

Creating a Contact Information Notebook

Directions:

1. *Start with a 3-ring binder for filing your Daily Activity and Contact Information Notebook Forms.*
2. *Using the form on the following page, keep track of your daily activities on the Daily Activity Form and file it at the front of your Contact Information Notebook.*
3. *Create a Contact Form (form follows Daily Activity Form) for each company with whom you have contact regarding potential employment. You should also use the back of the form to record additional notes and information, as needed.*
4. *File Contact Forms alphabetically by the company name.*
5. **KEEP YOUR CONTACT INFORMATION NOTEBOOK BY THE TELEPHONE.**
6. *When employers call to do a phone interviews you will have their information easily available, including your notes about your contact with specific employers.*

Why use the Contact Information Notebook?

Starting a **Contact Information Notebook** is critical and keep it by your telephone so you'll be organized and prepared when potential employers call you to do a telephone interview. Remember that telephone interviews are usually for "eliminating" candidates; company hiring managers don't have time to interview everyone who looks good on paper, so they want to see if you communicate effectively and present yourself well on the telephone. If you're prepared you will greatly increase your chances of getting an in-person interview. If you get the in-person interview the hiring manager

wants you to be the right candidate because they don't want to waste their time interviewing the wrong candidates.



