Job Search Log Example

Participant Name:	John Smith				
RID #:	23009716	Begin Date: 06/25/11	End Date: 07/01/11		
Employment Counselor:	Alan Dunkle	(Sat)	(Fri)		

IMPORTANT: Submit Weekly to NHEP

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.

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 underlined 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:	

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												
06/28/11	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	