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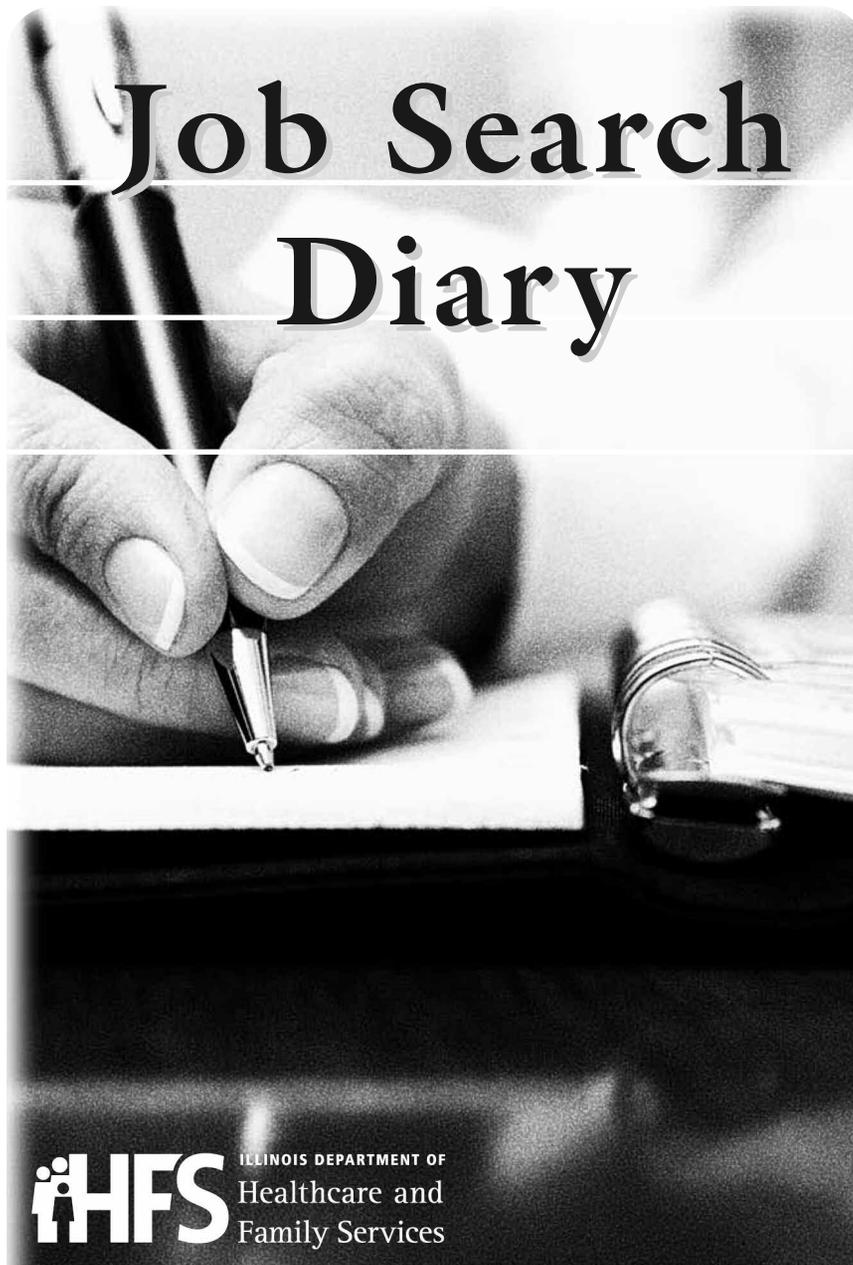
Illinois Department of Healthcare and Family Services
Division of Child Support Services
Parent Support Services Unit
36 South Wabash Avenue
Chicago, Illinois 60603
(312) 793-7987
(312) 793-7047 fax

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State of Illinois
Department of Healthcare and Family Services



Job Search Diary

iHFS ILLINOIS DEPARTMENT OF
Healthcare and
Family Services

Division of Child Support Services

Parent Support Services Unit Job Search Diary

Date of Contact _____ Type of Contact _____
 Company Name _____
 Address _____
 City _____ State _____ Zip Code _____
 Telephone (_____) _____ - _____
 Type of Business _____ Position Applied For _____
 Contact Person _____ Title _____
 Comments: _____

 Follow-up date _____ Inquiry Result _____

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Employer Contact Codes:

AI Appointment and Interview WA Walk-in Application Only TI Telephone Inquiry WI Walk-in Application and Interview	NA Newspaper/Published Ad Response IN Internet, Bring Printout Verifying That You Applied OT Other (explain)
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| WI Walk-in Application and Interview | |

Job Search

You have been assigned by a child support order to participate in programming through the Illinois Department of Healthcare and Family Services' Parent Support Services Unit. Your full participation in assigned programming is essential to comply with your order. The Department will monitor your participation.

Reports describing your cooperation with assigned programming will be used by the Attorney General or State's Attorney's Office and the Department to determine further action in your child support case.

