

Job Search Worksheet



Online job search suggestions:

- Newspapers (Powell Tribune, Cody Enterprise, Northern Wyoming Daily News Classifieds)
- Facebook (Powell Valley Exchange, Cody Area Classifieds, NWC Area Job & Internships)
- Employment Services (Wyoming Workforce Center, Express Employment Professionals)
- Government Jobs (USAjobs.gov, WY State Jobs, WY Dept of Education, etc.)
- Job Search Sites (Monster, Career Builder, Hot Jobs, Job Central, Indeed)

1) Use your contacts

Most people get jobs through people they know. These people are your contacts. Many jobs are never advertised, as employers hire people that they know or people who are referred to them. Be sure to use your contacts.

Possible contacts include: Relatives, past co-workers, volunteer contacts, classmates and friends. In the following chart list family members, acquaintances and friends who may be able to help you.

When asking for help, tell your contact why you selected them. **Some sample reasons are:** they have lived somewhere a long time, they have many friends and connections, they have helped in the past, they know your skills from working with you, and/or they are working in the field you want to work in.

People can help in various ways. **Ways your contacts can help include:** Serving as a reference, giving you job leads, resume sharing and a combination of these.

Contacts List Chart

Contact Name/Type	Phone Number/Email	Why Selected	How Will They Help You

Practice Asking for Help: Asking for help can be difficult. Practice asking for help by drafting a script below. Always thank the contact, let them know why you choose them, and how they can help you.

Practice:

2) Keeping Track of Your Options

After communication with your personal contacts start to search for jobs by traditional means – look in the newspaper, contact job services and use internet job search sites. Gather as much information about the job as possible; not only will this help you decide if the job is right for you, it will also help when writing your resume and during your interview. Complete the information below about each possible job you locate, make copies or use other paper as needed.

Contact Info: Be sure to record all the important contact info for a job; the job title, company the job is with, how you contact them and who at the company you contact.

People, Data, Things or Ideas: Decide which of these four categories the job fits into. Using the CIS or another personal inventory find out which of these areas you work best in. Make sure your work style fits the job you are looking at.

Average Wage / Opportunities for Advancement: These two items are very important if you plan to have this job for a long time. If you don't know the average wage of the job you can find out by looking at similar job announcements, asking people who work in that area, or using O-Net or Occupational Outlook online. Make sure the current wages and opportunities for advancement met your current and anticipated financial needs.

Education, Training, Licensing, Certifications and Duties of the Job: As you list these items make a note next to the ones you don't have/can't do. For some jobs, not having them at the time of application is okay; the employer will help you gain the necessary skills. If that is the case, it will most likely be listed in the job advertisement.

Personal Pros/Cons: Finally determine what you would or would not like about the job. Decide if the things you dislike about the job would prevent you from doing the job or make you want to quit shortly after getting the job.

Track Your Options

Job Title	Organization or Business	Contact Info - Website, Email, Phone Number	Contact Person
People, Data, Things or Ideas Job	Average Wage	Opportunities for Advancement	Education/Training for Job
Licensing/Certifications for Job	Duties of Job	Personal Pros	Personal Cons

Section 3 – Getting an Interview

Asking people for interviews is your key to success in a job search. If you find a job you really want, just turning in the application and a great resume might not be enough – you might have to be brave and ask for that interview. If asking for the interview over the phone, have a friend listen in and give you some feedback. They can help you decide what you did well and what you need to improve.

Use the Interview Request Checklist below to track your efforts. It will keep you focused on getting the information you need. This list can also be used when calling about possible job openings, not just an interview. Before you start, list the company name and phone number at the top of the list. Record either a checkmark or the key information beside each checklist step.

Track Your Options

Checklist Steps	Organization or Business Name and Contact Info		
	Job 1	Job 2	Job 3
Give Your Name			
Ask for the name of the Department Head and ask to speak with them			
Give your name to the Department Head and address them by name			
Tell the person who referred you (if anyone), or how you learned about the position			
Give your qualifications and express interest in the specific job you seek			
Ask for an interview (either job or informational interview)			
Interview Date			
If you are comfortable, ask the person if they know of any other job leads and how to contact them			
Ask for permission to use the person's name when contacting those leads			
Thank the person and tell them when you will call back/or ask when you should call back.			
Any learning or follow-up actions needed			