Communication Log for JVA: _____

*All attempts listed were made by: _____

First name Last name	Phone Call Attempts	Email Attempts	Certified Mail Attempts	Confirmation Received Y/N	Notes
Mrs. New Employee	*19-Sep-14*	*26-Aug-14*	*2-Oct-14*	*Yes*	*Interview scheduled 30-AUG-18 @ 0900*

*Note: You have the option to attach a copy of the emails sent to the "non-responders" as a supporting document.