



## JOB SEARCH GUIDELINES

TWIST ID: \_\_\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Welcome to job search. We are here to help you conduct a meaningful search for work that will make the most efficient use of your time and transportation resources. To accomplish this (and avoid any misunderstanding or miscommunication) we have outlined the following guidelines.

1. Contact employers where you are willing and qualified to work leaving an application or resume.
2. If an employer tells you they are not hiring, ask if you can complete an application, since many employers keep applications on file. If an employer states they are not accepting applications, note that on the Job Search Worksheet.
3. Make sure you have the names, addresses, and phone numbers of references as well as information concerning your previous employment.
4. Record information about each job contact on the Job Search Worksheet. Fill in all blanks including the name of the person you talk to.
5. You, as the job seeker, need to complete the Job Search Worksheet. You do not need to show the Job Search Worksheet to employers.
6. Each application or resume that you leave with an employer can be counted as one contact. (Some employers require a different application for each job opening.)
7. You can count more than one contact with an employer if you are going back to apply for a different job, or if they are calling you in for an interview or pre-employment test.
8. Be sure the information is complete and correct because the contacts must be verifiable by the employer.

I agree to follow these guidelines as part of my Career Development Plan.

\_\_\_\_\_  
**Customer**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Career Coach**

\_\_\_\_\_  
**Date**

*Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. This service is funded in whole or in part with federal funds. More detailed information is located on the Board's website at <http://www.workforcesystem.org/107/Public-Information>.*