

*Job Search Information Series*

# ***THE JOB SEARCH***



**NHES** *New Hampshire  
Employment  
Security*  
[www.nhes.nh.gov](http://www.nhes.nh.gov)

*"We're working to keep New Hampshire working"*

# NEW HAMPSHIRE EMPLOYMENT SECURITY

We have many resources available to assist you in reaching your employment goals. Each New Hampshire Employment Security Office has a Resource Center, with staff who can assist you with your job search needs. All services available at our offices are FREE! Local Office information can be found on our web site. [www.nhes.nh.gov](http://www.nhes.nh.gov)

Visit one of our offices throughout the State or call for further information

City	Street	Telephone
Berlin	151 Pleasant Street	603-752-5500
Claremont	404 Washington Street	603-543-3111
Concord	45 South Fruit Street	603-228-4100
Conway	518 White Mountain Highway	603-447-5924
Keene	149 Emerald Street, Suite Y	603-352-1904
Laconia	426 Union Ave	603-524-3960
Littleton	646 Union Street	603-444-2971
Manchester	300 Hanover Street	603-627-7841
Nashua	6 Townsend West	603-882-5177
Portsmouth	2000 Lafayette Road	603-436-3702
Salem	29 South Broadway	603-893-9185
Somersworth	6 Marsh Brook Drive	603-742-3600

# NEW HAMPSHIRE EMPLOYMENT SECURITY



## PREFACE

This booklet is one in a series of informational booklets prepared to assist you in developing an effective work search. The job search process incorporates many steps in order for it to be successful. Below is the list of booklets printed by New Hampshire Employment Security.

### PREPARING RESUMES AND COVER LETTERS

THE JOB SEARCH

JOB APPLICATIONS

JOB INTERVIEW

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## INTRODUCTION

Every Job Search effort begins with the question, “How do I find a job that is right for me?” Trying to find employment can be frustrating as well as rewarding. A successful job search requires organization and a serious effort. The hardest part is getting started. This booklet will help you develop a plan to get started.

There are four key steps to Job Searching:

**1. Self-Assessment.**

Identify your work ethics, values, skills, experience, preferred conditions, salary needs, and employment interests in order to direct your job search to the opportunities that are right for you. This assessment information is a tool to explain to potential employers how your skills can add value to their business.

**2. Develop your Job Search tools.**

- Put together a Job Search Workbook
- Update your resume
- Develop a cover letter that can be changed to meet the requirements of potential employers
- Put together information needed for employer applications
- Decide on your business and personal references and talk to them
- Review your interviewing skills and develop potential interviewing questions
- Identify all networking contacts that can help you find job opportunities or change a potential opportunity into a job position

**3. Research work opportunities.**

Gather information about job opportunities and employers that you are interested in. Understand the labor market and companies available for your job choices. This will give you the ability to effectively communicate your value to potential employers by understanding their business and its needs.

**4. Take Action.**

Make the contact with potential employers. Many times this is where the frustration of job searching occurs. You may have to send out many resumes and fill out a lot of applications. Employers often do not respond.

It is important that you continue to remain optimistic and maintain a positive upbeat attitude. Your personal attitude can reflect in your cover letters and interviews.

Many of us think of Job Searching as looking at the want ads in newspapers. Although this is an important method of job searching, it is only one of many. In this booklet you will find other job search methods. Using a variety of these methods will increase your odds of finding the right employment opportunity for you.

Searching for the right job opportunity requires a lot of effort on your part. You must plan out the time needed to find the right job opportunity. Think of job searching as your current occupation. You should put in the same effort and time to find the right job as you would if you were on the job.

**You are not alone in your job search efforts. New Hampshire Employment Security (NHES) is there to help you with your research and job search efforts. Resources include:**

- Job Match System with employer job listings
- Career choice software and publications.
- Resume/Cover letter software
- Internet access for work search
- Videos, books and magazines to assist in job search efforts
- Fax and copy machines for job search documents
- Workshops in job searching, resume building, and interviewing skills
- Materials to research employer information
- Education and vocational training guidance
- Family needs assistance
- Local newspapers

Plan and start your job search now. Be organized in developing a plan and stick with it. The end results will be well worth the time and effort you put into it.

