

Case Study Work Plan 2

Extract from Alan Bloom's 'My Work Plan Booklet'

My Commitment from

16

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10

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2013

Coach

Initials

I will: (what I am going to do, including how, when and where)

I will look at local and national job websites every day, including sites especially for Contact Centre jobs.

What I did and what was the result:

I looked on Monster, Jobsite, Contactcentrejobs.co.uk, Indeed and 'fishforjobs' websites and in local papers looking for suitable vacancies. Registered my CV. Found 14 vacancies to apply for. Will chase them up in a week if I haven't heard anything.

Commitment: (what I'm going to do, including how, when and where)

I will start an account on Universal Jobmatch on 17th Oct and check it every day.

What I did and what was the result:

I created an account on Universal Jobmatch and uploaded my CV onto it. I will use the account to check regularly for suitable jobs.

Commitment: (what I'm going to do, including how, when and where)

I will find out about contact centres in the area and ring round to see if they have any jobs. I'll spend an hour every day

What I did and what was the result:

Called 4 local contact centres to find out who was responsible for recruitment. Contacted them by email, attached a copy of my CV. They have got me an interview with Karlton Bank Call Centre on 28th Oct.

Will chase up the other contact centres

Commitment: (what I'm going to do, including how, when and where)

I will try to find out if there are any new contact centres opening in my area.

What I did and what was the result:

I completed registration forms for Blue Arrow and Contact Centre Jobs r Us agencies, and left a copy of my CV with them. They have put me forward for three jobs.

Evidence provided

- DWP have access to Alan's Jobmatch account so can confirm he has set up an account.
- Printed out confirmation of three of the websites registered with (didn't print them all out because of cost of paper)
- Confirmation letter for job interview on 28th