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| Date | Company | Initial mtg | Follow-up mtg | Source of  Contact **C**=Cold call  **A**=Advertised  **N**=Networked  (Note source)  **O**= Other (Specify) | Type of Contact **L/E**= Letter/Email  **P**= Phone  **M**= Meeting  **T**= Tour facility  **I**= interview  **H**= Hire | Outcome **EI**=Employer Interested?  **MS**=Meeting Scheduled?  **OI**=Obtained Interview?  **ENI**=Employer Not Interested?  **FU**=Follow-Up?  **O**=Other | Comments Note next step follow-up & General perceptions of meeting/Concerns/ specify negativity/accessibility, etc. | Job seeker Initial(use only if specific) |
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