

Job Search Form

Upon acquisition of employment, please complete this form and submit to the appropriate person below:

Mankato State University: Debra Gohagan at debra.gohagan@mnsu.edu
 Metro State University: Robert O'Connor at Robert.oconnor@metrostate.edu
 Moorhead State University: Nora Lee at nmlee@umn.edu
 Saint Cloud State University: Nora Lee at nmlee@umn.edu
 Winona State University: Nora Lee at nmlee@umn.edu

If you have questions regarding this form, send an email to the appropriate contact.

Name: _____

Graduation Date: _____

Job Search Start Date: _____ End Date: _____

List all counties within 50 miles of your home:

| County | Merit | Registered w/County | Date |
|--------|--------------------------|--------------------------|-------|
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| _____ | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

*For each Minnesota County used one of these boxes should be checked. For a description of "Merit" see below.

If Merit is checked above, have you registered with [Merit](#)? Yes No

Date registered: _____

(To see which counties use the Merit System for hiring, click [here](#))

List any jurisdictions beyond 50 miles you are considering:

| County | Registered w/HR | Date |
|--------|--------------------------|-------|
| _____ | <input type="checkbox"/> | _____ |
| _____ | <input type="checkbox"/> | _____ |
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| _____ | <input type="checkbox"/> | _____ |
| _____ | <input type="checkbox"/> | _____ |

Have you obtained social work [licensure](#)?

Yes

No

Date of licensure: _____

Subscribe to Job Websites/listserves/Facebook groups/LinkedIn? If so, which ones?

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
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| _____ | _____ | _____ |

| For the Counties within a 50 mile radius of your home, please review the fields below. | |
|---|---|
| <p>EXAMPLE County go to their website: Link to EXAMPLE County Job Website</p> <p>At this site, you can:</p> <ul style="list-style-type: none"> - learn how to apply for jobs online - submit "Job Interest Cards" to receive position notifications - see current position postings | <p>EXAMPLE County go to their website: Link to EXAMPLE County Job Website</p> <p>At this site, you can:</p> <ul style="list-style-type: none"> - learn how to apply for jobs online - sign up for Carver County Employment updates - see current position postings |
| <p>EXAMPLE County go to their website: Link to EXAMPLE County Job Website</p> <p>At this site, you can:</p> <ul style="list-style-type: none"> - learn how to apply for jobs online - register for an account - see current position postings | <p>EXAMPLE County go to their website: Link to EXAMPLE County Job Website</p> <p>At this site, you can:</p> <ul style="list-style-type: none"> - learn how to apply for jobs online - submit "Job Interest Cards" to receive position notifications - see current position postings |
| <p>EXAMPLE County go to their website: Link to EXAMPLE County Job Website</p> <p>At this site, you can:</p> <ul style="list-style-type: none"> - view current positions - get information on how to apply - register to receive notifications about positions - learn about recruiter events | <p>EXAMPLE County go to their website: Link to EXAMPLE County Job Website</p> <p>At this site, you can:</p> <ul style="list-style-type: none"> - view current positions - get information on how to apply - Access Isanti County Employment Application |
| <p>EXAMPLE County go to their website: Link to EXAMPLE County Job Website</p> <p>At this site, you can:</p> <ul style="list-style-type: none"> - learn how to apply for jobs online - subscribe to Ramsey County Job Opportunity Updates - see current position postings | <p>EXAMPLE County go to their website: Link to EXAMPLE County Job Website</p> <p>At this site, you can:</p> <ul style="list-style-type: none"> - learn how to apply for jobs online - submit "Job Interest Cards" to receive position notifications - see current position postings |

| | |
|---|---|
| <p>EXAMPLE County go to their website: Link to EXAMPLE County Job Website</p> <p>At this site, you can:</p> <ul style="list-style-type: none"> - learn how to apply for jobs online - register for an account - see current position postings | <p>EXAMPLE County go to their website: Link to EXAMPLE County Job Website</p> <p>At this site, you can:</p> <ul style="list-style-type: none"> - learn how to apply for jobs online - submit "Job Interest Cards" to receive position notifications - see current position postings |
| <p>EXAMPLE County go to their website: Link to EXAMPLE County Job Website</p> <p>At this site, you can:</p> <ul style="list-style-type: none"> - learn how to apply for jobs online - register for an account - see current position postings | |

To access a listing of county websites, [click here](#).

To access Minnesota Tribal websites, [click here](#).

Job Search Narrative

In this section we are looking for information about your public/tribal job search activities. Please record a minimum of two days per week (Sunday to Saturday) for a minimum of three months:

Some examples of activities include: attending workshops, submitting applications, reviewing newspapers/websites, job interviews, networking (i.e. coffee with current employees, mixers, etc.), job fairs, using social media for employment purposes (LinkedIn, Facebook), volunteering, informational interviews, practice interviews, resume preparation, reviewing county/tribal Human Resources websites, etc.

Please attach back up documentation to verify the job search activity. See the Appendix at the end of this form for information about completing an acceptable job search.

| Date | Activity |
|-------------|-----------------|
|-------------|-----------------|

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Appendix: Completing an Acceptable Job Search and Documentation

1. Register with the [Minnesota Merit System](#). If you plan to become licensed, apply to take the appropriate exam at [Social Work Licensure.org](#).
2. Determine all counties and tribes within a 50-mile radius of the home you plan to establish following graduation.
3. For those counties that do not use the Minnesota Merit System, be sure to register with those county websites to receive employment postings.
4. Document your job search the following ways:
 - a. Printing or making screen shots of websites you have viewed with the date stamp on the bottom of the page. Attach this to your job search.
 - b. If you use LinkedIn, Facebook, or other social media for job search purposes, print or save an electronic copy of a screen shot of the activity you completed with the date stamp on the bottom of the page. Attach this to your job search.
 - c. If you attended job fairs, workshops, or career services, attach a copy of the brochure, flyer, or service you received with the date attended, copy of the business card(s) of the individuals with whom you spoke.
 - d. If you engaged in networking coffees or meals, please attach a copy of the business card of the person you met with and a date on the back of the card.
 - e. If you volunteer at a local agency, submit a signed record of your volunteer hours with your job search.
 - f. Apply for all positions meeting the Title IV-E requirements. Include copies of your cover letter or application in documentation of your job search. If applications are web-based take a screen shot of your application submission confirmation. Include letters/emails you receive back from the agency regarding your application.
 - g. If you receive an interview, document the date, time, and location of the interview, as well as the names of individuals with whom you interviewed.
5. If you are offered and accept public or tribal child welfare employment, complete the Confirmation of Child Welfare Employment Form and send it to the contact listed on page 1 of this form.
6. If you are not offered a position after three months of an acceptable job search in the area of public or tribal child welfare, submit the completed form to the contact listed on page 1 of this form. After this period, schedule a meeting with the contact listed on page 1 to discuss your job search process and your search moving forward.
7. If you have any questions about what employment opportunities may or may not qualify under Title IV-E, email or call the contact listed on page 1 of this form.