

Job Search Log Example

Participant Name: John Smith		Instructions: Be sure to completely fill out this form showing exactly where or how you looked for a job. Remember to show how much time you spent for each job search activity, as follows: 15 minutes = .25 hours, 30 minutes = .50 hours, 45 minutes = .75 hours and 1.00 = 1 hour. Also, show the number of miles you drove to and from your home, childcare provider, and between job search locations. NOTE: Travel time for the first and last job contact of the day cannot be included in the Time Spent column.					
RID #:	23009716					Begin Date: 06/25/11	End Date: 07/01/11
Employment Counselor: Alan Dunkle						(Sat)	(Fri)
IMPORTANT: Submit Weekly to NHEP							

Date of Activity	Time Spent (see Instructions)	Miles Driven	Name of Employer	Phone #, or E-mail Address	Point of Contact: Name of person, Address, Website, Job ID # or Newspaper	Job Title or Type of Work Sought	Check Action You Took			Check How You Took Action				
							Application or Resume	Interview	Research or Follow-up	In Person	Online or Fax	Mail or Email	Telephone	
COLUMN														
06/25/11	0.50	6.00	McDonalds	410-6191	Jill Brown, 90 South Main St. Concord	Cashier	X			X				
06/25/11	0.50	0.00	US Cellular	www.Monster.com	USCellular.net/career section Job#SAL003895	Cashier	X				X			
06/26/11	1.50	3.00	Wendy's	224-9423	Kevin Smith, 106 Loudon Rd. Concord	Cashier		X		X				
06/26/11	0.25	0.00	Friendly's	224-8110	Sandy Vute, 147 Loudon Rd. Concord	Cashier			X					X
06/27/11	3.25	10.00	Acme Beverage	www.concordmonitor.com	Stan Blue, 200 Anywhere St. Concord, Job # 2333 Concord Monitor	Receptionist		X	X	X				

Add all time, from the front and back of form, spent in job search per day and enter the totals below. (Form must be **completed** to be accepted by NHEP) (Continue on back)

ROW	Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		These totals need to match!	
	Date:	06/25/11	Date:	06/26/11	Date:	06/27/11	Date:	06/28/11	Date:	06/29/11	Date:	06/30/11	Date:	07/01/11	Row Total	Column Total
	Hours:	1.00	Hours:	1.75	Hours:	3.25	Hours:	2.00	Hours:	6.25	Hours:	5.00	Hours:	2.00	21.25	21.25

By submitting this document to NHEP, I attest that the above hours and information are true and accurate. Participant Signature: *John Smith*

NHEP Comments:					
Date entered by NHEP:		NHEP Signature/Initials:			

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							Application or Resume	Interview	Research or Follow-up	In person	Online or Fax	Mail or Email	Telephone	
	COLUMN													
06/28/11	0.75	0.00	Acme Plumbing & Heating	www.concordmonitor.com	Jim Brown, 100 Anywhere St, Concord Job # 3457 Concord Monitor	Sales	X						X	
06/28/11	1.25	6.00	CVS	225-9300	Paula Landry, 44 N. Main St. Concord	Cashier	X			X				
06/29/11	0.75	9.00	Hot Topic	228-6590	Laura Haley, Steeplegate Mall, 270 Loudon Rd. Concord	Sales	X			X				
06/29/11	3.50	9.00	Sears	229-0100	Jeff Ipswich, Steeplegate Mall, 270 Loudon Rd. Concord	Sales	X	X		X				
06/29/11	2.00	9.00	JC Penny's	225-6463	Ed Watson, Steeplegate Mall, 270 Loudon Rd. Concord	Sales	X			X				
06/30/11	1.00	0.00	State of New Hampshire	www.nh.gov	Job # 12341	Clerk	X					X		
06/30/11	3.00	0.00	Home Depot	www.homedepot.com	Job # T435D	Sales	X		X			X		
06/30/11	1.00	0.00	Lowes	www.lowes.com	Job # 232345	Sales	X					X		
07/01/11	2.00	0.00	Unknown	www.Craigslist.com	nhnewjobnow@ gmail.com Posting ID: 2538868944	Customer Service	X		X				X	