

## Sample Employer Contact Log

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Employment specialist: Allison Ortiz for client: Kelly R.

Business/location: Sal's Diner

Date of contact: 2/12/20xx

Name of contact person: Chris Hanover

Does this person have hiring responsibilities? ☒ Yes ☐ No ☐ Unsure

Purpose of the contact: To set up an appointment to come back and learn about diner.

Information learned about business or other notes: Appt. scheduled for 2/15/xx.

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Outcome/plan to follow up: Prepare for appointment by developing list of questions.

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Supervisor signature

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Date reviewed

Employment specialist: Allison Ortiz for client: Kelly R.

Business/location: Sal's Diner

Date of contact: 2/15/20xx

Name of contact person: Chris Hanover

Does this person have hiring responsibilities? ☒ Yes ☐ No ☐ Unsure

Purpose of the contact: To learn about the business—especially food prep positions.

Information learned about business or other notes: He looks for someone who walks in "with a smile on their face." Good team players are really important. Usually wants people who can perform more than one position, but willing to make accommodation. Food prep involves a lot of work on the salad bar—usually in the morning through the lunch hour. Also making ice tea, baking frozen pies, dishing out servings of pudding... Speed is helpful but sounds like the most important thing to him is someone who is reliable and able to get along with others in the kitchen. Business is slow now but usually picks up in March.

Outcome/plan to follow up: Send thank-you note tomorrow. Stop back next week to talk about Kelly.

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Date reviewed