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Self-Directed Job Search Worksheet - INSTRUCTIONS

1. **Customer Name:** Document your first and last name in this section
2. **Customer TWIST ID:** Document your assigned ID number in this section
3. **Career Specialist Phone:** Document your assigned Career Specialist Phone number in this section, to contact with any questions you may have.
4. **I must complete (X) amount of job contacts for the timeframe of (00/00/0000 – 00/00/0000) before my next appointment:** This section tells you how many contacts to complete by your next appointment AND the date range that they must occur in.
5. **My return appointment is on:** This section will be completed by your Career Specialist to tell you when your next scheduled appointment is.
6. **Date:** Document the date that the employer contact, application, or interview was completed.
7. **Company Name, Complete Address & Phone #:** This section must include the full employer name, complete address including city and state or the web address, and employer phone #.
 - **In-Person Example:** Joe's Auto Repair, 1225 N Slow Down Dr., Abilene Texas 79604, (325) 795-4200
 - **Online Example:** Joe's Auto Repair, joesauto.com, (325) 795-4200
8. **Job Title/Position:** List the actual position applied for such as cook, cashier, etc.
9. **Person Spoken To:** Online: Mark the box for online (no contact). In-Person: If you went in person, mark the box for "Person Spoken To" and then write the name of the person you spoke to on the blank line.
10. **Job Contact (What did you do?)**
 - **Application:** You will check this when a resume or an application is completed and submitted to the employer in person, online, or by email or fax.
 - **Interview:** You will check this when you have completed an interview with the employer.
 - **Testing:** You will check this when you have completed an assessment or test with the prospective employer.
 - **Employer Contact:** You will check this when you make in person contact with an employer to follow-up on an application.
11. **How did you do it?**
 - **In Person:** You will check this when you complete an employer contact, application, or interview in person.
 - **Fax/e-mail:** You will check this when you complete an application and send it to the employer by fax or email.
 - **Online:** You will check this when you complete an application online through the employer's website.
 - **Phone:** You will check this when you complete an interview over the phone.
12. **Where was it done?**
 - **Workforce Center:** You will check this when you complete your job search online at the workforce center.
 - **Library:** You will check this when you complete your job search online at the public library
 - **Worksite:** You will check this when you complete your application or interview at the employer worksite.
 - **Home:** You will check this when you complete your job search online while at home or the home of friends or family.
 - **Cell Phone:** You will check this when you complete your job search online from a cell phone.
13. **Customer signature:** You will sign to show that what you have documented is true and correct.
14. **Date:** You include the date you are submitting your log to your Career Specialist.

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