Sample Employer Contact Log

Date of Contact: __________________________

Name of Contact: __________________________  □ has hiring responsibility

Purpose of the Contacts:

☐ To secure an appointment
☐ To learn about the employer
☐ Talk about a candidate
☐ Ongoing relationship
☐ Other: __________________________________________

Information learned about the employer’s business and hiring preferences (or other notes):

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Next step (include date):

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

Employment specialist signature: _______________________________________

The IPS Employment Center at The Rockville Institute
Revised August 2017; Revised March 2014