Navigating Discover Ability with a screen reader

Navigating [Discover Ability](#) with a screen reader

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What you will need to complete your profile

Thank you for joining the Discover Ability Network. The platform is optimized to work on the Google Chrome, Safari, or Edge browsers on a desktop or laptop. Internet Explorer is not supported, and Firefox is minimally supported. Note, all pick lists displayed below are subject to change, and this is a sample of how a pick list may look.

Please note that the Discover Ability website does have an automatic "Inactivity logout". To use this, before logging into your account, the user needs to uncheck the "Remember Me" check box on the log-in screen. Users who uncheck this box will be automatically logged out of their account after 24 hours of inactivity. Remember Me is checked by default.

If you are in a public setting, or if others have access to your computer, please save your information and log out.

Average time to complete a comprehensive profile: 2 – 3 hours

Starred items refer to drop down lists that can be found on the Drop-Down Tip Sheet

Before you begin to set up your job seeker profile, there is information that you will want to have readily at hand in order to speed up the process of creating your profile.

Review the section Drop Down List Tip Sheet to familiarize yourself with the options available in the many drop down list within the system.

Review the section Keyboard Shortcut Tips for hints when using Jaws.

Have a completed resume in a PDF format. Your resumé, when uploaded, will parse approximately 80% of your work/education info, but you will need to complete some missing fields. Note, you will have to do some filling in of information that the system did not auto-populate.

You will get better matches when you fully complete your education and work experience sections. We recommend beginning with work experience.

An overview of the sections to be completed

The more information that you enter into the job-matching platform, the better the job matches you will receive.

When you first sign up or sign in, you will be asked to provide basic **Profile information**. This includes your first and last name, your email address, your postal code, your location, the languages you speak, and the countries you are eligible to work in. This information will not be shared publicly.

Your location, languages and countries you are eligible to work in are all boxes where you type in your information and then select the correct option. It is very important when you enter information in this section, that you slowly type in the first few characters and then wait for the screen reader to identify potential options. You must enter at least two characters for a search to begin. Note, arrowing down from your original choice will take you to the next option. Note that the user should click Enter in order to make a selection, and that Languages and Work Eligibility can accept multiple entries.

But to have a complete resume and profile, you should have a complete profile. A complete profile includes the following sections:

> [Profile Information](#)
> [Opportunity Preferences](#)
> Affiliations
> [Work Experience](#)
> [Education](#)
> [Certifications and Licences](#)
> [Skills and Qualities](#)
> [Community Service](#)
> Awards

Profile Information

Once you have signed in, you should start by completing additional information found in the basic profile information. This information is not shared publicly and is not searchable. You can add:

- a profile picture
- a link to a website that describes you, your business or the services you provide
- telephone number
- the type of position you are interested in
- street address
- city (required)
- a profile statement

Opportunity Preferences

In this section, you need to select the opportunity type, opportunity level, job function, skilled trades (if applicable) and preferred location(s). Refer to the document "[Drop Down List Tip Sheet](#)" for examples of what is included in each of these sections.

[Opportunity Type](#)
There are 6 options.

[Opportunity Level](#)
There are 7 options.

[Job functions](#)
There are 40 options. They are listed alphabetically.

[Skilled Trades](#)
There are over 250 options. They are listed alphabetically. This list is subject to change.

Work Experience

In the work experience sections, you will be asked for Position information:
- Employer name
- Employer location
- Job title
- Accomplishments
- Start date
- End date – you have the option of clicking the 'this is my current position' button if you are currently working. Note, this is a check box.

If you have uploaded your resumé, much of this information will self-populate. But you have the option of adding additional information. For each position, you should add in Experience Details:

You will be asked to identify if this was a position in an organization or in a skilled trade.

There are additional fields that it is recommended that you provide information for to elicit a better match. You will also be asked for:

- Industry that you worked in and the function/ This list is extensive. Select the industry and function closest to the position.
- Job duties of this position (if you have uploaded your resumé, this will have self-populated)
- What skills you used in this position. These fields will never be captured by the resume upload.

