

Employment Log 20 _____ **Name:** _____ **Last 4 SSN:** _____ **Mo.** _____ **Pg** _____

Date: ___/___/___ **Job:** _____ **Job ID** _____ **FT PT ST LT Temp/Contract CTH TTH Mo.**

Employer [] Recruiting/staffing company []		Media 1 / /	Method: EM F WS in Person When? / /
		2	Replied by Recruiter Y N When? / /
Street		3	Rejection email? Y N Replied formatted? Y N
City/St/Zip		Type of industry:	Interview: / / w/
HR Mgr.		(City Client is in)	Interpreter Y N Discrimination possible? Y N
Phone	Fax	Cell	\$ /Per Full Bennies Y N
Email		VP	Followed up? Y N If yes, when? / /
Requirements:			Hired? Y N If yes, when? / /
			Notes:
Follow up: / /			Interview Sheet, see page:

Date of Interview: ___/___/___ **Job:** _____ **Job ID** _____ **FT PT ST LT Temp/Contract CTH TTH Mo.**

Interviewer:		Media 1 / /	Method of interview: Phone In person Texting Virtual
Interpreter if Available.		Need interpreter? Yes No	Accepted for employment? Yes No
Street		Suite:	When start? / / Time:
City/St/Zip		Type of industry:	Interpreter Y N Discrimination possible? Y N
			Offer job? Yes No
Phone	Fax	Cell	\$ /Per Full Bennies Y N
Email		VP	
How was interview?			Hired? Y N If yes, when? / /
			Notes:
Discrimination of why? (see discrimination report)			Interview Sheet, see page:

Key:

FT	Full-Time	CTH	Contract To Hire	EM	Email
PT	Part-Time	TTH	Temp To Hire	F	Fax
ST	Short-Term	Mo.	Months	WS	Website application
LT	Long-Term	Y/N	Yes/ No	VP	Video Phone number