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Ogilvie Job Search Log

(Apply to 3-5 jobs per week and record all job seeking activity.)

Your Name:

Examples of how and where to look for jobs:

- 1. Newspapers:** Look daily in local newspapers for jobs. Cut out and save the ads to which you are responding. Call phone number listed in ads, submit application and/or resume and follow-up. Track follow up calls or site visits in log.
- 2. Networking:** Tell friends, relatives, prior co-workers and prior employers that you are looking for work. Ask for leads and **keep a log of all people contacted and when the contact was made**. Make sure to ask your CURRENT employer where you were injured if there is any PERMANENT modified or alternative work for you, log responses.
- 3. Submit application and/or resume directly to places of businesses:** Log name of business, name of contact, date application submitted, interview and results. Make sure to ask for and keep business cards.
- 4. Online job search:** Log website, name of business, name of contact (if known) date application submitted, interview and results.

Indeed:	http://www.indeed.com	Craigslist:	http://www.craigslist.org
Careerbuilder:	http://www.careerbuilder.com	Cal jobs:	http://www.caljobs.ca.gov
Monster:	http://www.monster.com	Simply Hired:	http://www.simplyhired.com
Yahoo Hotjobs:	http://hotjobs.yahoo.com	Just Jobs:	http://justjobs.com

5. Visit your public library for on-line assistance. Log date(s) of visit to library, name of contact that assisted you and information obtained.

6. Visit California One Stop Career Center for resume and job development assistance: For the center closest to you log onto: http://www.edd.ca.gov/jobs_and_Training/pubs/osfile.pdf

7. Visit job fairs. Record the name of the fair, date and location of fair. Pick up business cards. Submit applications and/or your resume.

Examples:

Company/Contact	Date	Job Posting Type	Action	Result
ABC Company, (example) John Doe 123 A Street San Francisco, CA 94102	10/1/2009	Newspaper - (Cut out and keep job posting)	Sent Resume	
Acme Co. (example) Jane Doe 321 B Street San Francisco, CA 94102	10/2/2009	Online – www.hotjobs.com	Interview	Job offer
Company/Contact	Date	Job Posting Type	Action	Result

**Additional logs on back of page
If necessary use additional paper to log your job search efforts**