If you choose, you also have the option to enter information on the job details (job type, compensation type, budget responsibility, revenue responsibility and direct reports) and employer info that includes employer type, number of employees, employer's industry, and markets served.

Education

Academic Credential
Education records capture your field of study for a single credential. Your Education record should reflect the main subject of study in your faculty and program in order to highlight the subject area of your degree.

There are currently six options for the type of academic credential.

For every type of credential, you will also be asked to enter the following information:
- the name of your credential
- the subject area(s) of your credential
- the name of the institution
- when you started the degree
- when you completed the degree.

Certifications and Licenses
There are many options in this section. It is very important when you enter information in this section, that you slowly type in the first few characters and then wait for the screen reader to identify potential options. You must enter at least two characters for a search to begin. Be as specific as possible when searching Click Enter to make a selection.

Examples of certifications include Sales Certifications, Instructor Certifications, Lifeguarding qualifications, Software certifications, First Aid, Safety Training, and Diplomas to name a few.

Skills and Qualities

Additional skills
There are many options. Some of these will be self-populated if you have uploaded a resumé. They include many different types of skills that you have learned in an educational program, through continuing education, in a previous job or that you have independently developed.

It is very important when you enter information in this section, that you slowly type in the first few characters and then wait for the screen reader to identify potential options. You must enter at least two characters for a search to begin.

Skills are listed alphabetically. This list is subject to change.

Qualities
There are currently 23 options. They are listed alphabetically. You may select as many qualities as apply. Please use the control plus down arrow to select more than one or use the space bar to check the qualities off that apply.

Community Service

In the community service section, you will be asked for:
- Organization or program
- Description of the community service you provided
- Start date
- End date – you have the option of clicking the 'this is my current position' button if you are currently working

Drop Down List Tip Sheet

There are drop down lists that you will encounter as you create your profile. This section will provide you with tips on how to navigate these drop down lists efficiently and save you time while you create your profile.

The primary drop-down menus are identified here whether they are alphabetized and examples of some of the options you may select.

It is very important when you are searching for options in which you enter information that you slowly type in the first few characters and then wait for the screen reader to identify potential options.

Job Preferences

Opportunity Level
There are 7 options.

- Individual contributor – Entry level or Junior
- Individual contributor – Mid level
- Individual contributor – Senior level
- Manager – First-level
- Manager – Mid-level
- Executive – Top-level
- Policy & Oversight

Opportunity Type
There are currently 6 options.
- Contract
- Full Time Permanent
- Internship
- Part Time Permanent
- Seasonal
- Start-up

Job functions

There are currently 40 options. They are listed alphabetically. This list is subject to change.

- Agriculture
- Animal Care
- Architecture
- Arts and Cultural Performance and Production Industries
- Aviation and Aerospace Operations
- Broadcasting Studio & Transmission Facilities
- Business Support Services
- Clerical & Administrative
- Construction/Renovation
- Customer Support
- Design Services
- Education
- Engineering
- Executive Leadership & Governance
- Finance, Corporate Development
- Financial Services & Insurance
- Fire, Police, Investigations, Security, Prisons and Correctional Institutions
- Food Services, Restaurants & Catering
- Government & Public Administration
- Hardware/Software/Web Engineering & Development; Information
- Health Services
- Hospitality, Tourism, Attractions, Sports & Recreation
- Human Resources, Recruiting & Employment
- Legal & Justice Administration
- Manufacturing
- Marketing, Communications, Advertising
- Natural Resources – Exploration, Harvesting & Extraction
- Personal Care Services
- Purchasing, Logistics, Wholesale, Warehousing, Inventory
- Real Estate Development, Leasing & Services
- Retail
- Sales, Channels & Business Development
- Scientific & Technical Research & Services
- Shipping, Passenger Travel & Urban Transit
- Social Services
- Sports, Art and Cultural Events
- Telecommunications, Internet and Networking
- Translation & Interpretation Services
- Utilities & Pipelines
- Waste Management & Remediation Services

Skilled Trades

There are over 250 options. They are listed alphabetically. This list is subject to change. Several examples are listed below. For the full list see Appendix A.

