LDSS-5294B (Rev. 04/25) My Job Search Activity Tracker Employer Contact Log

1.Contact date:	3.Contact date:	
Time spent on this job contact:	Time spent on this job contact:	
Company name:	Company name:	
Person you contacted (Name/title):	Person you contacted (Name/title):	
Company address:	Company address:	
How did you apply? (Check one): In person Online Other (Please describe)	How did you apply? (Check one): In person Online Other (Please describe)	
2.Contact date:	4.Contact date:	
Time spent on this job contact:	Time spent on this job contact:	
Company name:	Company name:	
Person you contacted (Name/title):	Person you contacted (Name/title):	
Company address:	Company address:	
How did you apply? (Check one): In person Online Other (Please describe)	How did you apply? (Check one): In person Online Other (Please describe)	

5.Contact date:	7.Contact date:	
Time spent on this job contact:	Time spent on this job contact:	
Company name:	Company name:	
Person you contacted (Name/title):	Person you contacted (Name/title):	
Company address:	Company address:	
How did you apply? (Check one): In person Online Other (Please describe)	How did you apply? (Check one): In person Online Other (Please describe)	
6.Contact date:	8.Contact date:	
Time spent on this job contact:	Time spent on this job contact:	
Company name:	Company name:	
Person you contacted (Name/title):	Person you contacted (Name/title):	
Company address:	Company address:	
How did you apply? (Check one): In person Online Other (Please describe)	How did you apply? (Check one): In person Online Other (Please describe)	

9.Contact date:	11. Contact date:	
Time spent on this job contact:	Time spent on this job contact:	
Company name:	Company name:	
Person you contacted (Name/title):	Person you contacted (Name/title):	
Company address:	Company address:	
How did you apply? (Check one): In person Online Other (Please describe)	How did you apply? (Check one): In person Online Other (Please describe)	
10.Contact date:	12.Contact date:	
Time spent on this job contact:	Time spent on this job contact:	
Company name:	Company name:	
Person you contacted (Name/title):	Person contacted (Name/title):	
Company address:	Company address:	
How did you apply? (Check one): In person Online Other (Please describe)	How did you apply? (Check one): In person Online Other (Please describe)	

13.Contact date:	15.Contact date:		
Time spent on this job contact:	Time spent on this job contact:		
Company name:	Company name:		
Person you contacted (Name/title):	Person you contacted (Name/title):		
Company address:	Company address:		
How did you apply? (Check one): In person Online Other (Please describe)	How did you apply? (Check one): In person Online Other (Please describe)		
14.Contact date:	16.Contact date:		
Time spent on this job contact:	Time spent on this job contact:		
Company name:	Company name:		
Person you contacted (Name/title):	Person you contacted (Name/title):		
Company address:	Company address:		
How did you apply? (Check one): In person Online Other (Please describe)	How did you apply? (Check one): In person Online Other (Please describe)		

17.Contact date:	19.Contact date:	
Time spent on this job contact:	Time spent on this job contact:	
Company name:	Company name:	
Person you contacted (Name/title):	Person you contacted (Name/title):	
Company address:	Company address:	
How did you apply? (Check one): In person Online Other (Please describe)	How did you apply? (Check one): In person Online Other (Please describe)	
18.Contact date:	20.Contact date:	
Time spent on this job contact:	Time spent on this job contact:	
Company name:	Company name:	
Person you contacted (Name/title):	Person you contacted (Name/title):	
Company address:	Company address:	
How did you apply? (Check one):	How did you apply? (Check one):	

Totals (to be completed by worker)

Total number of applications:

Total time spent on employer contacts:

Attestation: I have applied for a job with each employer listed in this packet. All the employer contact information is correct.

Signature:

Date:

Job Search Activity Log

Date (MM/DD/YY)	Activities I completed (Ex: Reviewed job ads, attended resumé writing workshop, got help at Career Center)	Time I spent on activity (In hours or minutes)

Totals (to be completed by worker)

Total time spent on job search activities (hours or minutes):

I certify that all the information on this form is true and accurate.

Signature: