

**Job Success
Week 2 Time Sheet**

Participant Name: Day: Number of hours at the Career Center meeting with the Job Success instructor:	Participant's Case Number: Start Time:
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Enter the time you left to go to the first employer: *Enter the time you got there:*
Employer's Name: Address:
Phone Number: Contact Name:

- Check off what you did at the employer's location:**
- I completed a paper application today I completed a computer based application today
 I attended a personal interview (enter the interview number ____)
 I attended a group orientation I attended a personal orientation
 I had to complete other paperwork required by the position/employer

Follow-Up Date: **Contact Name:** **Outcome:**

Enter the time you left to go to the second employer: *Enter the time you got there:*
Employer's Name: Address:
Phone Number: Contact Name:

- Check off what you did at the employer's location:**
- I completed a paper application today I completed a computer based application today
 I attended a personal interview (enter the interview number ____)
 I attended a group orientation I attended a personal orientation
 I had to complete other paperwork required by the position/employer

Follow-Up Date: **Contact Name:** **Outcome:**

Enter the time you left to go to the next employer: *Enter the time you got there:*
Employer's Name: Address:
Phone Number: Contact Name:

- Check off what you did at the employer's location:**
- I completed a paper application today I completed a computer based application today
 I attended a personal interview (enter the interview number ____)
 I attended a group orientation I attended a personal orientation
 I had to complete other paperwork required by the position/employer

Follow-Up Date: **Contact Name:** **Outcome:**

<p><i>To be completed by the Job Success instructor</i></p> <p>Total hours completed:</p> <p>Which job search was verified (enter employer's name)?:</p> <p>Date verified:</p> <p>How was this verified (phone, visit, etc.)?:</p>
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