## **SELF ASSESSMENT**

Being unemployed can be viewed as a new opportunity. Now is the time to make changes for the better. Take advantage of this opportunity by starting your work search with an understanding of your skills, interests, and work preferences. Look for job opportunities that will contribute to your long-term well being.

You can begin to get a handle on your work preferences and interests by completing the following inventory. This inventory will help you to identify your job interests, personal style and work values. Be sure to think about this information when you explore jobs and companies. Your work values should not conflict with the job you choose.

Think about your work preferences and circle all the responses that best reflect you. The last question helps you identify the preferences that are high priorities for you.

**WORK PREFERENCES AND INTERESTS QUESTIONNAIRE:**

1. I enjoy working with:
  - a. data (information, ideas, words, numbers)
  - b. people
  - c. things (machines, equipment)
2. I prefer working:
  - a. indoors
  - b. outdoors
  - c. some inside and some outside
3. I want to work for a company:
  - a. with less than 100 employees
  - b. with 200 to 500 employees
  - c. with 500 or more employees
  - d. that I own
4. I would like to work in a:
  - a. large city
  - b. medium size city
  - c. town or suburban area
  - d. small town or rural area
5. I prefer a job that involves:
  - a. a lot of travel
  - b. some travel
  - c. no travel
6. I want a job that requires:
  - a. interacting with a lot of people
  - b. some interaction with people
  - c. very little human interaction
  - d. no interaction with people
7. I would like work duties that:
  - a. frequently change
  - b. vary from day to day
  - c. are fairly routine
  - d. never change
8. I am willing to work overtime:
  - a. as much as possible
  - b. frequently
  - c. occasionally
  - d. never
9. For the right job I am:
  - a. eager to relocate
  - b. willing to relocate
  - c. not able to relocate
  - d. not willing to relocate

10. What are some things you like to do in your spare time? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. What are your hobbies? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. Are you more comfortable as a team member or a team leader? Why? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Where do you want your career to be in 5 years? \_\_\_\_\_

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14. Which of your past jobs did you like least? Why? \_\_\_\_\_

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15. Which jobs did you like best? Why? \_\_\_\_\_

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16. What kind of job would you do if you could choose any job you want? \_\_\_\_\_

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17. What kind of training would you like to have, if any? \_\_\_\_\_

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18. Why did you choose your previous field of work? \_\_\_\_\_

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19. First look over your responses on this questionnaire. Next write you priority work preferences below. Example: I prefer a job where I: work with people, inside and outside, in a small city, and do some traveling. I am willing to relocate, but not out of state.

I prefer a job where I: \_\_\_\_\_

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## **TRANSFERABLE SKILLS**

There are literally hundreds of transferable job skills. Today's high technology and higher performance workplaces require different skills than were needed in the past. Future job opportunities depend on the transferable skills that you have. You may have learned these skills in one type of job, but they are important and necessary for success in other types of work. Here are some of the different skill categories with a few samples of each. It is critical that you be able to identify your skills and be able to sell them to a potential employer.

### **Job/Technical Skills**

- Typing
- Programming
- Driving
- Electronic Repair

### **Computer**

- Word Processing
- Hardware Repair
- Auto cad

### **Self-Management**

- Follow Instructions
- Responsible
- Sense of Humor
- Detail Oriented
- Dependable
- Career Oriented

### **People**

- Teamwork
- Communications
- Respectful
- Trustworthy
- Time Management

### **Data**

- Research
- Audit
- Investigate
- Analyze
- Organizing

### **Leadership**

- Decisive
- Decision Making
- Motivate Others
- Mediate

### **Creative**

- Visualize
- Design
- Illustrate

### **Communications**

- Listening
- Speaking
- Interpreting
- Corresponding

## **TOP SKILLS IN DEMAND BY EMPLOYERS**

There are some particular skills that are desired by most employers. Being able to identify any of these skills is also very important. They should be at the top of your list of skills that you want to share with an employer.



