
Data Minder

**A Portable Job Search
Assistant**

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Directions for Completing the *Data Minder*

This small booklet is pocket-sized so that you can easily carry it with you when seeking a job. Take care when recording your information. Make sure everything is accurate, up-to-date, and complete.

Your *Data Minder* will help you do the following:

- Fill out an application.
- Write a resume.
- Prepare for interviews.

Essential Data for Your Job Search

Personal Data

Full name: _____

Street address: _____

City, state, zip code: _____

Years at this address: _____ Own? _____ Rent? _____

Home phone number: () _____

Alternate phone number: () _____

E-mail address: _____

Date of birth: _____ Place of birth: _____

Social Security number: _____

Driver's license number: _____

U.S. citizen: Yes _____ No _____

Marital status: _____ Number of children: _____

Job-Related Preferences

Position desired: _____

Minimum pay acceptable: _____

Preferred pay range: _____

Date available to work: _____

Preferred hours: _____

Willing to work weekends? _____ Holidays? _____

Willing to work overtime? _____ To relocate? _____

Health Information

In case of emergency, contact: _____

Relationship to you: _____

Street address: _____

City, state, zip code: _____

Home phone number: () _____

Alternate phone number: () _____

Physician's name: _____

Street address: _____

City state, zip code: _____

Phone number: () _____

Alternate phone number: () _____

Date of most recent physical examination: _____

Educational Background

Most recent high school attended: _____

Street address: _____

City, state, zip code: _____

Dates: From _____ To _____

Grades completed: _____

Other high school attended (include name and city for each): _____

Most recent middle / junior high school attended: _____

Street address: _____

City, state, zip code: _____

Dates: From _____ To _____

Grades completed: _____

Most recent elementary school attended: _____

Street address: _____

City, state, zip code: _____

Dates: From _____ To _____

Grades completed: _____

High School classes

List the classes you have taken:

Vocational	High School

List the skills you learned that will help you in the job you want: _____

List the tools, machinery, and equipment used in your classes and training: _____

List any certifications or special diplomas: _____

Type of education or training: _____

Type of certification, degree, or special diploma: _____

Job-related skills you learned: _____

Tools, machinery, or equipment used in training: _____

Special Skills

Review your background and select the skills that you have that an employer will find most important.

Self-management: these are your good-working traits, such as being honest and getting along with others.

1. _____

2. _____

3. _____

4. _____

5. _____

Transferable: These are skills that are not specific to any one job but that can be transferred from one job to another. An example is being able to organize things.

1. _____
2. _____
3. _____
4. _____
5. _____

Job related: These are skills related to the job you want.

1. _____
2. _____
3. _____
4. _____
5. _____

Work Experience

Use this space for paid jobs, unpaid work, and volunteer work. Start with the most recent experience and work backward.

Job 1

Organization: _____

Street address: _____

City, state, zip code: _____

Phone number: () _____

Supervisor or person in charge: _____

Job title: _____

Starting date: _____ Ending date: _____

Starting salary: _____ Ending salary: _____

List your job duties and responsibilities: _____

List raises or promotions received: _____

Other recognition: _____

Reason for leaving the job: _____

Job 2

Organization: _____

Street address: _____

City, state, zip code: _____

Phone number: () _____

Supervisor or person in charge: _____

Job title: _____

Starting date: _____ Ending date: _____

Starting salary: _____ Ending salary: _____

List your job duties and responsibilities: _____

List raises or promotions received: _____

Other recognition: _____

Reason for leaving the job: _____

Job 3

Organization: _____

Street address: _____

City, state, zip code: _____

Phone number: () _____

Supervisor or person in charge: _____

Job title: _____

Starting date: _____ Ending date: _____

Starting salary: _____ Ending salary: _____

List your job duties and responsibilities: _____

List raises or promotions received: _____

Other recognition: _____

Reason for leaving the job: _____

Job 4

Organization: _____

Street address: _____

City, state, zip code: _____

Phone number: () _____

Supervisor or person in charge: _____

Job title: _____

Starting date: _____ Ending date: _____

Starting salary: _____ Ending salary: _____

List your job duties and responsibilities: _____

List raises or promotions received: _____

Other recognition: _____

Reason for leaving the job: _____

Job 5

Organization: _____

Street address: _____

City, state, zip code: _____

Phone number: () _____

Supervisor or person in charge: _____

Job title: _____

Starting date: _____ Ending date: _____

Starting salary: _____ Ending salary: _____

List your job duties and responsibilities: _____

List raises or promotions received: _____

Other recognition: _____

Reason for leaving the job: _____

Job 6

Organization: _____

Street address: _____

City, state, zip code: _____

Phone number: () _____

Supervisor or person in charge: _____

Job title: _____

Starting date: _____ Ending date: _____

Starting salary: _____ Ending salary: _____

List your job duties and responsibilities: _____

List raises or promotions received: _____

Other recognition: _____

Reason for leaving the job: _____

Other Experiences

List any other experiences that prove you can work hard, organize your time, or have other strengths. Provide details for each experience to use in an interview.

