

**INDIVIDUAL PROGRESS REPORT\*\*SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM**

You are **required to report your job search activity every pay period. You must report at least three (3) activities every pay period.** At least one activity should include direct contact with an employer, by letter, email, in person, online or fax. Additional information found on the next page.

**PLEASE FAX OR EMAIL THIS REPORT TO YOUR PROGRAM ASSISTANT ON THE DAY YOU SUBMIT YOUR TIME SHEET.**  
**DO NOT FAX WITH YOUR TIME SHEET. PLEASE FAX SEPARATELY.**

*Failure to submit this progress report may result in termination from SCSEP.*

<b>PLEASE COMPLETE</b>	<b>YOUR NAME:</b>			<b>TODAY'S DATE:</b>	<b>PERIOD ENDING:</b>
	<b>EMPLOYMENT SPECIALIST NAME AND SIGNATURE:</b>				
<b>EMPLOYER CONTACTS (1)</b>	<b>DATE:</b>	Title of job you applied for or other action you took with this company:			
	Company/Organization:				
	Location:				
	Contact Person:				
	Result/Follow Up/What is next?				
<b>EMPLOYER CONTACTS (2)</b>	<b>DATE:</b>	Title of job you applied for or other action you took with this company:			
	Company/Organization:				
	Location:				
	Contact Person:				
	Result/Follow Up/What is next?				
<b>EMPLOYER CONTACTS (3)</b>	<b>DATE:</b>	Title of job you applied for or other action you took with this company:			
	Company/Organization:				
	Location:				
	Contact Person:				
	Result/Follow Up/What is next?				
<b>OTHER ACTIVITIES</b>	<b>DATE:</b>	<b>LOCATION:</b>	<b>ACTIVITY</b>	<b>OUTCOME/Follow-Up</b>	
	<b>DATE:</b>	<b>LOCATION:</b>	<b>ACTIVITY</b>	<b>OUTCOME/Follow-Up</b>	
	<b>DATE:</b>	<b>LOCATION:</b>	<b>ACTIVITY</b>	<b>OUTCOME/Follow-Up</b>	
	<b>DATE:</b>	<b>LOCATION:</b>	<b>ACTIVITY</b>	<b>OUTCOME/Follow-Up</b>	

## ADDITIONAL INFORMATION FOR INDIVIDUAL PROGRESS REPORT

All SCSEP (Senior Community Service Employment Program) participants are required to complete and submit an Individual Progress Report every two weeks, when you submit your time sheet. (Please see page one for the Individual Progress Report.) **The report must list at least three (3) job search related activities per pay period, including one (1) direct employer contact.** If you have more activity, please attach an additional page. The more activities you do, the more likely it is that you will get a job!

### EXAMPLES OF DIRECT EMPLOYER CONTACT INCLUDE:

- Sending a resume in response to a specific opening, either by mail, fax or email.
- Going on a job interview.
- Sending a thank you note after an interview.
- Cold calling or visiting an employer to inquire about job availability.
- Visiting an employer to fill out a paper and pencil application.
- Filling out a job application online.
- Calling to follow up on the status of your resume or job application.
- Attending a job fair or recruiting session at a company or career center.

### THERE ARE MANY OTHER ACTIVITIES THAT ARE ALSO IMPORTANT FOR SUCCESS IN YOUR JOB HUNT.

*Here are some examples:*

- Going to a one stop career center to attend a workshop, review job listings, meet with a job counselor, work in the computer lab, etc.
- Updating your resume.
- Having a mock interview.
- Meeting with your Operation ABLE case manager.
- Attending a job group meeting or a SCSEP meeting.
- Identifying employment opportunities through the newspaper or the Internet or other means and keeping a record of them.
- Asking your friends, relatives, community, and training site for job leads.
- Taking a class (computer, ESL, keyboarding) or doing online self paced training.
- Taking care of business to enable yourself to move forward in your job hunt including applying for housing or health care; going to Dress for Success or Morgan Memorial or Ruth's House for clothing; or other activities identified by you and your case manager in your Individual Employment Plan.

Please note that these activities are the **minimum** requirements of all SCSEP enrollees. You and your case manager may adjust these through your Individual Employment Plan, including additional contacts with employers.

**TO REMAIN ELIGIBLE AS A PARTICIPATE IN THIS PROGRAM, YOU MUST ENGAGE IN AND REPORT ON YOUR JOB SEARCH ACTIVITIES. FAX TO YOUR PROGRAM ASSISTANT.**

Contact information for all Program Assistants can be found [here](#).