- **Dependable-** responsible, time management, results oriented, punctual
- **Communication-** verbal and written
- **Problem Solving-** identifying problems, making effective decisions.
- **Cooperation-** able to effectively interact with others, conflict management.
- **Teamwork-** group ideas and development, fitting in
- **Flexibility-** multi-tasking, willing to learn
- **Personal Management-** motivated, self directed, learn quickly
- **Creative Thinking-** developing ideas, inventive, imaginative

Take some time right now to identify some of your transferable skills along with some examples of how you have used these skills. Use this information when doing other work search efforts such as your resume and cover letter writing (see the NHES booklets on these topics) or when talking directly with an employer.

In addition to the brief assessments found in this booklet, there are other tools to help you identify your interests, transferable skills and work preferences. Visit your local **NHES** office and ask which resources are available to you.



## TIME MANAGEMENT

Planning and organizing are important to job search success. You will need to develop a routine. Keep in mind that organizing your job search will save you time and effort. Use the workbook section at the back of this booklet to help you get started. It contains samples and blank forms that you can photocopy.

To help with your planning, use a schedule. (There is a sample in the workbook section.) Keep your schedule simple and easy to maintain. Be sure to include a variety of job hunting methods: newspaper ads, direct employer contacts, Internet, networking, employment agencies, and state employment office listings.



Schedule these or other items as appropriate each week:

- Use NHES Resource Center/Job Match System job listings
- Interviews/Appointments
- Newspaper/Want Ads
- Research/Identify companies to apply to
- Research company in preparation for upcoming interview
- Make Networking calls/Direct Contacts
- Employment Agencies
- Follow Up calls
- Internet Search
- Create targeted cover letter/resume
- Write Thank You Notes
- Attend Job Fairs
- Use Library resources
- Complete applications

Remember to schedule in lunch breaks if you find you aren't taking time out during the day to refuel.

*Remember to refer to your schedule regularly.* It will be different each week and may even change daily as your job search progresses. Flexibility is important. Be sure to allow for interviews with prospective employers at any time.

**Plan ahead: when headed to an interview stop at other employers you're interested in to drop off resumes/pick up applications or company information.**

*Review your schedule at the end of the week.*

- What adjustments do you need to do for the upcoming week?
- Consider how much time that you actually spent on a given task. Was it enough? Too much?
- Which job methods are working best – Help Wanted Ads? Internet searches? Networking?
- Do you need to increase or decrease time on any particular method? Be sure to use a variety of work search methods or you'll miss out on opportunities.
- What activities were most productive? How much time did you spend on an activity that wasn't productive?

Make adjustments for the coming week accordingly.

If you consider your work search to be your current job you may find it easier to manage your time and stay focused. Spend a full work week each week doing your work search activities. Schedule your time for each coming week and review your progress at the end of each day.

## **STRESS MANAGEMENT**

Looking for work is a hard job unto itself. Be sure to spend some time each week doing things to relax and re-energize. Here are some tips to help you manage your stress:

- Get organized/set a schedule
- Take time out for yourself
- Join or develop a support group/Job Club
- Schedule variety in your week
- Review your accomplishments each day
- Expect rejection, and do not take it personally
- Prioritize your daily activities
- Maintain important relationships
- Learn and use relaxation techniques

How you manage your time during a work search is up to you. Be cautious of requests from friends and family that will take time away from your work search. They might see you as having “spare” time since you aren’t working. Remember - your current job is to look for a job. Be sure to keep it a priority!



## **JOB AND EMPLOYER RESEARCH**

Research is another important part of your job search. Before you can sell yourself to an employer, you must know that you have the skills for the position you are interested in. It is also important to know about the company you are applying to. What skills does the employer want? What do you know about the company/organization? Research will give you the information you need to make a good decision as to whether or not to apply for a particular position. This will also improve your chances of getting a position over other candidates who have not researched the company. Impressing a potential employer during an interview with knowledge about their company lets them know that you are serious about wanting the job.

