

JOB SEARCH RECORD

Name: _____ NY Member #: _____ Week of: _____

List all the employers you have contacted each week. Copy this form as needed and document all your job search contacts for the length of your job search.

Date of Contact	Employer (Name and Address)	Contact (Name and Title)	Method of Contact*	Position	Results or Follow-up Action
<i>Sample 10/18/07</i>	<i>Strong Staffing 1325 Mt. Hope Ave.</i>	<i>Ms. Jones, HR Assistant</i>	<i>P</i>	<i>Patient Transporter</i>	<i>Called back 10/22/07, have interview scheduled for 10/25/07</i>

***T=Telephone; P=In Person; R=Resume; A=Application; I=Interview; N=Internet**