

Employer Contact Log

WEEKLY JOB DEVELOPMENT TRACKING SHEET

Employment Specialist: _____

Week starting on: _____

An employment contact is defined as speaking to an employer with the purpose of building a relationship that will yield a potential job opportunity. The call should be to learn about the employer, provide information about how your supported employment program could benefit the employer, and/or advocate consideration of a specific client for employment. Other examples of employer contacts include sitting in on interviews and making follow-up contacts (not workplace visits that are providing follow-along supports). Each contact with an employer counts; so if you talk to the same employer twice in one week, please fill in two lines.

There are some job search activities that should not be recorded on this form. These include attending Chamber of Commerce or Kiwanis meetings, contacting employers only to ask about job openings, helping clients send in resumes or complete on-line applications. Helping a client turn in an application does not count, unless you also talk to the employer. Contacts made by the client without your presence should not be recorded on this sheet.

Employer	Type Contact
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____
21. _____	_____
22. _____	_____
23. _____	_____
24. _____	_____
25. _____	_____
26. _____	_____
27. _____	_____
28. _____	_____
29. _____	_____
30. _____	_____

Employment Specialist Signature: _____

Supervisor's Signature: _____