### **BENEFITS OF JOB AND EMPLOYER RESEARCH**

- Increased job search and interviewing confidence
- Increased control over the job search plan
- Increased decision making ability
- Increased potential for job search success
- Increased potential for economic and job security
- Increased employment satisfaction

## RESEARCHING JOBS AND EMPLOYERS

Research is easy and does not have to be time consuming. Job titles, job descriptions, average wage information, employer information and future job outlooks are available through many resources. Job descriptions will give you a listing of the skills required for the positions.

How does research help in your job search?

- You can decide if the position or company is right for you.
- You need to know how your skills meet the jobs you are applying for.
- You can apply research information to applications, resume, interviews, and general conversations with potential employers.
- You can clearly identify how your skills and experiences can meet the needs of the employer.
- Knowing this information will give you the confidence to tell a potential employer exactly why they should hire you.

## TOOLS FOR RESEARCHING JOBS

- *Occupational Outlook Handbook* and career books/publications are available at libraries and the NHES office. JUST ASK!
- *Choices* - career research and identification software available at NHES. Excellent job descriptions, wage information, and job demand information.
- Internet Sites - *O'Net*, *America's Job Bank*, *NHnetwork*, etc. (See the Internet listing insert.) Internet access to use in your work search efforts is available at local NHES offices.
- *NH Business Review* and other Economic and Labor Market Information (ELMI) publications are available at local NHES offices.

## TOOLS FOR RESEARCHING EMPLOYERS

- Chamber of Commerce – great resource for local information and networking contacts
- Yellow Pages - so simple, yet so useful
- Business magazines and resource guides at NHES and libraries. Check out the *NH Manufacturing Guide* or the *NH Business and Professional Directory*.
- Newspapers – read the business section to find new and expanding business in your area.
- The *NH Business Review* – available at NHES offices.
- Job Fairs – always an excellent source for networking with employer and other job seekers.
- NHES Resource Center
- Internet Sites – NHES Home Page, *America's Job Bank*, Chamber of Commerce web site, or search the Internet for employers' web sites.
- Professional trade magazines for the industry you are interested in.
- Corporate Annual Reports (Call the employer directly and request one.)

## THINGS TO RESEARCH BEFORE CONTACTING A COMPANY

- ❑ Number of employees
- ❑ Services and Products the company produces
- ❑ Business volume, profitability, stability, history
- ❑ Competitors
- ❑ Future Plans
- ❑ All company locations and their relationship to each other
- ❑ Salary ranges and rates for various positions
- ❑ Contact names and titles of department heads and managers
- ❑ People who work there that you know or former employees
- ❑ Recent employment activity (layoffs, turnover, hiring trends, etc)
- ❑ Titles of positions you qualify for

## INFORMATIONAL INTERVIEWING

Informational Interviewing is a meeting or phone call to help you **RESEARCH** a job or an employer. It is an effective form of gathering networking contacts as well as direct information. This form of research is used to obtain general information to help you focus your job search. Remember, you are asking for information and advice, not a job! After the interview, always send a thank you note. Informational Interviewing questions can be directed to employees, managers, office personnel and the human resources department. Some examples of questions are:

- What is a typical day like for this job?
- How did you get into this career field?
- May I have a copy of the job description?
- What is the corporate culture like?
- How do you normally hire for this position?
- What do you recommend I do to get into this field?



## EFFECTIVE JOB SEARCH TECHNIQUES

This section is intended to help you tap into the job market, including the **Hidden Job Market**. In order to do this, think about the hiring process from the employer's point of view. It looks like this:

1. A job becomes available.

2. A manager goes first to their **internal network**. They may hire or promote from within. They may encourage professional associates to apply and/or look at recently received resumes or applications. In large companies the hiring authority can go to human resources to look for qualified applicants. Jobs are often filled at this point.
3. Large companies usually **post job openings** and announce jobs through **external networks**, which could be professional groups, job service, job hot lines, web sites, etc. Some companies use a **placement agency**.
4. Employers usually place a **want ad** if they cannot fill a job through the above methods.

