

PLAN OF ACTIVITIES

Next Appointment 12/6/2013

Name: Nina Ownes **JAS ID:** 1234677 **Hrs required** 35 **Dates:** 11/24/13-11/30/13 **Coach:** Stu

MENU OF ACTIVITIES remember to include travel time >>	Suggested Hours	Sunday Actual	Monday Actual	Tuesday Actual	Wednesday Actual	Thursday Actual	Friday Actual	Saturday Actual	Activity
Assessments	1 - 2		1.0						Key train
Check Email - Job Search Only	.5 - 1		0.5	0.5	0.5				
Coach Meeting	1		1.0						
Create/Target 60 Second Commercial	1								
Create/Update/Target Cover Letter	1		0.5						Cover letter for Wagner Baker
Create/Update List of References	1								
Create/Update Master Application	2								
Create/Update/Target Master Resume	2		0.5						Target Resume Wagner Bakery
Create/Update Thank You Letter	1			1.0	0.5				Created Thank you letter
Daily Office Visit/Check-in	1		1.0	0.5	1.0				
EMAIL/PHONE FOLLOW-UP *	.5							0.5	Info on the back
INFORMATIONAL INTERVIEW *	1								Info on the back
IN-PERSON CONTACT*	1								Info on the back
Job Club	2								
JOB FAIR/HIRING EVENT *	1 - 4								Info on the back
JOB INTERVIEW *	2 - 4			2.0	1.5				Info on the back
Labor Market Research	1								
ONLINE JOB SEARCH/APPLICATION *	1 - 3		1.0	1.5					Web Address on the back
Orientation	1 - 2		1.0	1.5					
Prep for Interview	1 - 2			1.0	1.5				
Prep for Informational Interview	1 - 2			1.0	1.5				
Workshops	2 - 6		2.0						Interviewing
Deliver thank you				0.5	0.5				
<i>Practice Commerical</i>				0.5	0.5				
<i>Network w/Sam Lee for cook job</i>		0.5							Olive Garden opening

*** CUSTOMER REQUIRED TO ENTER ADDITIONAL INFORMATION ON BACK WHEN NEEDED TO RECEIVE CREDIT FOR ACTIVITY ***

ACTIVITY HOURS >	staff use only >		0.5	8.5	10.0	7.5	0.0	0.0	0.5	TOTAL	27.0	TOTAL WEEKLY HRS staff use
HOLIDAY HOURS >	staff use only >						7.0	7.0		TOTAL	14.0	
EXCUSED HOURS >	staff use only >									TOTAL	0.0	
DAILY TOTAL >	staff use only >		0.5	8.5	10.0	7.5	7.0	7.0	0.5	Coach Verified: Stu		

PLAN OF ACTIVITIES CONTACT INFORMATION

Name **Nina Owens**

JAS ID **1234677**

NOTES and planned activities	JOB CONTACT/APPLICATION INFORMATION		JOB CONTACT/APPLICATION INFORMATION	
<p><i>Do labor market research and work on my 60 second commercial</i> <i>Need to call Sue at Big Lots and drop off resume at Dr. office for front desk job</i> <i>Attend workshop for resumes next week</i></p>	DATE	Business or person's name Wagner Baker	DATE	Business or person's name Red Lobster
	11/26/13	Interview for cook	11/27/13	Interview for cook
	Address or Website	1324 Capital Blvd. Olympia, WA	Address or Website	354 4th Ave., Lacey, WA
	Website	Thank you	Website	Thank you delivered
	Phone Number	Lisa Sample 360-253-1245	Phone Number	Steve Hammer 362-123-1256
	DATE	Business or person's name Safeway	DATE	Business or person's name St. Peters Hospital
	11/26/13	Online app/ Bakery	11/27/13	Online app/ cook
	Address or Website	Safeway.com	Address or Website	Stpetershospital.com
	Website	Safeway.com	Website	Stpetershospital.com
	Phone Number		Phone Number	
DATE	Business or person's name Wagner Baker	DATE	Business or person's name Olive Garden	
12/2/13	Lisa Sample, manager	11/24/13	Spoke to Sam, he's a server	
Address or Website	Spoke to Lisa about status of job	Address or Website	at Olive Garden	
Website	still doing reference checks, call in a week	Website		
Phone Number	360-253-1245	Phone Number	360-754-1325	
DATE	Business or person's name	DATE	Business or person's name	
Address or Website		Address or Website		
Website		Website		
Phone Number		Phone Number		
DATE	Business or person's name	DATE	Business or person's name	
Address or Website		Address or Website		
Website		Website		
Phone Number		Phone Number		
DATE	Business or person's name	DATE	Business or person's name	
Address or Website		Address or Website		
Website		Website		
Phone Number		Phone Number		
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Website		Website		
Phone Number		Phone Number		

EXAMPLE