You are to use this Job Search Diary to record your job search activities. The completion of the required information will help you to develop meaningful job search skills and serve as a record of your activities.

By keeping an accurate record, the information will be used to show the Court and the Department what your recent job search efforts have been. All information provided is reviewed to determine if further action is needed to address your current child support order.

The last page of this booklet contains some important tips for your job search.

It is important that you read this booklet carefully to determine your responsibilities.

Initial Referral Date _____

Job Search Tips

Tip 1: Establish A Routine, And Then Stick To It

You must establish a schedule that allows you to spend time looking for the job you want. A good rule: If you are looking for a full-time job, you must spend full-time looking for it.

Tip 2: Develop A Resume or Personal Data Sheet

Regardless of your past experience, a good resume can help to get you a job interview. Use a resume or personal data sheet to summarize your work history. Explain your education and work experience in terms of an employer's needs. Your resume becomes your business card. It tells a potential employer that you are seeking employment and what type of work you can do.

Tip 3: Communicate (Network) with Friends, Family and Others

The best source for jobs is people who have them. Ask your friends, neighbors, and others about their jobs. You can learn when a company is hiring and where and how to fill out applications or get an interview. You should also ask your friends, neighbors and others for permission to use them as references. References increase an employer's confidence in your ability. References should be given only with permission of the individuals named. The name, address and telephone numbers of your references may be listed on your resume or data sheet.

Tip 4: Contact Companies and Employers Where You'd Like To Work

Prepare a prospect list of companies that are expanding. Eliminate from your list, companies that are laying off workers.

Tip 5: Answer Classified Ads In Newspapers, Professional Journals and Trade Papers; Attend Job Fairs

Many large firms send job interviewers to colleges or other locations. Your manners, presentation and appearance are as important at these interviews as they are at an employer's personnel office.

Tip 6: Use Employment Agencies

Ask the Illinois Department of Employment Security, any community based job placement agency, or other agency that does job placement to help you get a job.

Tip 7: Follow-up With A Potential Employer

When you receive a response to your application, acknowledge the response immediately. When you're invited for an interview, accept the invitation and confirm the meeting details. After the interview, send a goodwill message thanking the interviewer and restating your interest in employment.

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**Complete the case information below
in pencil and keep it updated.
Staff need this information to monitor
your case records.**

Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone Number (____) _____ - _____

Social Security Number _____ - _____ - _____

Case Numbers(s) _____

RIN Number _____

Court Docket Number(s) _____

Administrative Order Number _____

Start Date _____ Return Date _____

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Case Information Section

The Job Search staff will enter a start date and return date in the case information section of this booklet. The start date represents your date of referral to Job Search and should correspond to the date that your job search diary is issued. The return date is the date that this booklet is due back to the Parent Support Services, Job Search Unit.

Job Search Entries

- 1) The date of contact is the actual date that you speak with or fill out an application with a potential employer.
- 2) Enter the type of employer contact by using a two-letter contact code. These codes are printed at the bottom of each page.
- 3) Print the:
 - company/employer's full name;
 - address (include suite or room number)
 - city, state and zip code;
 - telephone number;
 - name and title of the person you contacted;
 - position applied for;
- 4) In the comments section, describe any immediate or pending results.
- 5) Provide a follow-up date for any further action.

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Códigos para Tipo de Contactos con Empleadores o Compañías:

AI Cita y Entrevista	NA Respondió a un Anuncio en Periódico
WA Sin Cita, Sólo Completó	IN Internet, Traiga Copia Para Verificar
TI Consultó por Teléfono	Solicitud Que Solicitó
WI Sin Cita, Completó	OT Otro (explique)
Solicitud y Entrevista	

Completed Diaries

You are required to return the Job Search Diary in person or by mail, every thirty (30) days or as required by the provisions of your court or administrative order. If returning completed book by mail:

**Illinois Department of Healthcare and Family Services
 Division of Child Support Services
 Parent Support Services Unit
 PO Box 64629
 Chicago, Illinois 60664-0629
 (312) 793-7987**

If returning completed booklet in person:

**Illinois Department of Healthcare and Family Services
 Division of Child Support Services
 Parent Support Services Unit
 36 South Wabash Avenue
 Chicago, Illinois 60603
 (312) 793-7987**

If you complete your Job Search Diary before the return date, you may use additional paper to record your job search activities up to the return date, or you may send the booklet to the mailing address listed above or bring to the office location and receive a new one. For diaries received by mail, a new diary will be mailed to you within five (5) days of the Department's receipt of the completed one.

Diaries that are not received by the deadline will be considered in default and may lead to a report of non-cooperation being forwarded to the court. Non-cooperation can and will be utilized by the court to determine further actions needed in your case.

Our Responsibilities

The Job Search staff will verify with potential employers the information that you provide in your entries. The Job Search staff will also provide a report to the court regarding your participation. False information will be investigated and utilized to determine further action needed to address your child support order.