

Forms Section



Job Bank Form

Qualifications				
Employer				
Location				
Pay				
Position				

Newspapers and Journals Form

Classified Day							
Web Address							
Location							
Name							

Government Funded Agency Contact Form

Appointment							
Phone Number							
Address							
Name							

Private Employment Agency Form

Appointment							
Phone Number							
Address							
Agency							

Employer Leads Form

More Information							
Contact Names and Their Positions							
Phone / Fax / Email / Website							
Employer							
Date							

Employer Contact Form

Employer / Address	Phone / Fax / Email	Contact Person / Title	Application / Follow-up / Interview	Comments

Weekly Goals Form

Task	Goal	Actual amount
Finding new employers		
Employer visits		
Employer calls		
New network contacts		
Checking newspaper ads		
Contact private employment agencies		
Contact Government agencies		
Check Job Bank		
Employer follow-up: seeing if resume arrived, reminding them that you are still looking for work		
Total applications submitted		
Other tasks		

Weekly Task Tracking Form

Date	Task	Comment

Job Interview Checklist

Task	Yes	No	Not Needed
Do you have transportation?			
Do you have childcare?			
Do you know exactly where you are going?			
Do you know whom you are meeting?			
Have you researched the company?			
Do you know what the position is?			
Have you reviewed the job description?			
Have you done a practice interview with someone?			
Have you prepared some questions to ask?			
Do you have a proper interview outfit?			
Have paid extra attention to your appearance?			
Are you taking your references, certificates, etc.			
Are you taking a pen and notepad?			
Are all your papers organized in a file?			
Are you taking your portfolio?			
Are you taking everything the employer asked you to bring?			
Are you planning to arrive 10 minutes early?			
Are you planning not to smoke right before the interview?			
Are thinking about how to make a good first impression?			
Are you going to turn off your cell phone before starting the interview?			
Will you get all of the information you need to contact the interviewers for follow-up?			
Are you going to send a thank you letter?			