

***Words to define beforehand: Home page (and how to get there), back arrow, temporary work, and employment agency

1) Go to **UNIONPS.ORG**

2) On the left side go to “employment” then “support personnel”

3) Under the title “resources” Click on “Job Openings and Applications” then press ok

4) Scroll to the very bottom of the page and you can see all the jobs listed

5) Find the job the says “various-lunch duty assistant”

6) Click on apply for position

7) Click on “Create New Account and Apply” – This is how you apply for a Union job!

8) Go to **monster.com**

9) What do you think this website is for?

10) In the white box that says job title type in “housekeeper” and in the other white box that says city, state zip code type in “Tulsa, Oklahoma” then press search

11) How many housekeeping jobs are listed?

12) Click on one of the jobs.

13) Does it have benefits? If yes, what are they?

14) Does it tell you how much the job pays?

15) Scroll to the bottom of the page and press “apply now”

16) Can I email this website to a friend if I want my friend to apply for this job?

17) Press Apply now

18) What must I do to continue applying for this job?

18) Press Register Here

19) What information do I need to give them to register?

20) Click the back arrow at the top of the page until you get back to the homepage

21) Search for a job that you are interested in

22) Go to **tulsaworldjobs.com**

23) Click on the blue word "more"

24)How many job categories are there?

25) Click on administrative and office work

26) How many pages of jobs are there?

27) What is the last job on the last page

28) Click on one of the jobs

29) How do you apply for the job?

30) Go to the home page

31) Scroll down to the title job seeker

32) Click on start now under the title "Job Seeker"

33) Type in the name of a job you are interested in?

34)Why would you fill in the information and press match me?

35) Go to **keyjobs.com**

36) Click on the yellow title "CONTACT US" Where is key personnel located and what is their phone number?

37) On the left side click on "KEY CANDIDATES"

38) Does it cost you money if you go to Key personnel to help you find a job?

39) What kind of jobs can key personnel help you find?

40) Go back to the homepage and click on JOB SEARCH

41) Click on WEBCENTER-TULSA METRO OR BARTLESVILLE AREA

42) Search for a job you are interested in

43) Go to **GOOGLE.COM** and type in "employment agencies in Tulsa"

44) How many employment agencies are there in Tulsa?

45) Click on "Map results for employment agencies in Tulsa"

46) What is the address and phone number of the agency is closest to your house?

47) Click on the name of the agency closest to your house and see what kind of jobs they could help you find