



Job Club Report

Date: _____
Participant Name: _____
Participant ID#: _____

1. Participant attended: Yes No

If No: Absence Excused - OR - No Call/No Show

2. Participant on time: Yes No

If No Explain: _____

3. Participant actively participated with appropriate attitude: Yes No

If No Explain: _____

4. Participant completed *Job Seeker Activity Sheet*: Yes No

If No Explain: _____

5. Participant appropriately dressed/groomed for job search: Yes No

If No Explain: _____

6. Participant followed up on last week's job lead Job Club: Yes No N/A

If No Explain: _____

7. Job leads Participant to follow up on in the coming week: _____

8. Other activities, progress report or comments: _____

9. If Participant requires additional services or support, please explain: _____

**** Services Should Not Be Provided Without A Current Authorization ****