Your job is to get yourself, your resume, and your job applications into the **internal network** of the employers you want to work for. You should still contact friends, relatives and professional associates, and check with placement agencies and search the want ads. But an employer's internal network, otherwise known as the **Hidden Job Market**, is where most of the hiring takes place.

## THE JOB SEARCH

People use a variety of methods to find information about job openings. Some may read the want ads, others ask friends or relatives, and still others may contact employers directly. Successful job seekers use a wide variety of methods but focus most of their time and energy on the most effective methods for the type of work they do.

Compare how employers look for applicants with how most people look for work:

<u>How Most People Look for Work</u>		<u>How Employers Look for Applicants</u>
Want Ads	<b>1st</b>	Internal Networks
Employment Agencies	<b>2nd</b>	Job Postings
Placement Agencies	<b>3rd</b>	External Networks
Word of Mouth	<b>4th</b>	Placement Agencies
Direct Employer Contact	<b>5th</b>	Want Ads

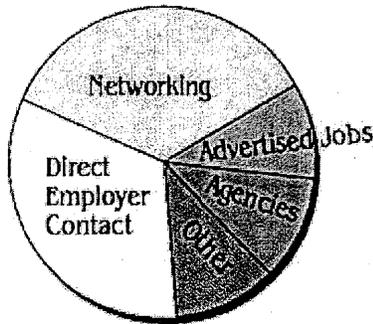
### The Problem:

Most Job seekers spend their time checking and responding to want ads, yet employers hire the least number of people through want ads.

### The Solution:

Identify companies you want to work for, try to get informational interviews, leave a resume, fill out a job application, and check back periodically. Show enthusiasm!

## How People Find Work



## Job Search Techniques

**The two most effective ways to find work are Networking and Direct Employer Contact.**

### **1. NETWORKING**

NETWORKING, as identified by Webster's Dictionary means, "The exchange of information or services among individuals, groups, or institutions". Networking is said to be the #1 method of finding employment. Networking has been estimated by employment surveys to be responsible for 60 to 70% of new hires from entry level employees to senior management.

While newspapers, the Internet, and employment services are the most common means of locating advertised job opportunities, networking is the door to the hidden job market. It can also be an inside track to advertised job opportunities by knowing someone within a company who can directly refer you. By letting your networking contacts know that you are job searching, they can offer you advice and information about a particular company or industry and introduce you to others to expand your network. By expanding your job search network, you increase your chances of getting job opportunity leads. The average job seeker should be able to put together a networking system of 100+ individuals.

While networking, consider taking part time or temporary work as well as volunteering for local activities or organizations. These type of experiences can help develop skills needed for future employment, give you a larger networking contact system, give you an opportunity to try out a new career objective, and shows a positive can do/will do attitude on your resume.

Use the following list to begin your networking system. List everyone you come into contact with and make an effort to notify them that you are currently job seeking. Let them know you would like their assistance with any possible leads, company information, or an introduction to someone they know who could help. Throughout your networking

process, be sure to thank your contacts for any information that you can use in your job search efforts and be sure to promptly follow up on all leads you receive.

Networking contacts may include:

- |   |   |
|---|---|
| <input type="checkbox"/> Friends                      | <input type="checkbox"/> Relatives                          |
| <input type="checkbox"/> Acquaintances                | <input type="checkbox"/> Neighbors                          |
| <input type="checkbox"/> Community Members            | <input type="checkbox"/> Former Employers and Employees     |
| <input type="checkbox"/> Church Members               | <input type="checkbox"/> Co-workers                         |
| <input type="checkbox"/> Service Organization Members | <input type="checkbox"/> School Officials and Parent Groups |
| <input type="checkbox"/> Bank Workers                 | <input type="checkbox"/> Doctors/Dentist                    |
| <input type="checkbox"/> Hairdresser/Barber           | <input type="checkbox"/> Health Club                        |
| <input type="checkbox"/> Social Clubs and Groups      | <input type="checkbox"/> Restaurants/Coffee Shops           |
| <input type="checkbox"/> Car Salesperson              | <input type="checkbox"/> Grocery Store                      |
| <input type="checkbox"/> Volunteer Workers            | <input type="checkbox"/> Politicians                        |
| <input type="checkbox"/> Job Clubs                    | <input type="checkbox"/> Chamber of Commerce                |