Antique Furniture Restorer and Finisher   Appliance Service Technician

Automotive Service Technician	Heavy Equipment Operator
Baker	Industrial Warehouseperson
Barber	Locksmith
Bricklayer	Machine Fitter
Carpenter	Office Machine Repairer
Computer Numerical Control (CNC) Programmer	Plasterer
Cook	Plumber
Cosmetologist	Power System Electrician
Electrician	Refrigeration and Air Conditioning Mechanic
Electronics Assembler	Security Alarm Installer
Farm Equipment Mechanic	Service Station Mechanic
Florist	Stone Mason
Goldsmith / Jeweller	Tool and Die Maker
Hair Stylist	

Education

Academic Credential

There are currently 6 options. The options are:
- Degree – Doctorate
- Degree – Master's
- Diploma
- Certificate
- Secondary School – Academic
- Secondary School - Vocational

For every type of credential, you will also be asked for the following information:
- the name of your credential
- the subject area(s) of your credential
- the name of the institution
- when you started the degree
- when you completed the degree.

What School is your degree from?

There are currently many, many options. These include academies, colleges, centres, institutes, online options, vocational training centres and universities. Academic institutions are listed alphabetically using their formal name. This list includes schools from all the provinces and territories within Canada, as well as schools in England, Wales, and the United States. Please identify the correct formal name of your academic institution.

When you enter the name of your high school, you have the option of adding it to the list by typing the correct name, and the pressing enter to add a new entry.

This list is subject to change as schools may be added, deleted or change their formal name.

Some examples in the W section include:
- Western Trade Training University
- Western University
- Western University, Ivey School of Business

- Western Washington University

Certifications and Licenses

There are over many options in this section. It is very important when you enter information in this section, that you slowly type in the first few characters and then wait for the screen reader to identify potential options. You must enter at least two characters for a search to begin. Be as specific as possible when searching.

For example, if you wished to enter a Microsoft certification and you enter the word "Microsoft", well over 100 entries will come up. Even entering "Microsoft Certified Technology Specialist (MCTS)" will not significantly narrow the list down. But if you are very specific, and you enter "Microsoft Certified Technology Specialist (MCTS): Microsoft Project" and wait, two options will come up:

> Microsoft Certified Technology Specialist (MCTS): Microsoft Project Server 2020, Configuration: Microsoft

> Microsoft Certified Technology Specialist (MCTS): Microsoft Project 2010, Managing Projects: Microsoft

The more specific entry is the fastest way to locate your certification options. If you can't find your certification, you can suggest it by clicking on the "Can't find the entry you're looking for? Click here to suggest it" link beneath the field. This will open a pop up with a free type field where you can enter the name of your credential.

Examples of certifications include Driver's Licenses, Sales Certifications, Instructor Certifications, Lifeguarding qualifications, Software certifications, First Aid, Safety Training, and Diplomas to name a few.

Work Experience

In this section you will ask to fill in information for each work experience you have had. There are drop downs or fields related to

Employment location. This is an extensive list. Type in at least the first two letters of the location you worked.

Under the Experience Details, you will complete a drop-down list for **the industry you work in**. This list is extensive. Select the industry and function closest to the position.

Examples include:
- Accounting, Tax & Financial Advisory Services
- Agriculture: Operations
- Education – Colleges, Universities, Professional: Registrar Services
- Health Care: Practice area – Medical
- Clerical & Administrative
- Human Resources
- Marketing, Communications, Advertising
- Finance, Corporate Development
- Purchasing, Logistics, Inventory Management

- Computer Systems Design & Services
- Hotels, Accommodations, Camps: Reception & Front Office
- Insurance: Brokerage

When you have selected the industry and function **the areas of work that best reflect the duties you had in this position field** will self-populate with suggestions for you to select from.

