

Job Search Log

Participant Name:						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.							
RID #:		Begin Date:		End Date:									
Employment Counselor:		(Sat) (Fri)											
IMPORTANT: Submit Weekly to NHEP													

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													

Add all time, from the front and back of form, spent in job search per day and enter the totals below. (Form must be **completed** to be accepted by NHEP) (Continue on back)

ROW	Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		These totals need to match!	
	Date:		Date:		Date:		Date:		Date:		Date:		Date:		Row Total	Column Total
	Hours:		Hours:		Hours:		Hours:		Hours:		Hours:		Hours:			

By submitting this document to NHEP, I attest that the above hours and information are true and accurate. Participant Signature: _____

NHEP Comments:			
Date entered by NHEP:		NHEP Signature/Initials:	

