Sample Employer Contact Log

Date of Contact:	<u></u>
Name of Contact:	has hiring responsibility
Purpose of the Contacts: To secure an appointment	nt
☐ To learn about the empl	oyer
Talk about a candidate	
Ongoing relationship	
Other:	
Information learned about the employer's business and hiring preferences (or other notes):	
Novt stop (include data).	
Next step (include date):	
Employment specialist signature:	