

PARTICIPANT INSTRUCTIONS FOR FILLING OUT FORM NHEP223 JOB SEARCH LOG

Please fill out your Job Search Log as explained below:

- If it is not already entered, fill in your Name, your Employment Counselor's Name, and your RID# in the spaces shown. Your Employment Counselor will provide you with your RID#.
- Fill in the dates on your job search log. The form is set up for a Saturday through Friday time frame. For example: Saturday, (6/25/11) to Friday, (7/1/11). Record the dates you did job search during that week, and enter your hours accordingly.
- In each of the Columns (left to right) enter the following:
 - The date you looked for the job;
 - The amount of time you spent looking for the job (travel time for the first and last job contact of the day cannot be included in the 'Time Spent' column) - **see instructions in the upper right hand corner of the front page before you fill out this section;**
 - The number of miles that you drove roundtrip between your home, childcare provider, and job search locations;
 - The name of the employer or company;
 - The phone number or email address of the employer;
 - The name of the person you spoke to or emailed about the job, their physical address or website address, the job number (if there is one), and/or the name of the newspaper in which the job was advertised;
 - The job title or the type of job you were looking for; **and**
 - You must also put a check mark in the boxes that show the type of "action you took" and "how you took that action".
- If using a job search site, like monster.com, enter only the time spent looking at specific jobs. You must identify either the name of the employer or the job identification number. Each job that you look at will be a separate entry.
- At the bottom of the form, under the days of the week, enter the dates of your job search. Then enter the total hours spent on each day of your job search under the correct date. You will need to add up all hours in the "Time Spent" column, using the front and back of the form, by date. Enter that total number of hours under the corresponding day of the week.
- Add up your hours in the "Time Spent" Column using the front and back of the form and enter that amount in the "Column Total" field. Then add up the hours under the days of the week and enter that amount in the "Row Total" field. The two figures must match to be correct. If they do not match, you will need to check your work. Make sure you include all the hours from the back of the form so you get credit for all your job search activities.
- The Job Search Log must be given to your Employment Counselor at the **end of every week**, and must be completely filled out, or the form may be returned to you.
- Make sure you sign the bottom of the form before you return it to the Employment Counselor. Your signature indicates that all the information you have entered is true and accurate.

If you want to access this Form online, you can find it at: (<http://www.dhhs.nh.gov/dfa/tanf/documents/logform.pdf>)