

Name: \_\_\_\_\_

### Job Search Activity Log

As part of your employment plan, you will need to provide the details of your job search activities. To maximize your chances of finding a suitable job, your ongoing job search should be consistent with opportunities that fit your skills and abilities. Your job search results will help inform the next steps in your employment plan. Please use the below form to track your activities.

Job search efforts may include:

- searching for job opportunities;
- preparing a resume or cover letter;
- registering with job banks/agencies;
- contacting prospective employers;
- attending job search workshops, job fairs or networking;
- submitting job applications;
- attending interviews

**PLEASE ENSURE ALL SECTIONS ARE COMPLETE**

<b>Date:</b> Nov 7, 2023		
<b>Job Title:</b> Customer Service	<b>Employer:</b> ABC Company	<b>Location:</b> Anytown, NL
<b>Job Search Activity:</b> <input checked="" type="checkbox"/> Applied for Job <input type="checkbox"/> Contacted Employer <input type="checkbox"/> Attended Job Fair/Event <input type="checkbox"/> Attended Interview	<b>How you applied:</b> <input type="checkbox"/> In Person <input type="checkbox"/> Phone <input checked="" type="checkbox"/> Email <input type="checkbox"/> Online	<b>Comments</b> Called ABC Company. Spoke with manager John Smith. He advised job was filled. I asked if resume could be kept on file.
<b>Closing Date:</b> Nov 17, 2023	<b>Did you follow up?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Follow Up Outcome?</b> Was advised position was filled
<b>Date:</b>		
<b>Job Title:</b>	<b>Employer:</b>	<b>Location:</b>
<b>Job Search Activity:</b> <input type="checkbox"/> Applied for Job <input type="checkbox"/> Contacted Employer <input type="checkbox"/> Attended Job Fair/Event <input type="checkbox"/> Attended Interview	<b>How you applied:</b> <input type="checkbox"/> In Person <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Online	<b>Comments</b>
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