

Name of Employer	Employers Address	Telephone no.	Name of Contact	Type of Business	Type of Jobs	Likely Hours of Work	Contact date	Outcome of contact

**Employer Contact Log for week commencing:**

*Note: This tool forms part of a suite of guidance documents, tools and templates developed by the IPS Grow consortium. It should be read alongside document “2.0 Introduction to IPS Grow delivery tools”. Further information can be found at [www.ipsgrow.org.uk](http://www.ipsgrow.org.uk). Please ensure you adapt this document fully to comply with local requirements. This tool was last updated June 2018.*