You will then be asked to select from an extensive list of skills you used in this position. This list is alphabetical. This list is subject to change. Examples include:

- technical skills such as 3D Art & illustration, Geographic Information Systems, computer languages, or eCommerce Implementation
- software such as point of sales (POS) software, OS, electronic document management software (EDMS), or payroll software
- skills specific to your job such as biotechnology, reading blueprints, sorting, or drafting
- languages such as English, French, or Tagalog
- general skills such as Communication skills, Research skills or Business knowledge
- common software programs such as email, Microsoft, Google docs and Adobe

Skills and Qualities

Additional skills
There are over many options. They include many different types of skills that you have learned in an educational program, through continuing education, in a previous job or that you have independently developed.

It is very important when you enter information in this section, that you slowly type in the first few characters and then wait for the screen reader to identify potential options. You must enter at least two characters for a search to begin.

Skills are listed alphabetically. This list is subject to change. Examples include:

- software such as computer software, point of sales (POS) software, OS, Languages
- job-specific skills such as biotechnology, reading blueprints, sorting, or payroll software
- languages such as English, French, or Tagalog
- general skills such as Communication skills, Research skills or Business knowledge
- common software tools such as email, Microsoft, Google docs and Adobe

Qualities
There are currently 23 options. They are listed alphabetically. The options are:

- Attention to detail
- Creative
- Customer oriented
- Drive
- Effective communications
- Empathetic
- Energetic and enthusiastic

- Flexible and adaptive to change or ambiguity
- Independent
- Innovative
- Interpersonal skills and relationship building
- Learning and problem solving
- Planning and organizing
- Positive attitude
- Reliability and consistency
- Resilience and resourcefulness
- Service oriented
- Strategic thinker
- Takes initiative
- Takes leadership
- Teamwork
- Thrives in a fast paced environment
- Time management

Keyboard Shortcut tips

This section outlines common keyboard shortcut tips when using a screen reader such as Jaws or NVDA.

When using lists, type very slowly to allow your screen reader to catch up. JAWS will lag due to the length of the lists. Press Enter to make a selection in a pick list. This will select the entry you are currently on, and close the pick list. However, you will still remain focused on the field.

Use the tab and arrow keys to navigate through the fields.

Standard Commands

Tab will jump from link to the next form element.
Shift Tab will jump from link to the previous form element.
To navigate headings, use the letter H to go down, and Shift H to go up.

Standard functions of Button, Link and Table Navigation
Any additional shortcuts (i.e., select multiple cities)

If you get stuck in a pick list, hit escape and return to the section you were working on.

Logging into Discover Ability

Begin by checking the job seeker box.

Tab over to the option to "Select Hub." This is a list of several cities. If your city does not appear in the list, select Ontario. Select your hub (example, Toronto)>

Hit Enter Now button to move to the next page.

Signing Up and Signing into Discover Ability Network

Sign Up

Find the link that says, "sign up today." Hit F to get into the form field to type in your e-mail and password to create account. You will be directed to confirm your email.

Sign In

Tab to "sign in."

Hit the "next" button.

Enter Your basic Profile Information by navigating to level 2 heading.

When you select your location, be sure to navigate slowly as Jaws will lag due to the large list of options.

Hit "save and continue." This is a button you can check.

You will be brought to a page to upload your resume. Click on the "upload resume" button.

Completing your Profile

You will then be able to complete your profile by filling in your education and work experience records.

Work Experience Section

Use the tab button to select from the drop down lists related to industry and function in the industry.

Education Section

When selecting school under education record, be sure to type slowly. Enter at least two letters for the name of your school for suggestions to self-populate.

