

## Email

The Internet has quickly become one of the most popular job search methods. Managing time online can be very important during the job search. Here are some tips to help you use your time wisely:

- Begin your online job search by visiting large information databases. Visit these sites every few days; daily visits may be too frequent to turn up new information.
- Use links from the large information databases to take you to smaller sites where you can investigate specific employers or find networking contacts. Again, visit these sites every few days.
- Use search engines to locate new resources specific to the job you want. Realistically, your Internet job search strategies should be limited to about 25% of the total time used to look for a job.
- Don't neglect conventional job search strategies such as site visits, perusing newspaper want ads, job fairs or talking to friends.

When applying for job on-line, you will need an email address. To assist you in your efforts, the U.S. Probation Officer will establish an email account for you, and will provide you with a password for your account. This email address is to be specifically used by you to look for work. Your officer will have access to your account and will be able to monitor your efforts. This email address will also be another way for you to communicate with your officer. After you complete your term of supervision, you will be able to continue to use this email address for personal use. By changing your password, your officer will no longer have access to your account.