## 2. DIRECT EMPLOYER CONTACT

**“Employment experts agree that most job openings are never advertised.”**-Creative Job Search.

How do you find out about job openings? Direct Employer Contact is contacting an employer to find out about job openings. This contact may be done in person or by telephone. Many people feel uncomfortable contacting strangers because they fear rejection and dread the idea of becoming tongue tied when they talk to a potential employer.

Treat the person you contact as if they are an expert in their field and do so in a friendly manner. Be brief and specific about the purpose of your conversation. You can get information about a particular occupation, a specific company, or details about what it takes to qualify for a job that holds your interest. Additionally, as you talk to people, you will develop a sense of the labor market for the industry you are researching. Contacting a company directly may lead to a visit to the company, a more detailed informational interview, or a hiring interview.

**Don't be afraid to ask for an interview!**

### *Practice Making Contacts*

If you are worried about getting tongue tied on the phone with someone you really want to work for, try calling someone at a company you are less interested in. Practice asking them about their industry, the equipment and technology they use, job qualifications, hiring practices, trends in the industry, etc. Write things down as you speak with them so you can get use to taking notes while talking on the phone. Practice calls will familiarize you with industry terminology. You might be surprised at how people are willing to speak with you about their work.

**The more contacts you make, the more confident you will become in making direct contacts.**

### *Getting Your Call Through*

Getting through to the right person is sometimes difficult. Therefore remember:

- Be courteous and businesslike with everyone
- Be confident, as if you have no doubt that your call will reach its goal.
- Preparation and timing are critical to success. Research the employer before contacting them so you will know what you can contribute to that company. Also, knowing the best day or time of day to call can be important. For example, try not to call a restaurant manager at a mealtime.
- Make a positive impression on the receptionist. If you cannot get through to a manager, try to build a rapport with the receptionist in order to get a time to call back. One way to build rapport is to remember and use their name during and at the end of the call.
- The goal of Direct Employer Contact is to present your qualifications directly to the hiring authority...when at all possible.
- If your contact is not available, ask when is a good time to call back.
- If you absolutely cannot get through, leave a message.
- Write down what you want to say and practice, practice, practice!
- Remember, it may take several attempts before you reach the person you want to speak with. Be assertive and persistent.

### *Sample Script for Direct Employer Contact*

- Ask for the hiring authority. For example: manager, supervisor.
- Introduce yourself.
- Capture their attention with your skills. Have a brief statement, a "15 second commercial" highlighting your skills and abilities.
- State the purpose of your call.
- Send a resume to their attention.

Example: A call to a fast food restaurant for an assistant manager position.

**"Hello, May I please speak to the manager?"**

This is Mike. How can I help you?

**"My name is Jen Smith. I recently saw an advertisement for your Assistant Manager position. I have 10 years of experience in fast food management and am very interested in your company. I would like to send my resume to your attention."**

Yes. That would be great.

**"Thank you, Mike. How do you spell your name?"**

M-i-k-e S-m-i-t-h.

**"What is your fax number?"**

555-5555

**"I will be sending my resume within the next ten minutes. I look forward to hearing from you. Thank you, Mike."**

### **3. Newspapers and the Internet – Advertised Job Openings**

Employment experts agree that usually less than 10% of job openings are advertised. With the number of people that use the newspaper in their job search, this creates a lot of competition.

#### **Tips on applying to an advertised position:**

- ◆ Check the newspaper on Sunday and Wednesday.
- ◆ Use Internet job search sites to find job openings.
- ◆ Respond to new job openings immediately.
- ◆ RESEARCH the employer and include this information in your cover letter.
- ◆ Direct your cover letter to a person by name...when at all possible.
- ◆ Include KEY WORDS from the advertisement in your resume and cover letter.
- ◆ Follow up!

