



IT

IT - INFORMATION TECHNOLOGY**I. Evaluation Description**

Jobs in the IT Unit are designed to evaluate the Employee's ability to search for typical information on the Internet. The use of six Jobs sequenced from simple to complex enables the evaluator to identify the Employee's Internet skills and instructional level.

IT1 Use internet to locate & record address & phone number

IT2 Use internet to locate business contact information

IT3 Use internet to get directions to businesses

IT4 Use internet to locate job openings

IT5 Use internet to get career information

IT6 Use internet to get community college information

II. Instructions to the Evaluator

The Evaluator needs to have a basic working knowledge of navigating the Internet to be able to provide needed instruction to the Employee.

- 1. Fill in IT3 Destination Card with 4 of your local business addresses, print and place in IT3 Job Box. Master forms are available on the PAES-Scan web app: app.paesscan.com**
- 2. Create Monster.com accounts, either one per employee, or a general PAES account.**
- 3. Print login credentials and keep in an easily accessible location.**
- 4. For general accounts, write User Name and Password on an Employee IT4 Job Sheet. Make copies and place in the MT4 Job Box.**
- 5. For accounts set up per Employee, write the Employee's User Name and Password on the inside of the Employee's Work Folder.**

A. Prerequisites

It is recommended but not necessary Employees demonstrate basic skills in **WD - Word Processing** before attempting **IT - Information Technology**.

B. Employee Responsibilities

The Employee is responsible for locating the correct Job Card, needed materials and equipment, and returning all materials and equipment to the proper places when finished working on the Job.

III. Equipment, Materials and Consumables

A. Equipment

Computer with Internet Access
Printer

B. Laminated Materials

IT1 Instruction Card
IT2 Instruction Card
IT3 Instruction Card
IT4 Instruction Card
IT5 Instruction Card
IT6 Instruction Card

C. Non-Laminated Materials

IT1 Job Sheet
IT3 Destination Card
Employee IT4 Job Sheet
IT5 Job Sheet

D. Consumables

Paper for the printer

E. Job Cards

Job Cards are located in the Computer Technology Job Card Box.

JOB: **IT1**

UNIT: **INFORMATION TECHNOLOGY**

MATERIALS: Computer with Internet Access
IT1 Instruction Card
IT1 Job Sheet

PROCEDURE: You are going to use the PAES Jobs website to locate contact information for 4 people on the IT1 Job Sheet.

1. Follow the instructions on the IT1 Instruction Card.

IT1 - SET UP * Confirm Job was disassembled per instructions.

REMOVE completed job sheets from IT job box and place in **MT Recycle Letters Box**.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. Open Internet browser.
2. Locate address bar.
3. Type in paesjobs.com web address.
4. Use scroll bar.
5. Locate Home button.

IT1 - SCORING CRITERIA

1. Check IT1 Job Sheet against [IT1 Answer Key](#).
2. **Home page** for paesjobs.com with IT-Information Technology and Resources is on the computer screen.

IT1 - DISASSEMBLY

1. **REMOVE** any completed IT1 Job Sheets from IT job box.
2. Place in **MT Recycle LETTERS box**.

JOB: **IT2**

UNIT: **INFORMATION TECHNOLOGY**

MATERIALS: Computer with Internet Access
IT2 Instruction Card

PROCEDURE: You are going to use the PAES Jobs Website to locate contact information for 4 local businesses.

1. Follow the instructions on the IT2 Instruction Card.

IT2 - SET UP * Confirm Job was disassembled per instructions.

REMOVE printed copies from IT Job Box. Place in **MT Recycle LETTERS** box.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. Use the two dropdown arrows on IT2 screen to select type of business and state.
2. Sort listings A-Z.
3. Use scroll bar.
4. Print 1 page only.
5. Use Reset button.

IT2 - SCORING CRITERIA

1. There are **4 printed pages** with contact information for **4 businesses**.
2. **Home page** for paesjobs.com with IT-Information Technology and Resources is on the computer screen.

IT2 - DISASSEMBLY

1. IT2 printed pages **DO NOT** remain in IT Job box.
2. Place in **MT Recycle LETTERS** box.

JOB: **IT3**

UNIT: **INFORMATION TECHNOLOGY**

MATERIALS: Computer with Internet Access
IT3 Instruction Card
IT3 Destinations Card

PROCEDURE: You are going to use the internet to get directions to 4 local businesses.

