

NAME:.....

JOB SEEKER ID:.....

GROUP:.....

WEEK:.....

DATE:.....

	DREAM JOB		1. SURVIVAL JOB		2. SURVIVAL JOB		3. SURVIVAL JOB	
Fill in the name of your <b>DREAM JOB</b> and <b>3 SURVIVAL JOBS</b>								
ACTIVITIES	Achieved THIS WEEK	To be Achieved ..... Week/s	Achieved THIS WEEK	To be Achieved ..... Week/s	Achieved THIS WEEK	To be Achieved ..... Week/s	Achieved THIS WEEK	To be Achieved ..... Week/s
Prepared Resume – Yes/No								
Prepared Cover letter – Yes/No								
Activity Plan – Written Yes/No								
Investigative Interviews Completed – How many?								
Thank you letter re Investigative Interview								
Investigative Interview appointments made – How many?								
Application in from paper/touch screen – How many?								
Canvassing – Telephone – How many?								
Canvassing – Cold – How many?								
Information from Job Guide – How many?								
Internet/Yellow Pages Research – How many?								
Networking Details →								
Course information gathered (Name) →								
Course information to be gathered (Name) →								
<b>OTHER INFORMATION – Note: If you have applied for a job this week please list name of company/organisation.</b>								