

Client Specific Employer Contact Log by Week

Employment Specialist: _____

Week: _____

Client: _____

Client's Employment Goal: _____

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. Employer: _____

☐ w/client ☐ w/o client; ☐ interview.

Next Steps & Notes:

2. Employer: _____

☐ w/client ☐ w/o client; ☐ interview.

Next Steps & Notes:

3. Employer: _____

☐ w/client ☐ w/o client; ☐ interview.

Next Steps & Notes:

4. Employer: _____

☐ w/client ☐ w/o client; ☐ interview.

Next Steps & Notes:

SE Supervisor's Signature: _____

Date: _____