1. Follow the instructions on the IT3 Instruction Card.

IT3 - SET UP * Confirm Job was disassembled per instructions.

REMOVE printed copies from IT Job Box. Place in **MT Recycle LETTERS Box**.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. **Knows their home address. If not, give them the PAES Lab address.**
2. In the Print function, select Page 1 or Current Page.

IT3 - SCORING CRITERIA

1. There are **4 printed pages** with directions to 4 local businesses.
2. **Home page** for paesjobs.com with IT-Information Technology and Resources is on the computer screen.

IT3 - DISASSEMBLY

1. **REMOVE** printed copies from IT Job Box.
2. Place in **MT Recycle LETTERS** box.

JOB: **IT4**

UNIT: **INFORMATION TECHNOLOGY**

MATERIALS: Computer with internet access
IT4 Instruction Card
Employee IT4 Job Sheet with login credentials **(Ask Supervisor)**

PROCEDURE: You are going to use the internet to locate 4 local job openings.

1. Follow the instructions on the IT4 Instruction Card.

IT4 - SET UP * Confirm Job was disassembled per instructions.

1. **REMOVE** printed copies and place in **MT Recycle LETTERS Box**.
2. **If using a general school login, check and REMOVE any saved jobs in the account.**
3. Give the Employee the **Employee IT4 Job Sheet** with either their **personal** or **School PAES Lab login credentials** for Monster.com.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. Use provided login information for Monster.com account.
The employee may use **either** their own individual login, or a general school login.
2. Locate saved jobs on Monster.com.
3. Print their **Saved Job List**.

IT4 - SCORING CRITERIA

1. There are **2 printed pages showing a list of 4 jobs**.
2. Saved jobs are shown on computer screen.

IT4 - DISASSEMBLY

1. **REMOVE** any completed IT4 Job Sheets from **IT Job Box**.
2. Place in **MT Recycle LETTERS** box.
3. If using a general school login, **check and REMOVE any saved jobs in the account**.
4. As needed, discuss the preferred job with the employee.
5. Close out Monster.com tab.

JOB: **IT5**

UNIT: **INFORMATION TECHNOLOGY**

MATERIALS: Computer with Internet Access
IT5 Instruction Card
IT5 Job Sheet

PROCEDURE: You are going to use the Internet to research 4 career paths.

1. Follow the instructions on the IT5 Instruction Card.

IT5 - SET UP * Confirm Job was disassembled per instructions.

REMOVE printed copies from IT Job Box. Place in **MT Recycle LETTERS Box.**

1. Follow IT5 Instruction Card.

IT5 - SCORING CRITERIA

1. IT5 Job Sheet has information for 4 Career Paths.
2. **Home page** for paesjobs.com with IT-Information Technology and Resources is on the computer screen.

IT5 - DISASSEMBLY

1. **REMOVE** printed copies from IT Job Box. Place in **MT Recycle LETTERS box.**

JOB: **IT6**

UNIT: **INFORMATION TECHNOLOGY**

MATERIALS: Computer with Internet Access
IT6 Instruction Card

PROCEDURE: You are going to search the Internet for 2 community colleges in your state.

1. Follow the instructions on the IT6 Instruction Card.

IT6 - SET UP * Confirm Job was disassembled per instructions.

REMOVE printed copies from IT Job Box. Place in **MT Recycle LETTERS box**.

Optional checks for understanding - Assist **ONLY** if needed and record!

1. Highlight text. Copy and paste the text.

IT6 - SCORING CRITERIA

1. There are **3 to 4 printed pages as follows:**
(1 to 2 pages from paesjobs.com (a map and list of 2 colleges).
(2 pages from colleges - 1 page per college).
2. **Home page** for paesjobs.com with IT-Information Technology and Resources is on the computer screen.

IT6 - DISASSEMBLY

1. **REMOVE** printed copies from IT Job Box. Place in **MT Recycle LETTERS box**.



