



## Weekly Job Search Log

Name: \_\_\_\_\_ Client ID: \_\_\_\_\_ Week Starting: \_\_\_\_\_

Scheduled Hours for Week: \_\_\_\_\_

*Please record actual hours for each activity in the boxes below.*

Activity Name	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
On-line Job Search							
Complete Job Applications							
Make Phone Calls to Employer							
Interview with Employer							
Compose Résumé and/or Cover Letter							
Review Newspaper							
Review Daily Job List or Board							
Attend Career Fair							
Networking							
Attend Appt with DOL Staff							
Attend Workshop							
Other							
<b>Total Actual Hours</b>							

This job log is to be returned your Job Search Assistance worker as proof of your weekly job search efforts. Failure to return this completed form as instructed may result in a referral for sanction and your Temporary Family Assistance (TFA) cash or food stamp benefits may be affected.

\_\_\_\_\_  
Customer Signature, Date

\_\_\_\_\_  
Reviewed By Job Search Assistance Staff, Date

**Staff Use Only:**

Once the job search information on this log has been verified, please provide a copy to the individual responsible for data entry and record keeping.

## My Job Search Efforts

*Instructions:* Please list all job search information for the week of \_\_\_\_\_

Workshop Attended or “Other” Job Search Info	Company Name City/Town	Contact Person Info (e.g. phone, fax, web site, email address)	Type of Job Available or Sought	How Contacted (check all that apply)
				<input type="checkbox"/> In person <input type="checkbox"/> On-line job application <input type="checkbox"/> Résumé <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> Fax
				<input type="checkbox"/> In person <input type="checkbox"/> On-line job application <input type="checkbox"/> Résumé <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> Fax
				<input type="checkbox"/> In person <input type="checkbox"/> On-line job application <input type="checkbox"/> Résumé <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> Fax
				<input type="checkbox"/> In person <input type="checkbox"/> On-line job application <input type="checkbox"/> Résumé <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> Fax
				<input type="checkbox"/> In person <input type="checkbox"/> On-line job application <input type="checkbox"/> Résumé <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> Fax
				<input type="checkbox"/> In person <input type="checkbox"/> On-line job application <input type="checkbox"/> Résumé <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> Fax
				<input type="checkbox"/> In person <input type="checkbox"/> On-line job application <input type="checkbox"/> Résumé <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> Fax
				<input type="checkbox"/> In person <input type="checkbox"/> On-line job application <input type="checkbox"/> Résumé <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> Fax
				<input type="checkbox"/> In person <input type="checkbox"/> On-line job application <input type="checkbox"/> Résumé <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> Fax
				<input type="checkbox"/> In person <input type="checkbox"/> On-line job application <input type="checkbox"/> Résumé <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> Fax

**Comments:**