### **4. Placement Agencies**

The job of most employment agencies is to locate, screen and recommend employees to their client – the employer. Most placement agencies can place an individual in a position that is either temporary or temporary to permanent. By working through an agency, you can get a foot-in-the-door with a company, build your skills by working with different jobs and companies, and build your networking contacts.

#### **Where can I find a Placement Agency?**

You can find a Placement Agency on the Internet, by a referral from a friend, in the yellow pages of your phone book, or through the NHES Job Match System or Resource Center.

#### **What questions should I ask the Placement Agency?**

When you call, make sure to ask questions and let the agency know exactly what you are looking for. First, explain to the recruiter what position, location, hours and salary you are looking for. Second, ask what jobs they have available in your area. Remember, in most cases the employment agency is working for the employer, so understand what is required of you.

### **5. NH Employment Security Job Match System**

Register on our Job Matching System. It is available on computers in the Resource Center of your local office or on the NHES web site. The system matches your registration information with employer job listings using skills, job requirements, and other related data. Look at the job listings weekly. Check to see which jobs you have been referred to and others you might be interest in. Contact the employers as directed.

### **6. Job Fairs**

A Job Fair is an event in which employers come to recruit potential employees. When attending a Job Fair remember to bring several copies of your resume and be ready for an interview. Use your “15 second commercial”. Also, be sure to collect business cards and send a Thank You note to those employers with whom you had a significant conversation or interview. Check the NHES web site for information on where to find Job Fairs.

## 7. Colleges

Colleges usually have a career services department to assist their students and alumni in finding employment.

In today's world, job search is not usually a one-time event in most people's work life. Studies show that the average person will change jobs more frequently than in the past. This is due, in part, to the fluctuating economy and fast-paced technological and scientific advances. This is why it is so important to learn the techniques of job search and consider it an invaluable and evolving lifetime skill for present and future use. Using a solid work search plan will help you to be your own best sales representative. It is up to you to manage, maintain, improve and present your product – You and Your Skills!



## **JOB SEARCH WORKBOOK**

Keeping a workbook of your job search activities is an important part of your overall efforts. It allows you to ensure you have all your necessary information immediately available, prevents you from duplicating efforts, and gives you a tool to track your employment contacts. You can put together a workbook in any format that helps you gather, record, and track information. For example, get a three ring binder with a set of page dividers. These dividers can be marked with the following categories:

1. **Self Assessment** (Refer to the Section 2, Assessment)
2. **Quick Reference Sheet** (See Worksheet Enclosed)
3. **Documents Checklist** (See Worksheet Enclosed)
4. **Job Contacts Logs** (Worksheets Enclosed: Job Contacts Log, Job Search Schedule, Job Lead Worksheet, Networking Log)
5. **Reference Sheet** (See Worksheet Enclosed)
6. **Resume/Applications Completed, Responses Received, Thank You Letters**
7. **Interview Preparation/Employer Research/Interview Notes.** Develop list of possible questions a potential employer may ask and practice answering them. Keep notes of all interviews to show what went well and what did not. Immediately after every interview, write down the questions asked.

# QUICK REFERENCE SHEET

## PHONE NUMBERS

Home

Cell

Work

E-Mail Address

New Hampshire Employment Security

Town Library

Business Acquaintances

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Major Employers in Area

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Hiring Agencies

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Other Important Numbers

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E-Mail Addresses/Web Sites

NH Employment Security

www.nhes.state.nh.us

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**DOCUMENT CHECKLIST**

Put together the following documents that pertain to you. Not everyone will need all these documents.

