



STATE OF TENNESSEE
DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT
RE - EMPLOYMENT SERVICES ASSESSMENT
JOB SEARCH WORKSHOP

Please complete the following questionnaire relating to the online workshop. In order to receive credit for this workshop all questions need to be answered correctly. You will find the answers in the same order as the questions by watching the online workshop. Once completed, take the questionnaire to your RESA interviewer so they may record the results.

NOTE: IF YOU ARE NOT REQUIRED BY A PROGRAM TO TAKE THIS WORKSHOP, THEN YOU DO NOT NEED TO RETURN THIS QUESTIONNAIRE TO A RESA INTERVIEWER.

1. Looking for work is a _____ job!
2. Job search scheduling and goal setting should be done _____ and _____.
3. Attending a _____ would also enable you to discuss your job search with others.
4. List three filing systems to maintain your contacts for employment:
 - i. _____
 - ii. _____
 - iii. _____
5. _____ is another important part of your preparation.
6. List three ways to research an employer:
 - i. _____
 - ii. _____
 - iii. _____
7. More people are including _____ as a part of their daily job search activities.
8. _____ and _____ are ways to find employers in a hidden job market.
9. People who learn to use the _____ will have a significant advantage over those who don't.
10. The fundamental tool for finding information on the Internet is the _____.
11. There is no such thing as having too much _____ in a job search.
12. You'll want to learn as much as possible about potential _____, your _____ and your _____.



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The following information is provided for you to review after the workshop is completed. This information should aid you in your search for employment.

Research and Labor Market Information Worksheet

Employer	
Address	
Type of Business	Year Business Started
Financial Status	
Number of Employees	
Product and Services Description	
Name of Contact Person	
Date Contacted	Date to Follow-up
Other Subsidiaries	
What are the background and training requirements for this occupation? (For more information on occupations and their training requirements, go to http://www.sourceten.org)	
How many applicants do you usually have for a job opening in this field?	
How many employees have you hired in the last year?	
What is the typical entry-level wage for this occupation?	

What is the typical top wage?

What recommendations could you give for someone who is considering or may be entering this field?

Sample Informational Interview Questions

- What is a typical day on this job really like?
- How did you get into this field?
- What do you like about your job? Any dislikes?
- What's the best way to find out about jobs in this field?
- What kind of experience or training is required?
- What is the career ladder for this position?
- May I have a copy of a job description?
- What are employers looking for (skills, education, and experience)?
- How important is the resume and what makes one impressive?
- What do you look for in employees?
- How do you stay current in your knowledge?
- What's the corporate culture like here?
- Are there related fields I might want to look into if few jobs are available in my primary career goal?
- What are current job prospects like?
- What are the most important parts of your job?
- Is your job typical of others in this field?
- Which firms do you think are your toughest competitors, and how do they differ from your company?
- Is there anyone else you can refer me to in this field?
- How do you normally hire for this occupation?
- What is the average turnover in this type of job?
- Is my resume appropriate for this occupation?
- What would you recommend I do at this point to get into this field?
- Would you provide feedback as to the appropriateness of my resume for this occupation?
- What are the future trends for this field?

Networking Log

It's important to document and follow-up all job leads. Use this sheet for keeping track of all your networking activity. Always ask if they will suggest another contact. Keep the ball rolling!

Contact Name	Date Called
Employer Name	
Address	
Action Plan	
Fax	Appointment Date/Time
Email Address	
Summary of Conversation/Contact	
Special Interests/Proud Accomplishments of Person Interviewed	
Follow-up	
Contact Names Received (List below new leads from this contact.)	
Name	Name
Position	Position
Employer	Employer
Phone	Phone
Fax/Email	Fax/Email

Contact Names Received

In making your network contact, did you receive other job leads? If so, list them below.

Name	Name
Position	Position
Employer	Employer
Phone	Phone
Fax/Email	Fax/Email
Name	Name
Position	Position
Employer	Employer
Phone	Phone
Fax/Email	Fax/Email

Job Lead Worksheet

No matter where you get your job leads, it's important to keep track of them. Follow-up on each lead, which may provide you with other job leads. Don't be afraid to ask for other contacts or leads.

Employer

Contact Person
Address
Phone
Fax/Email Address

Position

How did I find out about this job?

Response

Date Sent or Faxed Resume
Follow-up Date