

MFIP/DWP Employment Services Weekly Job Search Activity Log (DHS-5784) Instructions

Preliminary Information (to be completed by Employment Service Provider)	
Participant's Name	Print the Participant's Full Name.
Employment Counselor's Name	Print the Employment Counselor's Name.
Activity and Contacts for the Week of: From (Sunday) to (Saturday)	Record the beginning date (always a Sunday) and ending date (always a Saturday) of the job search week.
Total JS Hours Required	List the total JS hours required for the week – from EP.
Date Received	Record (or stamp) the date the log was turned in.
Record of Job Search Activities - Part One (to be completed by participant)	
Date	Record the date of the job search activity or job contact.
Time Spent	Record the <u>actual</u> amount of time spent on the job search activity or job contact. For example: 1 hour, 45 minutes, etc. PLEASE NOTE: Do not use proxy method.
(Job Search) Activity or Position of interest Note: This column is used for two different reasons. It is used to record: <ul style="list-style-type: none"> • generic job search activities; and • specific job contacts. 	Record the job search activity or the position of interest; Examples of job search activity include: develop resume, generic cover letter, generic thank you letter, employment focused career research, etc. Examples of <u>specific</u> positions of interest include: Janitor, sales associate, clerical support, mechanic, welder, etc.
Employer/Contact information	Record contact information about employer that was contacted about a position of interest. In small towns, the name of the employer may be sufficient. In larger towns and cities, the name of the employer, plus additional information, such as an address and name, and/or phone number is required.
Purpose of (Job) contact	Record the purpose of the job contact Examples of purpose of job contact include: inquired about job vacancy, submitted application, scheduled interview, interviewed for job, sent thank you letter, followed up on interview' etc.
Result (of Job Search Activity or Job Contact) Note: This column is used for two different reasons. It is used to record the results/status of: <ul style="list-style-type: none"> • generic job search activities; and • specific job contacts. 	Record the result/status of the job contact or job search activity. Examples of job search activity results: completed assignment; completed generic resume, completed generic cover letter, etc. Examples of job contact results/status: not hiring, waiting for interview, scheduled interview, waiting to here back from employer, pending, hired, not hired, etc.

Record of On-Site Job Club and Other On-Site Job Search Activity - Part 2 (to be completed by participant)

Date	Record the date of the Job Club, Job Search or Other Activity.
Job Club, Job Search or Other	Check if on-site activity was attending Job Club, doing Job Search, or Other. Specify if other. PLEASE NOTE: Documentation of On-Site Job Search may be recorded on either Part One or Part Two. Do Not Double Count.
Time Spent	Record the <u>actual</u> time spent in job club or other job search activity. For example: 3 hours, 90 minutes, 30 minutes, etc. PLEASE NOTE: Do not use proxy method.

Participant Certification Statement (to be signed by participant)

Participant's Signature/Date	The participant's signature and date of the signature confirming the information on the log is accurate.
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For Office Use Only (to be completed by Employment Service Provider)

Actual Hours Each Day (Sunday through Saturday)	Add the <u>actual</u> hours recorded for each day. Add all Part One and Part Two hours and record the total hours for each day.
Holiday Hours	Record any Holiday Hours (must be based on scheduled hours).
Other Excused Absence Hours	Record any Other Excused Absence Hours credited to the participant (must be based on scheduled hours).
CD/MH Treatment and Rehabilitation Services Hours	Record any CD/MH treatment and/or Rehabilitation Services hours. PLEASE NOTE: CD/MH treatment and Rehabilitation Services must be recorded on a separate activity log, and verified by a responsible individual overseeing the participant's treatment or rehabilitation.
Total Hours for the Week	Add each day's total hours, plus Holiday Hours, Other Excused Absence Hours, CD/MH treatment and Rehabilitation Services hours and record the TOTAL HOURS for the week.
Weekly check-in (date and method)	Record the date the weekly check-in meeting was held. Check whether the check-in meeting was in-person, over the phone, or some other method. If some other method is used to complete the check-in meeting, identify that method.
Bi-weekly Job Contact verified?	Check whether or not the <u>bi-weekly</u> Job Contact was verified. PLEASE NOTE: This is a bi-weekly requirement. If no job contact was verified from the previous week, a verification is required for the current week.
List job contact verified	List the <u>specific</u> Job Contact that was verified.
Method used to verify job contact	Check the method used to verify the <u>specific</u> job contact. Specify if other.
Counselor Signature/Date	Employment Counselor's signature and date of the signature verifying the information contained in the activity log.