Communication Log for JVA:
_JVA Number and Title

*All attempts listed were made by:
Name of Board Recorder

First name Last name	Phone Call Attempt	Email Attempt	Confirmation Received Y/N	Notes
Mrs. New Employee	8/26/2018; (XXX) XXX-XXXX	8/26/2018; SENT@GMAIL.COM	Yes	Interview scheduled 30-AUG-18 @ 0900

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