

AFFIRMATIVE ACTION WORKSHEET/PERSONAL CONTACT LOG

DATE: _____ **TIME:** _____

INSTITUTION/ORGANIZATION _____

Contact Person _____

Position _____

Phone # _____ Address _____

Potential Candidates

Name _____ Letter Sent _____
(Date)

Address _____

Phone # _____ Phone Contact _____
(Date)

Current Position _____

Interested in ETSU: Yes _____ No _____

Letter of Application, Resume, 3 References by return mail (Requested _____)
(Date)

COMMENTS:

Name _____ Letter Sent _____
(Date)

Address _____

Phone # _____ Phone Contact _____
(Date)

Current Position _____

Interested in ETSU: Yes _____ No _____

Letter of Application, Resume, 3 References by return mail (Requested _____)
(Date)

COMMENTS: