

# 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?**

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## **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.**

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## **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?