ANSWER KEYS

IT 1 ANSWER KEY

	First Name	Last Name	Phone Number	Address	City	State	Zip Code
1.	Trina	Clary	805-712-7745	2890 Salida Del Sol	Paso Robles	CA	93446
2.	Donald	Eck	620-810-6547	PO Box 127	Haven	KS	67543
3.	Jim	Hoffman	805-493-6744	1807 Windcrest Ln	San Diego	CA	92128
4.	Randy	Snow	816-759-3362	5081 NE 68th	Gladstone	MO	64118



NON-LAMINATED ITEMS

IT1 Job Sheet

	First Name	Last Name	Phone Number	Address	City	State	Zip Code
1.	Trina	Clary			Paso Robles	CA	
2.	Donald	Eck			Haven	KS	
3.	Jim	Hoffman			San Diego	CA	
4.	Randy	Snow			Gladstone	MO	

IT3 Destination Card

Local Restaurant

Restaurant Name: _____

Address: _____

Local Theatre

Theatre Name: _____

Address: _____

Local Post Office

Post Office Name _____

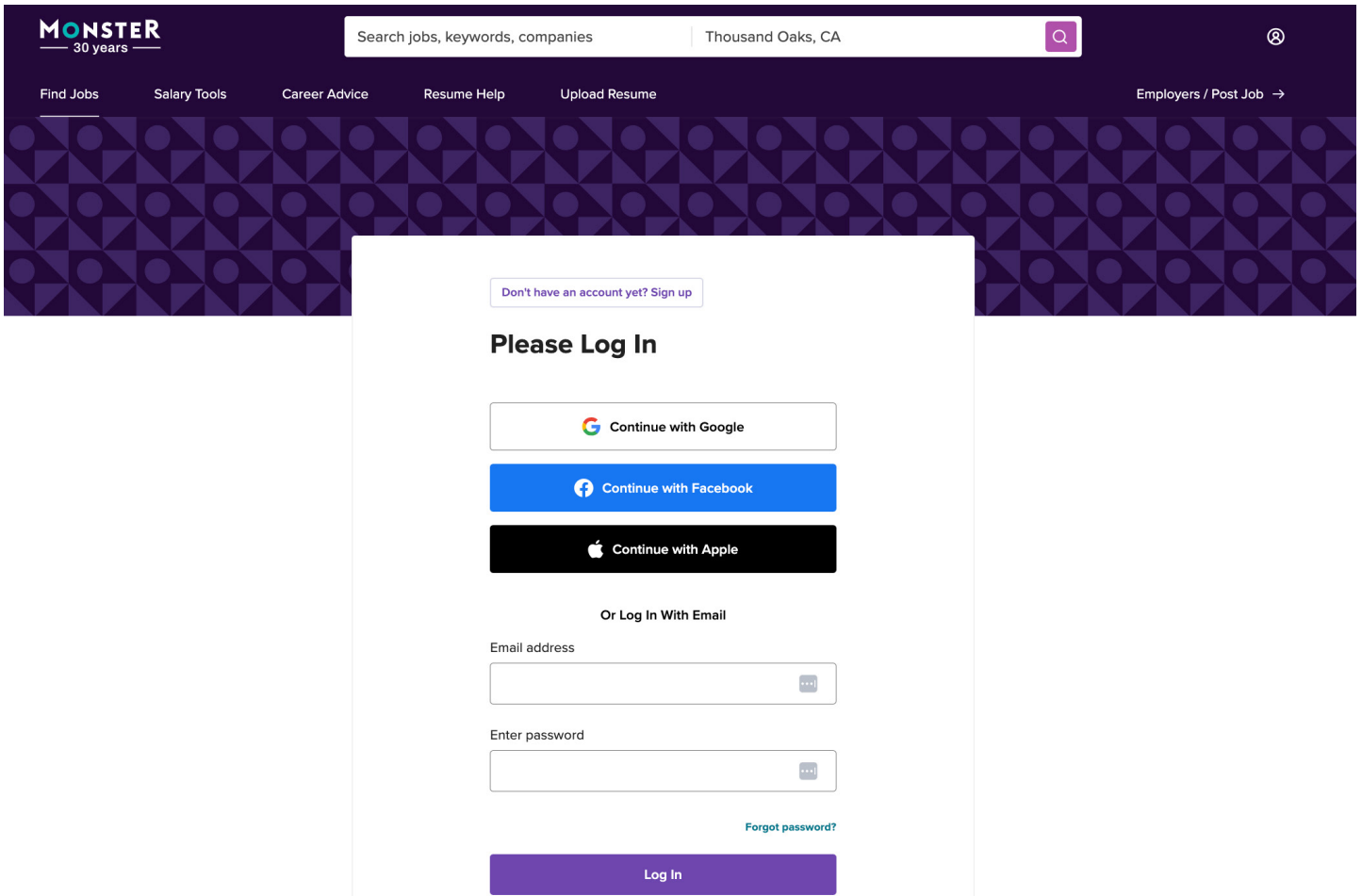
Address: _____

Local Grocery Store

Grocery Store Name: _____

Address: _____

Employee IT4 Job Sheet



Don't have an account yet? Sign up

Please Log In

Continue with Google

Continue with Facebook

Continue with Apple

Or Log In With Email

Email address

Enter password

[Forgot password?](#)

Log In

Employee:

User Name:

Password:

Visit the job search again later, on your own when you are outside of the PAES Lab:

1. Go to www.paesjobs.com
2. Select IT-Information Technology
3. Click on IT4 Button

IT5 JOB SHEET

Career Path #1

1. Name of Job: _____
2. Earning Potential: _____
3. Length of Training: _____

Career Path #2

1. Name of Job: _____
2. Earning Potential: _____
3. Length of Training: _____

Career Path #3

1. Name of Job: _____
2. Earning Potential: _____
3. Length of Training: _____

Career Path #4

1. Name of Job: _____
2. Earning Potential: _____
3. Length of Training: _____



LAMINATED ITEMS

IT1 Instruction Card

1. **Open** the Internet browser on your computer. (Ex: Internet Explorer, Google Chrome, Firefox)
2. **Click** in the **Address Bar** at the top left of the screen.
3. **Type** the following address: paesjobs.com
4. Press **Enter** on your keyboard.
5. Select **IT- Information Technology**.
6. Click on the **IT1 Button**.
7. Look for the search fields that say: First Name - Last Name - City - State
8. Click in the appropriate fields to type the First Name - Last Name - City for the first person on the **IT1 Job Sheet**.
9. **Select the State** by clicking on the dropdown arrow for State.
