

JOB SEARCH LOG

week _____ to _____
Sunday - Saturday



1.877.834.JOBS

Name: _____

Last 4 Digits of SSN _____

- Contacts Required

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Texas Relay: 1-800-735-2989 (TDD) 1-800-735-2988 (voice)

Date	Employer Name	How Contacted?	Person Contacted	Position Applied for	Results	Comments	(Staff Only)
11/2/2020	Employer Name & Contact Info Workforce Solutions Southeast Texas	<input type="checkbox"/> in person <input type="checkbox"/> fax <input type="checkbox"/> e-mail, online <input type="checkbox"/> workshop	Mrs. T. Butler		<input type="checkbox"/> not hiring <input type="checkbox"/> pending <input type="checkbox"/> interview <input type="checkbox"/> hired	SNAP Employment Planning Session	
		<input type="checkbox"/> in person <input type="checkbox"/> mail, fax <input type="checkbox"/> e-mail, online <input type="checkbox"/> workshop			<input type="checkbox"/> not hiring <input type="checkbox"/> pending <input type="checkbox"/> interview <input type="checkbox"/> hired		
		<input type="checkbox"/> in person <input type="checkbox"/> mail, fax <input type="checkbox"/> e-mail, online <input type="checkbox"/> workshop			<input type="checkbox"/> not hiring <input type="checkbox"/> pending <input type="checkbox"/> interview <input type="checkbox"/> hired		
		<input type="checkbox"/> in person <input type="checkbox"/> mail, fax <input type="checkbox"/> e-mail, online <input type="checkbox"/> workshop			<input type="checkbox"/> not hiring <input type="checkbox"/> pending <input type="checkbox"/> interview <input type="checkbox"/> hired		
		<input type="checkbox"/> in person <input type="checkbox"/> mail, fax <input type="checkbox"/> e-mail, online <input type="checkbox"/> workshop			<input type="checkbox"/> not hiring <input type="checkbox"/> pending <input type="checkbox"/> interview <input type="checkbox"/> hired		
		<input type="checkbox"/> in person <input type="checkbox"/> mail, fax <input type="checkbox"/> e-mail, online <input type="checkbox"/> workshop			<input type="checkbox"/> not hiring <input type="checkbox"/> pending <input type="checkbox"/> interview <input type="checkbox"/> hired		

I have made the listed contacts. I certify that this is an accurate representation of my job search activities. I understand I may be penalized (criminal, civil & administrative) for fraudulent information made to obtain services to which I am **not** entitled.

NOTE: Failure to keep appointments will result in benefits being penalized and possibly the denial of benefits.

Next scheduled appointment:

Date	Employer Name	How Contacted?	Person Contacted	Position Applied for	Results	Comments	(Staff Only)
	Employer Name & Contact Info	<input type="checkbox"/> in person <input type="checkbox"/> mail, fax <input type="checkbox"/> e-mail, online <input type="checkbox"/> workshop			<input type="checkbox"/> not hiring <input type="checkbox"/> pending <input type="checkbox"/> interview <input type="checkbox"/> hired		
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Customer Signature

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Instructions for Job Search Log / How to Count Your Job Search

Finding a job is a fulltime job. You spend hours doing many tasks to look for work (attending workshops, resume development, registering for work in Workintexas.com, etc.). This time may count towards your required weekly job search activity. Write them on the Job Search Log – for each day. **PLEASE FILL OUT THE LOG COMPLETELY & ACCURATELY. USE BLUE OR BLACK INK ONLY. PLEASE DO NOT USE WHITEOUT.**

1. **Date** – actual date that the job search activity occurred. Job search contacts should be conducted within the dates indicated at the top of the job search log.
2. **Employer Name** – **NOTE: NO PHONE CONTACTS ARE ALLOWED!!!!**
For in person contacts, provide employer contact information including business name, street address, city and phone number. For contacts conducted via internet, write the website and/or e-mail address for the business the application was submitted to.
3. **How Contacted** – check the appropriate contact method.
4. **Person Contacted** – for *in-person* contacts. Write the name of the person you spoke to at the business you are listing.
5. **Position Applied for** – list *specific* position(s) applying for. Do not write the word “any” or “open”.
6. **Results** – check the appropriate outcome.
7. **Comments** – write any information to explain action related to the position you applied for.
8. You must job search the number of contacts/hours as agreed upon in your Service Plan per week. Each employer contact represents two hours. **You may document all of your contacts per day, but all may not be counted.** Your case manager will review your completed job search log with you and counsel you about accepted/not accepted contacts and if support services are available to you. Support Services and transportation will only be provided for those days of actual job search.
9. Do not list duplicate employers/positions (unless activity was an interview).

