

Job search campaign - control sheet

<i>Organization name and address</i>	<i>Telephone, fax, email details</i>	<i>Contact name</i>	<i>Source</i>	<i>Vacancy</i>	<i>Dates of contact</i>	<i>Interview Yes/No</i>	<i>Comments/outcome</i>

Note: If your source comes from your Network remember to advise your contact of the outcome of the approach and thank them for their introduction and help.