

I picked this one up from Jn. Crystal. It's clean, simple, comprehensive.

A survey is a process of gathering information. While you are conducting it, you are not looking for a job. What you are doing is informing you self well-enough so that you will be able to make a good decision about where you do want to work.

SURVEY PREPARATION

- A. Subject: *state your work interests as precisely as possible*

- B. Survey Objective: *what, exactly, is it that you want to know*

- C. Survey Site: *in what specific area or community do you want to work*

- D. Off-Site Sources Of Information: *list every possible source of information available to you without visiting the survey site.*

- E. On-Site Sources of Information: *list the organizations, individuals, places, etc. you plan to visit*

- F. Questions to Ask: *make a list of the specific questions you want to be sure to ask*