

## Employer Contact Log

Employment Specialist:

Week of:

Contact Date	Business Name, Type of Business (if not obvious)	Did you speak with a hiring authority? Yes/No	How was the contact made?	Client(s) you have in mind for this business	Was this the first face-to-face employer contact for a new client?	How does this employer contact relate to the client's interest in work?

Weekly review by SE Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

(Supervisor Signature)

