

### Information for Interviewer

William has reported what he is doing to search for work.

He has done the following work-search regularly:

- Checking local papers (3 hours a week)
- Checking online sites, including Monster and Fish 4 Jobs (10 hours a week)
- Researching local employers then sending his CV with a covering letter to them (2 hours a week)

Within the last 2 weeks he also spent:

#### **Week 1**

- 2 days on an interview skills course (which worked out at 14 hours)
- 6 hours visiting local areas, calling in on employers
- 4 hours applying for 2 jobs

#### **Week 2**

- 1 hour 30 minutes ringing employers
- 3 hours updating his CV