Looking for a Job

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Wouldn't it be great if your first interview would be for your dream job? You would ace the interview, land the job, and life would be wonderful. In the real world, very few people land their dream jobs at the first interview. It can take 5, 10, or more good interviews to get a job. These interviews are in addition to the applications you completed that resulted in no interview at all, or resumés that received no reply. Anything as important as your job search requires a lot of organization and effort.

You should work at finding a job as if it were your job.

You should set aside some time each day for your job search. This includes tasks such as:

- Searching for job listings.
- Making phone calls.
- Sending out resumés.
- Scheduling a time to take a federal or state test, if required.
- Staying in touch with your school's job placement office and with the ESC office.
- Registering with a temporary agency.
- Checking with relatives, friends, and other people in your personal network about possible job openings.

No matter what you do, the important thing is to DO SOMETHING EVERY DAY. Sometimes it can be uncomfortable to call strangers about jobs. If this is true for you, try writing out a script or an outline of the main topics you want to talk about, before you call. This will help keep you from getting "tongue-tied" during the call.

Since you are spending time and energy on your job search, you need to know where you have been and what you have done. Set up a simple system that shows you to whom you mailed or emailed a resumé and which employers need a follow-up call, a request for an interview, or a thank-you letter for considering your application. A number of techniques will work to help you track your job search journey. One technique, using a "Job Search Worksheet," lists a number of contacts and doesn't go into great detail. It is useful for keeping track of the overall process and making sure that you don't miss a good prospect or send the same information to the same employer multiple times. This is a simple form that you can create on the computer as a table with three columns across and several rows down. Make sure your rows and columns are large enough to hold the information you need. You could also create this table by hand, if a computer is not accessible.

It is a good idea to list the name of the person who interviewed you and jot down any information that might be important later. This information is easily put into a spreadsheet.

Sample Job Search Worksheet

Instructions: List each potential employer by name. List the name/title of contact persons, along with how to contact each person. Record the dates you made contact with each person. Describe the result of the contact (scheduled an interview, told to call back, etc.).

Employer Name/Location Name/Title/Phone Number and/or E-mail of Contact	Date of Contact	Comments

Another technique is using a "Job Search Tracking Card." You can use an Excel spreadsheet or an actual index card. (If you use cards, use a separate card for each employer you contact.)

Instructions: List the employer's name and address, phone number, and the name and email address of the contact person. Keep a record of when you send your application and/or resumé, when you make a follow-up call to check on its arrival, and when your interview is scheduled. Note the dates when you send your thank-you letter and make the follow-up call after the interview.

Sample Job Search Tracking Card Information

Employer: _____

Address: _____

Phone: _____ Contact Name: _____

Date Resume Sent: _____ Date of Follow-Up: _____

Interview Date: _____ Time: _____

Interviewer: _____

Comments:

Thank-You Sent: _____ Follow-Up Date: _____

Successful job seekers look for more than one job at a time. You should go through the application/interview process with as many potential employers as possible. The more employers you contact, the more important it is to be organized. Consider your organizational system as a kind of map and use it to get you to your planned destination.