



Record of Weekly Work Seeking Activities

Work Search Activities for the week beginning (Sunday Date) _____ ending on (Saturday Date) _____

Direct Contacts: Making direct contact with an employer. This could be in person, over the phone, submitting an online application or resume.

Date	Company Name	Location	Contact Method	Type of Work Sought	Results

Additional Work Seeking Activities: Attending job placement meetings or workshops, networking, updating a resume, reviewing job placement websites or newspapers without responding to a job posting.

Date	Activity

The Oregon Employment Department is an equal opportunity program/employer. The following services are available free of cost upon request: Auxiliary aids or services and alternate formats to individuals with disabilities and language assistance to individuals with limited English proficiency. Ask one of our staff for more information.