

Employer Contact Log by Employment Specialist

Employment Specialist: _____

Week: _____

An employer contact is defined as meeting with a potential employer in person with a specific client in mind. The goals are to learn about the employer and their hiring needs, describe how the SE program works, and to determine if there is a good fit for a client to apply for employment.

1. Client: _____ Employment Goal: _____

Employer: _____ ☐ w/client ☐ w/o client; ☐ interview.

Next Steps & Notes:

2. Client: _____ Employment Goal: _____

Employer: _____ ☐ w/client ☐ w/o client; ☐ interview.

Next Steps & Notes:

3. Client: _____ Employment Goal: _____

Employer: _____ ☐ w/client ☐ w/o client; ☐ interview.

Next Steps & Notes:

4. Client: _____ Employment Goal: _____

Employer: _____ ☐ w/client ☐ w/o client; ☐ interview.

Next Steps & Notes:

5. Client: _____ Employment Goal: _____

Employer: _____ ☐ w/client ☐ w/o client; ☐ interview.

Next Steps & Notes:

6. Client: _____ Employment Goal: _____

Employer: _____ ☐ w/client ☐ w/o client; ☐ interview.

Next Steps & Notes:

7. Client: _____ Employment Goal: _____

Employer: _____ ☐ w/client ☐ w/o client; ☐ interview.

Next Steps & Notes:

8. Client: _____ Employment Goal: _____

Employer: _____ ☐ w/client ☐ w/o client; ☐ interview.

Next Steps & Notes:

9. Client: _____ Employment Goal: _____

Employer: _____ ☐ w/client ☐ w/o client; ☐ interview.

Next Steps & Notes:

10. Client: _____ Employment Goal: _____

Employer: _____ ☐ w/client ☐ w/o client; ☐ interview.

Next Steps & Notes:

Employment Specialist: _____

Date: _____

SE Supervisor's Signature: _____

Date: _____