10. Click on **Search** button.
11. Scroll down to see the **Address, City, State, Zip and Phone number** for the person you are trying to locate.
12. Write all needed information for the first person on the **IT1 Job Sheet**.
13. Click on the **Back Arrow** in the browser.
14. Click on the **Clear Search** button on the same page.
15. Follow steps 8 through 13 to get contact information for 3 other people on the list. Copy their contact information on the **IT1 Job Sheet**.
16. Locate and click on **Home**.

STOP YOUR WATCH - CALL A SUPERVISOR

IT2 Instruction Card

1. **Open** the Internet browser on your computer. (Ex: Internet Explorer, Google Chrome, Firefox)
2. **Click** in the **Address Bar** at the top left of the screen.
3. **Type** the following address: paesjobs.com
4. Press **Enter** on your keyboard.
5. Select **IT- Information Technology**.
6. Click on the **IT2 Button**.
7. In the **Select Category** dropdown menu, click on **Restaurants**.
8. Click in the **Select Location** dropdown arrow and select **your State**.
9. Click on the **Search Listings** button.
10. Click on the **SORT by** dropdown arrow and select **A to Z (title)**.
11. Click on the name of a business to go to the page for that business.
12. **Print** the business information using the printer icon. 
13. Click on the left “back” arrow at the very top of the page (near the browser) to return to the **Search Listings** screen.
14. **Reset** the search fields.
15. Follow **steps 7 through 14** to get contact information for **3 more Categories of businesses in your state**.
16. Locate and click on **Home** and **STOP YOUR WATCH**.
17. **Collect** your printouts from the printer. You should have **4 pages**.

CALL A SUPERVISOR

IT3 Instruction Card

1. **Open** the Internet browser on your computer. (Ex: Internet Explorer, Google Chrome, Firefox)
2. **Click** in the **Address Bar** at the top left of the screen.
3. **Type** the following address: paesjobs.com
4. Press **Enter** on your keyboard.
5. Select **IT- Information Technology**.
6. Click on the IT3 Button.
7. Click on **Get Directions** directly above the map.
8. **Type** the **entire address** of one of the **Businesses** on the **IT3 Destinations** card on the line that says **“Choose destination”**.

