

## Time Sheet for Job Search & Job Readiness Assistance

Week of: \_\_\_\_\_

Name: \_\_\_\_\_

MCI: \_\_\_\_\_

Sample

### Job Readiness Activity

Date	Activity	Time In	Time Out	Total Hours
3/3/2009	Computer Lab	8:00 AM	9:00 AM	1
3/3/2009	Module 1 - Self/Skill Identification	9:00 AM	10:00 AM	1
3/3/2009	Module 1 - Self/Skill Identification	10:00 AM	11:00 AM	1
3/3/2009	CASAS	11:00 AM	12:00 PM	1
3/4/2009	Career Builder Job Search	8:00 AM	9:00 AM	1
3/4/2009	Fax Resumes	9:00 AM	10:00 AM	1
3/4/2009	On-line Training	10:00 AM	11:00 AM	1
3/4/2009	Interview w/ Employment Specialist	11:00 AM	12:00 PM	1
<b>TOTAL WEEKLY HOURS</b>				<b>8</b>

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date