Professional memberships related to the job: _____

Related hobbies and other interests: _____

Honors, awards, achievements: _____

Family responsibilities: _____

Volunteer and informal work not listed elsewhere: _____

Other: _____

Work References

1. Reference's Name: _____

Relationship: _____

Job title: _____

Place of employment: _____

Street address: _____

City, state, zip code: _____

Phone number: () _____

E-mail Address: _____

2. Reference's Name: _____

Relationship: _____

Job title: _____

Place of employment: _____

Street address: _____

City, state, zip code: _____

Phone number: () _____

E-mail Address: _____

3. Reference's Name: _____

Relationship: _____

Job title: _____

Place of employment: _____

Street address: _____

City, state, zip code: _____

Phone number: () _____

E-mail Address: _____

Personal References:

1. Reference's Name: _____

Relationship: _____

Job title: _____

Place of employment: _____

Street address: _____

City, state, zip code: _____

Phone number: () _____

E-mail Address: _____

2. Reference's Name: _____

Relationship: _____

Job title: _____

Place of employment: _____

Street address: _____

City, state, zip code: _____

Phone number: () _____

E-mail Address: _____

3. Reference's Name: _____

Relationship: _____

Job title: _____

Place of employment: _____

Street address: _____

City, state, zip code: _____

Phone number: () _____

E-mail Address: _____

The Ultimate Question: Why Should Someone Hire You?

List the key strengths you have for the job you want. Include skills, experience, and other qualities you think are most important for the employer to know about you. Mention these in the interview!

Your JIST Card®

Use the space provided to write the content of your JIST Card®. Give your card to lots of people and use it as the basis for a phone call or interview response.

Name: _____
Phone number: () _____
Alternate phone number: () _____
E-mail address: _____
Position desired: _____ _____
Job-related skills, education, and experience: _____ _____ _____ _____
Transferable skills: _____ _____
Special conditions: _____ _____
Self-management skills: _____ _____

Key Points in the Job Search Process

To Get a Good Job in Less Time, Do the Following

- Know your skills.
- Have a clear job objective.
- Use various job search methods, especially networking, making direct contacts with employers, and contacting small businesses.
- Spend at least 25 hours a week looking for a full-time job.
- Get two interviews a day.
- Follow up on all contacts.
- Send thank-you notes.

How People Find Jobs

About two out of three people use informal job-seeking methods to find their jobs:

- Networking with friends, relatives, and acquaintances
- Direct contact with employers

About one out of three people use formal job-seeking methods:

- Help-wanted ads
- Employment agencies, placement offices, civil service test
- The Internet
- Miscellaneous methods, such as union hiring halls, placing journal ads, and so on

The two most effective job search methods are getting leads from people you know and through direct contact with the person who is most likely to supervise you. Spend most of your job search time using these two methods.

The Most Effective Job Search Technique: Getting Leads from People You Know

You can ask anyone these three questions that will usually get you the name of someone else to talk to about job openings:

1. Do you know of any openings for a person with my skills? *If no, then ask:*
2. Do you know of someone else who might know of such an opening? *If yes, get that person's name and phone number and ask for another name. If no, then ask:*
3. Do you know someone who knows lots of people? *If all else fails, this will usually get you a name.*

The Other Most Effective Job Search Technique: Using the Phone to Get Interviews with Employers

- Use the yellow pages index to identify types of organizations that need people with your skills. Then look up their phone numbers in the appropriate yellow pages section.
- Call and ask for the person who is most likely to supervise you.
- Present the content of your JIST Card® in a conversational manner.
- Ask for an interview. If no job is open now, ask to come in and talk about future openings

Send a thank-you note, even if you don't get an interview. Include your JIST Card®.

Tips for Completing Applications

- Follow written instructions carefully and write neatly.
- Emphasize your skills and accomplishments.
- Do not leave sections blank. Put a line through the section or write "NA" (not applicable) if it does not apply to you.
- Use an erasable black pen to create a good image and to allow changes.

Tips for Successful Interviews

- Allow plenty of time to get there early.
- Dress and groom carefully—check yourself in a mirror before you arrive.
- Always carry your JIST Card®, Data Minder, resume, and reference list with you.
- Be friendly and courteous to the receptionist.
- Know your strongest skills and experiences for this job and be prepared to give examples to support them.
- Practice answering difficult questions in advance.
- Answer the question, "Why should I hire you?"—even if it is not asked.
- Be relaxed, friendly, and natural during the interviews.
- Summarize your key strengths for the job before you leave.

- If you want the job, say so.
- Follow up after the interview with a thank-you note.

Meet an Employer's Expectations

Here are the three points an employer will look for in an interview:

1. **Personal appearance.** First impressions count. Pay particular attention to your dress and grooming.
2. **Dependability.** An employer will not hire you unless convinced that you will be reliable. Give examples of your good attendance record, of how you show up early, and of how you get things done on time.
3. **Skills and abilities to do the job.** You must prove to the employer that you are capable of doing a good job. Mention your training and any previous experiences that indicate your ability to do the job—or to quickly learn how to do it.

The Most Frequently Asked Interview Questions

Be prepared to answer these questions:

- Can you tell me a little about yourself?
- Why are you applying for this type of job and why here?
- What kind of training or experience do you have in this field?
- What are the greatest strengths you bring to this job?
- What is your greatest weakness?
- How much do you expect to be paid?
- Can you tell me about a problem you had on your previous job and how you handled it?
- How can you help us make more money or do better as an organization?
- What would you consider to be an ideal job for you? Can you tell me why you consider yourself a responsible person?
- What interests do you have and what activities do you like to do most?
- Why should I offer you the job? (This is the most important question of all.)