



Operation ABLE, Inc.
Senior Community Service Employment Program (SCSEP)



- **PLEASE FAX OR EMAIL THIS REPORT WHEN YOU SUBMIT YOUR TIME SHEET.**
- **You are required to submit this Individual Progress Report (IPR) at least once each month.**
- **Failure to submit this progress report may result in termination from SCSEP.**

- **At least one of the contact activities should involve direct contact with an employer, by letter, email, in-person, online, or fax.**

Individual Progress Report (IPR)

PLEASE COMPLETE	YOUR NAME:		TODAY'S DATE:	
	SCSEP Representative Name:		PAY PERIOD ENDING:	
EMPLOYER CONTACTS (1)	DATE:	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?			
EMPLOYER CONTACTS (2)	DATE:	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?			
EMPLOYER CONTACTS (3)	DATE:	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?			
OTHER ACTIVITIES	DATE:	LOCATION:	ACTIVITY	OUTCOME/Follow-Up
	DATE:	LOCATION:	ACTIVITY	OUTCOME/Follow-Up
	DATE:	LOCATION:	ACTIVITY	OUTCOME/Follow-Up

ADDITIONAL INFORMATION FOR INDIVIDUAL PROGRESS REPORT (IPR)

TO REMAIN ELIGIBLE FOR SCSEP, YOU MUST ENGAGE IN AND REPORT ON YOUR JOB SEARCH ACTIVITIES.

All Senior Community Service Employment Program (SCSEP) participants are required to complete and submit an Individual Progress Report when you submit your time sheet (see page one). 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.

Please note that these activities are the minimum requirements of all SCSEP enrollees. The more you do, the more likely you will get a job! You and your SCSEP Representative may adjust these through your Individual Employment Plan, including additional contacts with employers.

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 or emailing 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.**
- **Attending an event of an organization you would like to work at and networking with staff at the event.**

THERE ARE MANY OTHER ACTIVITIES THAT ARE ALSO IMPORTANT FOR SUCCESS IN YOUR JOB HUNT. Here are some examples:

- **Going to a Career Center, MassHIRE or NHWorks site 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 SCSEP Representative.**
- **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.**
- **Ask your friends, relatives, community, and training site for job leads.**
- **Taking a class (computer, ESOL, 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, a thrift store or clothing sale for business attire; or other activities identified by you and your SCSEP Representative in your Individual Employment Plan.**

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