

CONDUCT A JOB SEARCH

Administrative Information Services

EVALUATE JOB LEADS

- Describe jobs in the industry
- Identify sources for obtaining job leads
- Identify criteria for evaluating jobs
- Describe networking techniques
- Describe entrepreneurial options



RECORD INFORMATION ABOUT THE JOB SEARCH

- Explain reasons for keeping job search records
- Identify information to be documented
- Describe ways to maintain job search records