

EMPLOYMENT SERVICES
DAILY JOB SEARCH ACTIVITY RECORD

Name: _____

Date: _____

SS# (last 4 digits): _____

Case Manager: _____

CalWORKs—All activity records for the week are to be turned in by 4.00 pm every Friday. Keep a copy of your activity records for your use.

Employment Center

Note: Only record time that you are actually present in the Employment Center.

	Date	Time In	EC Staff Initials	Time Out	EC Staff Initials	Activities (Faxing to employers, completing applications, meeting w/ Job Developer, phone calls, etc)
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

Contact Record

Include all employers contacted, from the Employment Center or in person. Line 1 is completed as an example.

Date	Company Name, Address, Ph #	Contact Person	Contact Method	Resume/ Application Submitted	Interview Date	Follow Up Needed	Result of Contact	Information Source
	<i>ABC Company 123 Main St., WS 555-1234</i>	<i>Mary Smith Ext. 205</i>	<i>Walk In</i>	<i>Application</i>	<i>Not scheduled</i>	<i>Call Monday to request interview. Get DMV printout</i>	<i>App. being processed</i>	<i>Job Developer</i>