Completed Sample Application \_\_\_\_\_

Resume \_\_\_\_\_

Cover Letter \_\_\_\_\_

References \_\_\_\_\_

Letters of Appreciation/Recommendation \_\_\_\_\_

College/School Diplomas/Certificates \_\_\_\_\_

DD214/Military Discharge \_\_\_\_\_

Social Security Card \_\_\_\_\_

Picture ID \_\_\_\_\_

Immigration/Naturalization Papers \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**JOB CONTACTS LOG (Chronological By Date)**

<u>DATE</u>	<u>EMPLOYER ADDRESS/PHONE</u>	<u>CONTACT NAME</u>	<u>HOW FOUND</u>	<u>HOW CONTACTED</u>	<u>JOB TITLE/TYPE</u>	<u>RESULTS</u>

**JOB SEARCH  
SCHEDULE**

Week Of: \_\_\_\_\_

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							

## JOB LEAD WORKSHEET

No matter where you get your job leads, it is important to keep track of them. Be sure to follow up on each lead. Be sure to ask for other company contacts or job leads.

**Company** \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Fax/E-Mail \_\_\_\_\_

**Position** \_\_\_\_\_

How did I find out about this position? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Response

Date Sent or Faxed Resume and Cover Letter \_\_\_\_\_

Date Filled out and left application \_\_\_\_\_

Date Called \_\_\_\_\_

Date Followed Up \_\_\_\_\_

### Results

Date received Company acknowledgement \_\_\_\_\_

Acknowledgement type \_\_\_\_\_

Date Interviewed \_\_\_\_\_

Final Results \_\_\_\_\_

### Useful Notes

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# NETWORKING LOG

It is important to document and follow-up on all job leads. Use this sheet to keep track of all your networking activities.

Contact name: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date Talked To: \_\_\_\_\_

Conversation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Referrals/Other Contacts:

Contact Name: \_\_\_\_\_  
Company: \_\_\_\_\_

Phone: \_\_\_\_\_  
Position: \_\_\_\_\_

Contact Name: \_\_\_\_\_  
Company: \_\_\_\_\_

Phone: \_\_\_\_\_  
Position: \_\_\_\_\_

Contact Name: \_\_\_\_\_  
Company: \_\_\_\_\_

Phone: \_\_\_\_\_  
Position: \_\_\_\_\_



# REFERENCE WORKSHEET

Make sure this information is accurate and current. Contact each reference to ensure they will make a positive response to potential employers. Include addresses only if requested by employer.

Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
Title \_\_\_\_\_  
Company \_\_\_\_\_  
Work Address \_\_\_\_\_  
\_\_\_\_\_  
Work Phone \_\_\_\_\_  
Home Address \_\_\_\_\_  
\_\_\_\_\_  
Home Phone \_\_\_\_\_

Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
Title \_\_\_\_\_  
Company \_\_\_\_\_  
Work Address \_\_\_\_\_  
\_\_\_\_\_  
Work Phone \_\_\_\_\_  
Home Address \_\_\_\_\_  
\_\_\_\_\_  
Home Phone \_\_\_\_\_

Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
Title \_\_\_\_\_  
Company \_\_\_\_\_  
Work Address \_\_\_\_\_  
\_\_\_\_\_  
Work Phone \_\_\_\_\_  
Home Address \_\_\_\_\_  
\_\_\_\_\_  
Home Phone \_\_\_\_\_

Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
Title \_\_\_\_\_  
Company \_\_\_\_\_  
Work Address \_\_\_\_\_  
\_\_\_\_\_  
Work Phone \_\_\_\_\_  
Home Address \_\_\_\_\_  
\_\_\_\_\_  
Home Phone \_\_\_\_\_

Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
Title \_\_\_\_\_  
Company \_\_\_\_\_  
Work Address \_\_\_\_\_  
\_\_\_\_\_  
Work Phone \_\_\_\_\_  
Home Address \_\_\_\_\_  
\_\_\_\_\_  
Home Phone \_\_\_\_\_

Name \_\_\_\_\_  
Relationship \_\_\_\_\_  
Title \_\_\_\_\_  
Company \_\_\_\_\_  
Work Address \_\_\_\_\_  
\_\_\_\_\_  
Work Phone \_\_\_\_\_  
Home Address \_\_\_\_\_  
\_\_\_\_\_  
Home Phone \_\_\_\_\_





