

Getting Ready to Find a Job

Name: _____

Date: _____

Use this list to check off what you have done to get a job so far.

1. What have you already done to look for a job?

- Contacted Human Resource offices?
- Contacted friends and asked them about jobs?
- Visited a private employment agency?
- Read the want ads in your local newspapers?
- Check internet job sites (Cal-Jobs)?
- Prepared a resume?
- Mailed a resume?
- Prepared a master application?
- Obtained reference letters of recommendation?
- Read books on job hunting?
- Researched employers names in the yellow pages?
- Attended an EDD Job Search Workshop?
- Attended a Career or Employment Fair?
- Visited public employment agencies (1-Stop Career Center)?

2. How long have you been looking for a job?

3. How much time have you been spending each day actually doing something about finding a job?

4. List people you've met at work or in other work or volunteer experience, recreation, etc.. These people may tell you about job openings.

5. How much time do you plan to spend looking for a job in a week?

1 2 3 4 5 6 7 8 9 10 hours?

