

Time Sheet for Job Search & Job Readiness Assistance

Sample

Week of: _____

Name: _____

MCI: _____

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
TOTAL WEEKLY HOURS				8

Student Signature

Date

Staff Signature

Date