

**Skills and Training to Achieve Readiness for Tomorrow (START) Supervised Job Search Assignment**

Date:  
Case Name:  
Case Number:  
Worker Name:  
Worker ID:  
Worker Phone Number:

**Hello START Participant! You have been assigned the START Supervised Job Search activity.**

**SUPERVISED JOB SEARCH INSTRUCTIONS**

You may conduct job searches in-person, via telephone, or online. Some examples of jobs search activities include, but are not limited to:

- 1) Finding and following job leads;
- 2) Collecting employer contact information;
- 3) Researching job requirements and how to obtain the requirement(s);
- 4) Submitting job applications;
- 5) Attending a job fair; and
- 6) Participating in job search training, mock interviews, or resume development classes.

You are required to complete and log the number of job searches indicated below. You may use the Job Search Log on the backside of this form to document your searches. Review the Job Search Log on the backside of this form and follow the given instructions. Please ask your START worker if you need help with transportation, clothing for interviews, computer access, or hygiene funds.

Please mail or drop off this completed form to your START Worker on or before the due date at the address listed below. It is important that you provide your verifications to your START Worker timely. Submitting your verifications timely will keep you in compliance with work requirements and help you maintain your benefits.

If your START Worker has any questions about your job searches, you will be contacted.

**Contact your START Worker if you have questions regarding this assignment.**

**SUPERVISED JOB SEARCH ASSIGNMENT**

You must complete:  Number Of Job Searches  Beginning  Date

As a START Participant, you are required to participate in 20 hours a week of supervised job search activities. You can record each job search on the job search log on the backside of this form. Please mail or drop off these documents to your START Worker on or before the due date at the address listed below.

Due Date  Address



## START Supervised Job Search Assignment Log

Name: \_\_\_\_\_ Case Number: \_\_\_\_\_ Date: \_\_\_\_\_

START Worker: \_\_\_\_\_ Phone #: \_\_\_\_\_ START Site #: \_\_\_\_\_

Job Search Assignment Dates: \_\_\_\_\_ Appointment \_\_\_\_\_

You are required to complete 20-hours a week of the following job searches activities:

- Finding and Following Job Leads
- Submitting Job Applications
- Attending Job Fairs
- Job Search Training, Mock Interviews, or
- Collecting Employer Contacts
- Researching Job Requirements
- Resume Development Classes

	Employer/Course /Job Fair Name	Physical Address or Website Address	Telephone	Time Spent	For County Use 1. Valid 2. Invalid 3. Inconclusive
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

**For County Use**

Results:  Valid  Invalid  Inconclusive Validated by: \_\_\_\_\_ Date: \_\_\_\_\_

\*An Affidavit (PA 853) or client statement stating the number of searches completed, hours spent on job searches, and examples of searches can be accepted if the START 85 was not completed.