

Statewide Organizer Call Back Log Sheet

Statewide Organizer Call Back Log Sheet	Date:	
	Your Name:	
	Your Address	
	City/ St/Zip	
Name/Address/and Phone Number of Employer: (Include Zip Code and Area Code)	Your Phone (Include Area Code)	
	Time:	<u>Overt</u> or Covert

NOTES:

Name Of Person Answering The Phone or Called You:	Name Of Person In Charge Of Hiring/Interviewing:
Did You Speak With The Person In Charge Of Hiring/Interviewing? YES or NO	If Not, The Name Of Person You Had Phone Conversation With:
If the appropriate person was not available to speak to you, did you leave your name and telephone number? YES or NO or Not Applicable	If you left your name and telephone number, did you <i>specifically</i> request a return phone call? YES or NO or Not Applicable
Has The Position Been Filled? YES or NO or Person Was Not Sure	If So, Will The Company Be Hiring In The Future? YES or NO or Person Was Not Sure
How Long Are Applications Kept Active?	If My Application Is Not Active, Can I Come In And Re-Apply?
Was This Call Back A Visit To The Company? If So, Did Anyone Accompany You?	
Additional Notes:	

(Don't be afraid to ask for last names. Business etiquette dictates that a person should give last names in a business call. If the person does not want to give you their last name, make a note of that.)

AFFIDAVIT

Write a detailed description of exactly how the conversation happened. This will become part of your **SWORN AFFIDAVIT**. Do not be vague. Sign the log sheet when you have finished.

Signature

