

**MGA Job Development  
Contact Sheet**

**Job Seeker:**

**Job Developer:**

1	Name of Business	Name of Employer Contact	Number on Job List & Phone #	Research Time	Date of first contact	Contact Method					Date of Initial Mtg.	Date of Needs Analysis	Follow up Mtgs.			Date of Job Offer & First Day of Work	Name of Referral and/or Connection
						3rd Pty.	Inf. Cxt.	D.I.V.	Tel	Email			1st	2nd	Final		
1	Brown Ford	John Johnson	1. 631-555-2354	45 min.	5/12/2018			X			5/15/2018	None					Family is a customer
2	Sears	Mary Kahn	2. 631-555-9639	1 hr.	5/14/2018			X			None						
3	Macy's Dept. Store	Julius Reed	3. 631-555-6014	1 hr. 15 min.	5/22/2018				X		None						
4	Social Security Office	Roberta Cooper	5.* 631-555-5500	1 hr.	5/23/2018	X					5/29/2018	6/10/2018	06/15/18	6/25/2018			Jim Fredricks (family Friend)
5	Auto Zone	Conrad Jones	4. 631-555-5220	30 min.	5/28/2108			X			None						
6	Progress Toyota	Cory Washington	6. 631-555-1414	1 hr.	6/19/2018				X		6/20/2018	None					
7	SUNY Stoney Brook Hospital	Dr. Albert Swartz	7. 631-555-8300	1 hr 30 min.	6/23/2018				X		7/6/2018	7/12/2018	7/15/2018	7/19/2018	8/5/2018	8/10/2018 8-17-2018	
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Legend:  
 3rd pty. = Third party contact  
 Inf. Cxt. = Informal context  
 D.I.V. = Drop In Visit  
 Tel. = Telephone Call  
 Email = Email Contact