the Discus training video of the same name located at www.scdiscus.org under Training → Online Archives → General Discus.

Learn 'how to' with the video and complete the worksheet to practice the related skills.

#1: Create user accounts in Discus career resources

1. Create a user account in *Career Transitions* (or sign in if you have an existing user account).
2. In a new browser window/tab, access *LearningExpress Library* and register for a user account (or sign in if you have an existing user account).
3. For which career resource is a user account *required* in order to access the content?
Circle one: Career Transitions LearningExpress Library

Note: Make certain to retain your logins for future use and encourage your patrons to do the same.

#2: Job Hunting with *Career Transitions*

A patron has asked for help in locating an administrative job within 10 miles of Orangeburg, SC.

4. Conduct a job search in *Career Transitions* to step the patron through the process.
5. Locate a relevant job title and save it to your user account using Add to My Jobs link.
6. What tab would your patrons click on to open a list of jobs they saved to their accounts?

A recent high school graduate is seeking a *temporary job* in *sales* within *25 miles* of *North Charleston* posted within the *past 7 days*.

Use all appropriate filters to show your patron how to conduct this search.

7. How many job listing results are shown for your search? _____
8. List one or two required qualifications in the following job description that *LearningExpress Library* could help a job seeker prepare for or brush up on: _____ and _____

Required Qualifications: High school diploma or equivalent and two years of Human Resources or administrative experience with a primary focus on interacting with customers and Human Resources activities. Proficient in Microsoft Office Applications. Preferred Qualifications:

#3: Practice tests, eBooks, and tutorials in *LearningExpress Library*

9. List the name of the Center in *LearningExpress Library* that offers tutorials for Microsoft Word 2016. _____
10. List the name of the Center that provides access to practice tests for the GED.

Locate and open The *EMT Practice Exam 1* for Emergency Management Technician certification.

Notice the three Test Mode options listed.

11. Your patron wants to take a national EMT practice test and check each answer for each question as the test progresses.
What Test Mode will you tell the patron to choose before starting the test?

12. A patron wants to download personal test scores, list of eBooks used, and tutorials completed.
What will you direct the patron to click on inside My Center to access this file of information?

Conducting direct searches in *LearningExpress Library*

13. Enter **ebook** into the search window at the top of the *LearningExpress* home page.
How many eBooks are currently in *LearningExpress Library*? _____
14. Are there any practice exams for dental assisting certification in *LearningExpress Library*?
YES NO
15. Are flashcards available for your patrons who are studying for the pharmacy technician exam?
YES NO
16. How many total diagnostic and practice tests and subtests are available for ASVAB? _____

Questions?

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