CareerSource HEARTLAND

# JOB-SEARCH RECORD

Name_____Social Security Number_____–_____–_____

Directions: Fill in the information about every job lead that you have responded to and then check the boxes that explain how the contact was made, how you found out about the lead, and the results of that contact.

| Date of Contact | Name and Address of Employer<br>Contact Person and Phone Number<br>Or Record Job Order Number<br>FL _____ | Position or Type of Job | Method of Contact | | | | | | | Type of Job Lead | | | | | | | Results:<br>• Hired<br>• Interview<br>• Job Filled<br>• Not Hired<br>• Refused Job<br>• Call Back<br>• Other<br>• Employer not Hiring |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Application | Resume | Walk-In | Mail | Email | Interview | Fax | State JIS | Newspaper Ad | Magazine/Journal | Networking | Unsolicited Contact | Internet | Other (list) | |
| | | | | | | | | | | | | | | | | | . Type comments here if any. |
| | | | | | | | | | | | | | | | | | . Type comments here if any. |
| | | | | | | | | | | | | | | | | | . Type comments here if any. |
| | | | | | | | | | | | | | | | | | . Type comments here if any. |
| | | | | | | | | | | | | | | | | | . Type comments here if any. |