Tab to type of credential and hit enter on the combo box.

You need to pick one faculty option. Remember, you can type in the first few letters of your faculty to bring up the option that best suits.

Control, Alt, right or left arrow helps you navigate the calendar. Use the space bar to select the month and year you want to select, or hit Or enter.

Type into the calendar the month and the year you started your credential. You then type into the calendar the month and the year that you ended your degree.

Appendix A – List of Skilled Trades

Aggregate Plant Operator
Air Compressor and Pneumatic Tool Mechanic
Air Quality Monitoring
Air Traffic Controller
Aircraft Gas Turbine Engine Repair and Overhaul Technician
Aircraft Interior Technician
Aircraft Maintenance Engineer
Aircraft Painter
Aircraft Propeller Systems Technician
Aircraft Reciprocating Engine Technician
Aircraft Simulator Technician
Aircraft Structures Assembler
Aircraft Structures Technician
Airside Worker
Airside Worker
Antique Furniture Restorer and Finisher
Appliance Service Technician
Arborist
Asphalt Plant Operator
Automotive Glass Technician
Automotive Machinist
Automotive Painter
Automotive Parts person
Automotive Repairer – Frame Straightening
Automotive Service Technician
Automotive Service Technician – Brakes/Alignment
Automotive Service Technician – Electrical
Automotive Service Technician – Electronic Accessories
Automotive Service Technician Radiators
Automotive Service Technician – Steering, Suspension, Brakes
Automotive Service Technician – Transmission
Automotive Upholsterer
Aviation Electrical/Instrument Component Technician
Aviation Ground Services Attendant
Aviation Machinist
Aviation Welding
Avionics Maintenance Technician
Baker
Barber
Bearings Mechanic
Bench person
Blacksmith
Boatbuilder

Boilermaker
Boom Truck Operator
Bricklayer
Cabinetmaker
Cable Splicer
Carpenter
Circular Saw filer
Clothing Designer and Maker
Commercial Trailer Mechanic
Commercial Transport Vehicle Mechanic
Communications Electrician
Communications Electrician – Switching
Composite Fabricator
Composites Structures Technician
Computer Numerical Control (CNC) Programmer
Concrete Finisher/Cement Mason
Concrete Plant Operator
Construction Boilermaker
Cook
Cosmetologist
Crane and Hoist Operator
Custom Harvester
Die Designer
Diesel Engine Machinist
Diesel Engine Mechanic
Domestic/Commercial Gasfitter
Draftsperson, Architectural
Draftsperson, Mechanical
Draftsperson, Plastic Mould Design
Draftsperson, Tool and Die Design
Drywall and Acoustical Mechanic
Drywall and Insulation Installer
Drywall Finisher
Electric Motor System Technician
Electrical Control (Machine) Builder
Electrician
Electrician – Construction
Electrician – Industrial
Electrician – Power Line Electrician
Electrician – Power System Electrician
Electrician – Signal Maintenance
Electro-Plater
Electronics Assembler
Electronics Communications Technician
Electronics Technician
Elevating Devices Mechanic
Elevator Installer
Embalmer

