

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



Senior Community Service Employment Program (SCSEP)
Operation ABLÉ, Inc.
 98 North Washington Street
 Suite 200
 Boston, MA 02114



Operation ABLÉ, Inc.
 228 Maple Street
 Suite 300
 Manchester, NH 03103



You are required to submit this report at least once each month. See instructions and ideas on the next page.

PLEASE FAX OR EMAIL THIS REPORT WHEN YOU SUBMIT YOUR TIME SHEET.

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

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

Download a blank Individual Progress Report (IPR) form from the website timesheet page. All participants are required to complete and submit an Individual Progress Report (IPR) when you submit your time sheet once per month. The report must list at least three (3) job search-related activities. At least one activity should involve direct contact with an employer, by letter, email, in-person, online, or fax. If you have more activity, please attach an additional page.

THE MORE YOU DO, THE MORE LIKELY 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 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 Other Activities 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.

Please note that these activities are the **minimum** requirements of all SCSEP enrollees.

You and your SCSEP Representative may adjust these through your Individual Employment Plan, including additional contacts with employers.

Individual Progress Report (IPR).pdf

Page 2 of 2

Operation ABLE is a proud member of the NH WORKS System, an American Job Center (AJC) Network and the MassHIRE system, an AJC Network. Operation ABLE is an equal opportunity employer/program. Auxiliary aids and services available upon request to people with disabilities. Relay NH 711 and MA 711. See funding details in compliance with the Stevens Amendment at <https://operationable.net/scsep-stevens-amendment/>