Remember to place a comma between the address, city, and state:
For example: 214 Broadway, New York, NY
9. **Click** on **Search**. 
10. Click **directions** icon. 
11. Type **your home address** above the address you just entered.

Remember to use commas.
12. Click on **DETAILS** for one of the routes displayed.
13. Click on the printer icon. 
14. Select **Print text only**.
15. **Print page 1 or select Current Page**.
16. Click the X to close the google maps tab.
17. **Repeat steps 8 through 16** for **each of the other 3 businesses** on the **IT3 Destinations** card.
18. Locate and click on **Home** and **STOP YOUR WATCH**.
19. **Collect** your printouts from the printer. You should have **4 pages**.

CALL A SUPERVISOR

IT4 Instruction Card

1. **Open** the Internet browser on your computer. (Ex: Internet Explorer, Google Chrome, Firefox)
2. **Click** in the **Address Bar** at the top left of the screen.
3. **Type** the following address: paesjobs.com
4. Select **IT- Information Technology**.
5. Click on the IT4 Button.
6. Select a **Job Category** that interests you.
7. **Sign in to your Monster.com account using the login information provided on the IT4 job sheet.**
If a pop up appears to add your resume, click the X in the top right corner to dismiss it.
9. Enter your zip code in the **Location** field at top of the screen and click on **Search**.
10. Notice the list of job openings on the left hand side of the page. Scroll down and view the job openings.
11. Click on the name of one of the jobs that interests you.
12. Click on the heart  to save the job.
13. **Repeat** steps 10 and 11 to **save 3 more jobs**.
14. **Click on the heart  in the upper right corner.**
15. **Right click** on your mouse to **print the list of jobs**.
16. **STOP YOUR TIMER**
17. **Collect** your printouts from the printer. You should have **2 pages with the list of jobs**.
18. **Circle** your preferred job on your printout.

CALL A SUPERVISOR

You can continue browsing job openings on your own when you have time.

IT5 Instruction Card

1. **Open** the Internet browser on your computer. (Ex: Internet Explorer, Google Chrome, Firefox)
2. **Click** in the **Address Bar** at the top left of the screen.
3. **Type** the following address: paesjobs.com
4. Select **IT- Information Technology**.
5. Click on **the IT5 button**.
6. Scroll down to the section that says: **“WHAT CAREER AREAS INTEREST YOU?”**.
7. Click in the **box** of a **Career Area** that interests you.
8. Scroll down the page to see a number of **Career Path** boxes for the career you selected.
9. Click one of the Career Path boxes. Information will appear about the Career.

Notice that each box has the following information:

1. Name of the Job
 2. Earning Potential
 3. Length of Training
10. **Record** the information on your **IT5 Job Sheet**.
 11. **Scroll** back to top of the page to **Repeat steps 7-10** to get information for **an additional 3 Career Paths**.
 12. Locate and click on **Home**.

STOP YOUR WATCH - CALL A SUPERVISOR

IT6 Instruction Card

1. **Open** the Internet browser on your computer. (Ex: Internet Explorer, etc.)
2. **Click** in the **Address Bar** at the top left of the screen.
3. **Type** the following address: paesjobs.com
4. Select **IT- Information Technology** then click on **the IT6 button**.
5. **Type your zip code** in the search field.
6. **Choose within 200 miles in the drop down menu.** Click on **Search**.
7. Scroll down to see the beginning of a list of Community Colleges in your area.
8. Print. 
9. **Highlight and copy the name** of a college that interests you.
10. Click on **Google Search**.
11. **Paste** the name of the college in the address bar and press **Enter**.
If your zip code did not pull up community colleges near you in Step 9, click on **Google Search**.
In the search field type **Your City, State and Community Colleges**.
For example: "St. Paul, MN Community Colleges."
12. **Locate and click** on the **college website address**.
13. **Right click** on an area of interest and select **Print. Type page 1**
14. Print page 1 **only**
15. Click the X to close the College Website tab, and **repeat steps 9 through 13 for a different college**.
16. Click on **Home** and **STOP YOUR WATCH**.
17. **Collect** your print outs. You should have 3-4 pages:
(1-2 from paesjobs.com and 2 for each college.)

CALL A SUPERVISOR