

SAMPLE #1: JOB DEVELOPMENT MONTHLY REPORT

Does not have to follow this format but must contain these elements: **What, when, who, where, results, issues**

Participant's Name: John Doe
Case ID#: xxxxx
Vocational Goal: Customer Service, Retail
Counselor's Name:
Date of Report: July 5, 2014
Reporting Period: June 2014 (specify calendar month or 30-day period)

Substantial JD activities by time period (daily or weekly) --

Week of June 1, 2014: Met with John to review job search progress and discuss potential places to apply. He does not want to work in a large retail department store and is focusing his job search on small or specialized businesses. I have a contact at The Craft Store. His goal is customer service but he's also artistic so I thought this might be a good fit. John thought this was a great idea and I gave him the store manager's name and fax number so he can fax his resume. I also suggested he go to the Outlet Mall and observe various stores' operations. He followed through and submitted applications at several stores he thought would be a good fit.

Week of June 8: Called my contact at The Craft Store. She indicated she will review John's resume. I also called John and provided him with job leads for retail customer service positions at The Book Store and The Pet Store. I went to the Outlet Mall where John had submitted applications and followed up with several managers. The Cooking Supply Store indicated they would consider calling John for an interview.

Week of June 15: P/C from John. Jobs at The Book Store and The Pet Store were already filled (Pet Store will keep his app on file) but John has an interview at The Craft Store this Friday.

Week of June 22: John called and said the interview went well and the job won't require him to do any heavy lifting. He should hear something by the end of next week. Provided him another job lead for The Toy Store. He must go down and apply in person. I called The Cooking Supply Store to follow up as they have not called him for an interview yet. The manager arranged interview for next week.

Week of June 29: Met with John after his interview at The Cooking Supply Store. He reported interview was o.k., but he really prefers The Craft Store job. Called my contact at The Craft Store. The manager has been out of the office so decision won't be made until next week.

Issues that arose this month or remain unresolved (health, behavior, transportation, child care, etc.):
No issues this month

Past issues that have improved or been resolved:

John's attitude is much better this month. He's been more proactive in his job search and has developed more confidence.

SAMPLE #2: JOB DEVELOPMENT MONTHLY REPORT

Does not have to follow this format but needs to contain these elements: **What, when, who, where, results, issues**

Participant’s Name: John Doe
Case ID#: xxxxx
Vocational Goal: Customer Service, Retail
Counselor’s Name:
Date of Report: July. 5, 2014
Reporting Period: June 2014 (specify calendar month or 30-day period)

Substantial Job Development activities by time period (daily or weekly) --

Date	Client Contact	
6/2/14	In-office Meeting	Met, reviewed job search progress. Recommended John go to Outlet Mall and submit applications at stores he thinks would be a good match. Discussed other places that might be a good job match. John liked the idea of customer service at The Craft Store because he is very artistic. Provided him name and fax # of my contact so John can fax his resume.
6/3/14	Phone call from John	He went to Outlet Mall and submitted 5 applications. Also faxed his resume to The Craft Store.
6/4/14		Called my contact at The Craft Store—she will review John’s resume.
6/9/14		JD went to Outlet Mall to follow up on John’s applications. The manager at The Cooking Supply Store indicated she will call John to schedule an interview.
6/10/14	Phone call to John	Updated him on Craft Store and Cooking Supply Store. Provided job leads – The Pet Store – customer service The Book Store – customer service
6/16/14	Phone call from John	Has interview this week at The Craft Store Pet Store and Book Store jobs were filled He has not heard from Cooking Supply Store yet
6/17/14		JD called Cooking Supply Store. Interview arranged early next week.
6/24/14	In-office meeting	John felt interview at Craft Store went well. Job won’t require any heavy lifting. Will find out next week. Interviewed at Cooking Supply Store yesterday, but prefers the Craft Store job. Provided job lead for sales clerk/customer service rep. at The Toy Store. Must apply in person.

Issues that arose this month or remain unresolved (health, behavior, transportation, child care, etc.):
 None to report

Past issues that have improved or been resolved: John’s been much better about staying in contact with me this month. His confidence is also improving.

SAMPLE #3: JOB DEVELOPMENT MONTHLY REPORT

Does not have to follow this format but must contain these elements: **What, when, who, where, results, issues**

Participant's Name: John Doe

Case ID#: xxxxx **Vocational Goal:** Customer Service, Retail

Counselor's Name:

Job Developer's Name:

Date of Report: July 5, 2014

Reporting Period: June 2014 (specify calendar month or 30-day period)

JD Activity	Week 1	Week 2	Week 3	Week 4
Applications and Resumes	John faxed resume to JD's contact at the Craft store and submitted 5 applications at the Outlet Mall.		JD faxed resume to The Toy Store – cust. serv. but may include some bicycle assembly. John OK with it, but will check with counselor. John will need to submit application in person.	
Interviews			Interview at Craft Store	John interviewed at Cooking Supply Store— but he prefers the Craft Store. John felt interview there went well. No heavy lifting and is a good match. Should hear back next wk.
Employers Contacted	JD called mgr. at The Craft Store – discussed job -- good fit – combines customer service with interest in art. They will interview next week	JD went to Outlet Mall and followed up with the 5 managers-- Cooking Supply Store indicated they will consider interviewing John	JD Called Cooking Supply Store—arranged interview for next week	JD called Craft store. Still making a decision.
Job Leads provided by J.D.	The Craft Store	The Book Store – cust. serv. The Pet Store – cust. serv.	Book Store (filled) Pet Store (will keep app. on file) Provided to John: Toy store—	
Phone calls with client		2- to provide leads and update on employer contact and discuss upcoming interview at Craft Store	1-to discuss filled position at Book and Pet stores and next week's interview at Cooking Supply Store	
Mtgs with client	1- reviewed job search progress and explored potential places of employment. Suggested he go to Outlet Mall and submit applications.			1—discuss interviews and how he wants to proceed

Issues that developed this month or remain unresolved (health, behavior, transportation, child care, etc.): No stand out issues

Past issues that have improved or been resolved: John's self-confidence is improving and not as anxious when contacting employers.