Entertainment Industry Power Technician	Instrument Technician
Erector	Instrumentation and Control Technician
Facilities Mechanic	Ironworker
Facilities Technician	Joiner
Farm Equipment Mechanic	Landscape Gardener
Farm Equipment Technician	Lather
Film Projectionist	Lather – Interior Systems Mechanic
Fitter-Assembler (Motor Assembly)	Light Rail Overhead Contact Systems Linesperson
Fitter-Welder	Livestock Herdsperson
Flight Attendant	Locksmith
Flight Dispatcher	Log Builder
Flight Instructor	Machine Fitter
Floor Covering Installer	Machine-Tool Builder and Integrator
Florist	Machinist
Forklift Mechanic	Machinist, Computerized Numerical Controls
Formwork Technician	Marine Electrician
Framer	Marine Repair Technician
Fruit Grower	Mason
Funeral Director	Meat Production Technician
Furniture Finishing	Metal Fabricator
Gasfitter/Gas Technician	Metal Fabricator (Fitter)
General Machinist	Micro-Electronics Manufacturer
Geothermal Heating Technician	Mobile Crane Operator
Glass Blower	Mobile Hoisting Equipment Operator
Glazier – Automotive Glass Technician	Motor and Electrical Equipment Repair (Winding)
Glazier/Glassworker	Motor Vehicle Body Repair – Prepper
Goldsmith / Jeweller	Motor Vehicle Body Repair – Refinisher
Graphic Arts – Bookbinder	Motor Vehicle Body Repairer
Hair Stylist	Motor Vehicle Body Repairer (Metal and Paint)
Hardwood Floor Layer	Motorcycle Mechanic
Heat and Frost Insulator	Mould Designer
Heavy Duty Equipment Mechanic	Mould Maker
Heavy Duty Equipment Technician	Mould or Die Finisher
Heavy Equipment Mechanic	Moulder and Coremaker
Heavy Equipment Operator	Non-Destructive Inspection Technician
Heavy Equipment Operator - Backhoe	Office Machine Repairer
Heavy Equipment Operator – Bulldozer	Oil Burner Mechanic
Heavy Equipment Operator – Excavator	Operator, Numerically Controlled Machine
Heavy Equipment Technician	Operator, Plastic Moulding Machines
Horse Trainer / Groom	Optics Technician (Lens and Prism Maker)
Horticultural Technician	Outdoor Power Equipment Technician
Hydraulic Crane Operator	Packaging Machine Mechanic
Hydraulic/Pneumatic Mechanic	Painter and Decorator
Indoor Air Quality	Parts person
Industrial Butchering	Patternmaker
Industrial Engine and Equipment Parts person	Piledriver and Bridge worker
Industrial Gasfitter	Pilot
Industrial Instrument Mechanic	Planer mill Maintenance Technician
Industrial Mechanic/Millwright	Plasterer
Industrial Warehouseperson	Plumber

Pool and Hot Tub/Spa Installer
Pool and Hot Tub/Spa Service Technician
Power Engineer
Power Linesperson
Power System Electrician
Power Systems Operator
Power Lift Truck Technician
Powerline Technician
Precision Metal Fabricator
Pressure Systems Welder
Process Operator – Food Manufacturing
Process Operator – Power
Process Operator – Refinery, Chemical and Liquid Processes
Process Operator – Wood Products
Production Equipment Mechanic
Pump Systems Installer/Mechanic
Quality Systems Auditor
Railway Car Technician
Recreational Vehicle Service Technician
Refrigeration and Air Conditioning Mechanic
Relay and Instrumentation Technician
Retail Butcher
Roll Grinder/Turner
Roofer
Rubber Mould Machine Operator
Saddlery
Saw Filler/Fitter
Security Alarm Installer
Service Station Mechanic
Sheet Metal Worker
Sheet Metal Worker (Manufacturing)
Shipfitter
Sidling Installer
Sign Painter
Silviculturist
Ski Lift Mechanic
Small Engine Technician
Small Equipment Mechanic
Springmaker
Sprinkler Systems Installer
Steamfitter – Pipefitter
Steel Detailer
Steel Fabricator
Stone Mason
Structural Steel and Plate Fitter
Surface Blaster
Surface Mount Assembler
Thin Film Technician
Tilesetter

Tire Repairer
Tool and Cutter Grinder
Tool and Die Maker
Tool and Gauge Inspector
Tool/Tooling Maker
Tower Crane Operator
Tractor-Trailer Commercial Driver
Transport Refrigeration Mechanic
Tree Felling
Truck and Transport Mechanic
Truck Body Builder
Truck-Trailer Repairer
Upholsterer
Water Well Driller
Welder
Wooden Boat Rebuilder/Repairer