

Background

Name: Mr Jima Mamo

Claimed Universal Credit on 26/02/2015

Other information:

- Jima is 55, separated and has no health conditions
- Jima has been working for the same company for 22 years, in the Finance Department. He was made redundant on 25/02/2015
- He has a car
- He has internet access at home
- Expected to undertake work search for 35 hours per week.



Claimant Commitment

Jima Mamo

1. My commitment

I'll do everything I can to get paid work, and will receive Universal Credit payments to support me in this. The things I'll do are set out in this Claimant Commitment.

2. Finding and taking work

I'll look for and take any work I'm able to do, that:

- pays £8.00 an hour or more
- is within 90 minutes' travel from my home

I'm available for work for 35 hours each week. I can work on any day at any time.

Signature.....*Jima Mamo*.....Date.....27/3/15.....

My work search and preparation plan

I'll spend 35 hours each week looking and preparing for work. This will include all the activities and actions in this plan.

Section 1: Regular work search activities:	How often
<ul style="list-style-type: none"> Follow potential Employers on social networking sites and check for notifications of vacancies. 	6 times a week
<ul style="list-style-type: none"> Checking the "Fish for Jobs", "Jobsite", "Indeed" and other job search websites and applying for suitable jobs 	6 times a week
<ul style="list-style-type: none"> Cold call employers located within 90 minutes travelling distance of my home by visiting, telephoning and sending speculative written applications/CVs 	4 times a week
<ul style="list-style-type: none"> Following the creation of the Universal Jobmatch account, checking Universal Jobmatch account and applying for all suitable matched jobs 	2 times a week

Section 2: Specific actions I will take:	By	Review
<ul style="list-style-type: none"> Create a LinkedIn Account Register with Mark Sattin and MichealPage Employment Agencies. Use National Careers Service Website for advice on CV writing Produce 2 variations to the CV covering Finance and General Office Admin. 		

About me

I am available for full time work and able undertake jobsearch for 35 hours per week.

I will attend regular work search reviews at Dundee.

My next work search review will be on Thursday 05/03/2015 at 11.00am.

After this date I will attend work search reviews every Two Weeks on Thursday at 11.00am.

Work Search Review – Period 27/02/2015 to 26/03/2015.

Since his initial interview Jima has:

27/02/2015 to 05/03/2015

- Researched how to write a CV on internet and wrote two versions.
- Set up a Universal Jobmatch account
- Registered with two Employment Agencies on
- Registered on LinkedIn.
- Applied for three jobs
- Created a 'Wish List' of potential employers and researched their companies.
- Created a spreadsheet to track his applications and speculative approaches.
- Speculatively contacted 28 potential employers. (4 by visiting 24 by phoning or e-mail.
- Checked Fish for Jobs, Universal Jobmatch and other jobsearch sites daily.

Total time spent on Jobsearch = 45 hours

06/03/15 to 12/03/15

- Attended interviews with both recruitment agencies
- Updated his status on social media sites (removing some frivolous photos on Facebook, and asking his 'friends' to let him know about appropriate jobs)
- Researched more potential employers.
- Speculatively contacted 67 potential employers, by e-mail.
- Applied for four jobs.
- Checked Fish for Jobs, Universal Jobmatch and other jobsearch sites daily.
- Updated spreadsheet tracker.

Total time spent on Jobsearch = 53 hours

13/03/15 to 19/03/15

- Attended two job interviews.
- Phoned the employers who had not replied to his e-mails.
- Contacted an employer who had not replied to application.
- Researched more companies.
- Speculatively contacted 19 potential employers
- Checked Fish for Jobs, Universal Jobmatch and other jobsearch sites daily.
- Checked social media daily

Total time spent on Jobsearch = 35 hours

20/03/15 to 26/03/15

- Checked Fish for Jobs, Universal Jobmatch and other jobsearch sites daily.
- Checked social media daily

Total hours spent on jobsearch = 10 hours

Statement from Claimant

I have contacted every potential employer I can find on the internet. I started off by visiting them personally but found this wasn't a good use of time, so then I started calling or e-mailing.

Of those that replied most, told me that they had no vacancies.

13 – told me they have no vacancies at the moment but would keep my name on file.

7 – told me that they might have a vacancy in the coming months (I've noted my spreadsheet to ring them later)

I followed up everyone who I contacted in up to 12/03/15 who had not replied.

I felt it was too soon to follow up the rest.

I have interviews booked for 27/03/2015, 30/03/2015 and 31/03/2015 (found through the agencies) and two on 02/04/2015 (one from job I applied for on internet, one from an employer who approached me through LinkedIn).

Handout 3.4 Jima Mamo

WHAT I DID	HOW I DID IT	OUTCOME	WHAT I'LL DO NEXT
Speculative approaches to 114 potential employer (over three weeks)	Visited 8. Called 30 Emailed 76	7 might have a vacancy in the next few months 13 keeping my name on file	Follow up in four weeks time Follow up in eight weeks time
Applied job Dundee Accounting Services Applied job Clay Finance Applied job J Jackson and Sons	Internet Internet Internet	Interviewed – expecting to hear next week Failed sift (more qualified candidates) Failed sift (too much experience!)	Await outcome. Follow up end of next week.
Applied job H Samuels Applied job David Pearson and Sons Applied job HDS Applied Job Roe Bros	Internet Internet Internet Internet	The job turned out to be based too far away. Failed sift (more qualified candidates) Job already filled Failed sift (too many candidates to interview)	
Interview Mallent Financial Services	Arranged by Agency	Awaiting Reply	Await outcome. Follow up end of next week.
Interview Gallent Interview HGS Interview Diamond Assurance Interview Bridewell Ltd	Arranged by Agency Arranged by Agency Via LinkedIn Internet	Interview booked 27/3/15 Interview booked 30/03/15 Interview booked 2/4/15 Interview booked 2/4/15	