Week MM/DD/YY –MM/DD/YY

**Su M Tu W Th Fr Sa**

**Case Manager Only**

|  |  |
| --- | --- |
| The information below is true and accurate to the best of my knowledge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_  (signature) (mm/dd/yy) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_  (signature) \_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
|  | (mm/dd/yy) |

**Scheduled Appointments or Activities**

|  |  |  |  |
| --- | --- | --- | --- |
| Time | Activity and Location | Contact Name & Phone # | Confirmation |
|  |  |  | **#hrs** |
|  |  |  | **#hrs** |

**Structured Job Search**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company Name & Information | **Job Title** | **Activity** | **DOCUMENTATION** | **CM Verification** |
| 1) Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * Online application * In-person * Job Fair * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Job:\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_ | * Apply * Interview * Test or Assessment * Other\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_ | * Email/Letter (attached) * Business card (attached) * Contact information * Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Phone/email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Test/Assessment result (attached) | **#hrs \_\_\_\_\_\_\_\_\_** |
| 2) Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * Online application * In-person * Job Fair * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Job:\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_ | * Apply * Interview * Test or Assessment * Other\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_ | * Email/Letter (attached) * Business card (attached) * Contact information * Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Phone/email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Test/Assessment result (attached) | **#hrs \_\_\_\_\_\_\_\_\_** |
| 3) Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * Online application * In-person * Job Fair * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Job:\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_ | * Apply * Interview * Test or Assessment * Other\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_ | * Email/Letter (attached) * Business card (attached) * Contact information * Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Phone/email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Test/Assessment result (attached) | **#hrs \_\_\_\_\_\_\_\_\_** |
| Su M Tu W Th Fr Sa | | | |  |
| Company Name & Information | **Job** | **Activity** | **DOCUMENTATION** | **CM Verification** |
| 4) Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * Online application * In-person * Job Fair * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Job:\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_ | * Apply * Interview * Test or Assessment * Other\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_ | * Email/Letter (attached) * Business card (attached) * Contact information * Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Phone/email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Test/Assessment result (attached) | **#hrs \_\_\_\_\_\_\_\_\_** |
| 5) Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * Online application * In-person * Job Fair * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Job:\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_ | * Apply * Interview * Test or Assessment * Other\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_ | * Email/Letter (attached) * Business card (attached) * Contact information * Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Phone/email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Test/Assessment result (attached) | **#hrs \_\_\_\_\_\_\_\_\_** |
| 6) Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * Online application * In-person * Job Fair * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Job:\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_ | * Apply * Interview * Test or Assessment * Other\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_ | * Email/Letter (attached) * Business card (attached) * Contact information * Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Phone/email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Test/Assessment result (attached) | **#hrs \_\_\_\_\_\_\_\_\_** |
| 7) Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * Online application * In-person * Job Fair * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Job:\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_ | * Apply * Interview * Test or Assessment * Other\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_ | * Email/Letter (attached) * Business card (attached) * Contact information * Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Phone/email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * Test/Assessment result (attached) | **#hrs \_\_\_\_\_\_\_\_\_** |