

HAROLD D. STEINBRIGHT

career

development

center



Your Independent Job Search Workbook

Company Research Worksheet

Name _____

Utilizing the various resources in the shaded column, identify and research a company that someone in your major would contact if conducting an independent job search.

Company Name:	How did you find about them: ___ Internet, source: _____ ___ Printed Material, source: _____ ___ Career/Job Fair, specifically: _____ ___ Professional Association, specifically: _____ ___ Networking, specifically: _____ ___ Company Event, specifically: _____ ___ Other, specifically: _____
Address:	
Phone Number:	
Potential Contact Person:	
Contact's Title:	
Contact's Email:	

Using the internet/company website, complete the following section:

Company Website (or other resource used to complete this section):	
Company Products/Services:	
Parent Company/Subsidiaries:	
Competition:	
Types of positions available:	
What interested you the most about the company?	
Company Size/Number of Employees:	
Does The Company Have A Human Resource Department? Yes No	
If yes, you would use Human Resources to determine if there is a co-op program already in place or if already working with Drexel University.	If no, you would identify a specific person in the company to speak with. The company may have a list of employees on their website.
Issues impacting the company/industry:	



EMPLOYER CONTACT LOG

Company Name: _____

Contact name: _____

Contact e-mail: _____

Contact address: _____

Resource used to find position: _____

Contact phone: _____

Position sought: _____

	Date	Description of contact (e.g., sent cover letter and resume via e-mail)	Results/Notes (e.g., granted interview)
Initial contact			
Follow-up			
Interview			
Thank-you letter			
Additional follow-up			

Company Name: _____

Contact name: _____

Contact e-mail: _____

Contact address: _____

Resource used to find position: _____

Contact phone: _____

Position sought: _____

	Date	Description of contact (e.g., sent cover letter and resume via e-mail)	Results/Notes
Initial contact			
Follow-up			
Interview			
Thank-you letter			
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Position sought: _____

	Date	Description of contact (e.g., sent cover letter and resume via e-mail)	Results/Notes
Initial contact			
Follow-up			
Interview			
Thank-you letter			
Additional follow-up			

Networking Worksheet

Name	Positive Outreach	Phone/Email	Contact Outcome	Thank you?
Former or Current Employers/Co-workers:				
Faculty/Coaches/counselors/former teachers:				

Name	Positive Outreach	Phone/Email	Contact Outcome	Thank you?
Neighbors/aquaintances:				
Doctors and Dentists:				
Professional Association Contacts:				

Name	Positive Outreach	Phone/Email	Contact Outcome	Thank you?
Family Members:				
Friends and their Family Members:				

Name	Positive Outreach	Phone/Email	Contact Outcome	Thank you?
Friends and their Family Members (Continued):				

Adapted from: Nonstop Networking by Andrea R. Nierenberg

ACTIVITY LOG

Met with Library Assistant	Date	Date	Date
	Outcome :	Outcome :	Outcome :
Attended Career Fairs/Job Fairs	Date	Date	Date
	Outcome :	Outcome :	Outcome :
Attended an SCDC sponsored workshop	Date	Date	Date
	Outcome :	Outcome :	Outcome :

Met with or contacted Co-op Coordinator	Date	Date	Date
	Outcome :	Outcome :	Outcome :
Conducted a Mock or Informational Interview	Date	Date	Date
	Outcome :	Outcome :	Outcome :
Resume Critique	Date	Date	Date
	Outcome :	Outcome :	Outcome :

Weekly Reflection Form for the Month of: _____

Use this form to reflect on the job search activities that you are performing on a monthly basis. This form should be used to identify techniques and activities that are both successful and unsuccessful in your search.

1. Some examples to include on your Weekly Reflection Form are:
- Techniques of contacting employers that were most and least effective.
 - New information you may have learned about your industry from your research.
 - Ideas of other types of companies, jobs and resources you will investigate in the following week(s).
 - Reflections and ideas on how you will strengthen interviewing, networking and job search skills.

Week One/ Date: _____ Total amount of time spent: _____
Narrative and outcome of job search activities: _____

Week Two/ Date: _____ Total amount of time spent: _____
Narrative and outcome of job search activities: _____

Week Three/ Date: _____ Total amount of time spent: _____
Narrative and outcome of job search activities: _____

Week Four Date: _____ Total amount of time spent: _____
Narrative and outcome of job search activities: _____

Week Five/ Date: _____ Total amount of time spent: _____
Narrative and outcome of job search activities: _____

Plans for next month:

Total number of jobs applied to per week: _____
Total amount of time spent per week: _____ hours