

Weekly Job Search Log

Job Seeker Name: _____ Client ID: _____

Week Start Date: _____ Week End Date: _____ Scheduled Hours: _____ Next Appt. Date/Time _____

Job Seeker Signature: _____ Date: _____

JFES Staff Signature: _____ Date: _____

Section 1: Job Search Activity (Enter the number of hours for each activity)

Day	Newspaper	Internet Job Search	Job Interview	Contacted Employer Phone/In-Person/Email	Worked on/Completed Résumé and/or Cover Letter	Completed a Job Application Paper/Online	Attended a Workshop or Other Career Event	Networking	Total Hours Per Day
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									

Section 2: List All Job Search Activity Details for the Week

Date	Company/Newspaper/Workshop Name	Website/Email Address/Phone Number	Type of Work Applied/ Searched For	Contact Method	Interview/Application/Employer Contact	
					Outcome	Next Steps
				<input type="checkbox"/> In person <input type="checkbox"/> Résumé <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> Online application/Search		
				<input type="checkbox"/> In person <input type="checkbox"/> Résumé <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> Online application/Search		
				<input type="checkbox"/> In person <input type="checkbox"/> Résumé <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> Online application/Search		

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				<input type="checkbox"/> In person <input type="checkbox"/> Résumé <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> Online application/Search		
				<input type="checkbox"/> In person <input type="checkbox"/> Résumé <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> Online application/Search		
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				<input type="checkbox"/> In person <input type="checkbox"/> Résumé <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> Online application/Search		
				<input type="checkbox"/> In person <input type="checkbox"/> Résumé <input type="checkbox"/> Mail <input type="checkbox"/> Phone <input type="checkbox"/> Online application/Search		

Section 3: Summary of Weekly Job Search Efforts

This job log is to be returned to your JFES worker as proof of your weekly job search efforts. Failure to return this completed log as instructed may result in a referral for sanction and your Temporary Family Assistance (TFA) cash or food stamp benefits may be affected.