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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**= LetterE= 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 | CommentsNote next step follow-up &General perceptions of meeting/Concerns/ specify negativity/accessibility, etc. | Job seeker Initial(use only if specific) |
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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 | CommentsNote next step follow-up &General perceptions of meeting/Concerns/ specify negativity/accessibility, etc. | Job seeker Initial(use only if specific) |
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