

Work Search Activity Log

Unemployment Insurance Work Search Requirements:

- To continue receiving benefits, you must complete **at least 3 weekly work search activities**.
 - Submit at least one (1) job application to a suitable employer.
 - Complete two (2) additional activities from the list.
- You **must** keep a record of your work search.
- Note:** Any wages earned **must** be reported.

Additional Activities:

- a job interview;
- registering or posting résumés with job services (e.g., DLT, staffing agencies, LinkedIn);
- participating in reemployment programs or workshops;
- attending job fairs or networking events;
- contacting employers about openings;
- working all available part-time hours;

Name: _____

SSN (last 4 digits): _____

Previous Job: _____

Previous Pay: \$ _____

Minimum pay you will accept: _____

Job(s) you are looking for now: _____

For the week of _____, my **3 work search activities** included:

1. Submitting a job application.

Date submitted:	Position:	Pay Rate:	Employer/Address	Can be verified by (name & number):	Result:
<i>Ex. 8/21/25</i>	<i>Nursing Assistant II</i>	<i>\$19/hr</i>	<i>Brown Uni. Health, RI Hospital</i>	<i>Jane Doe, 401-123-4567</i>	<i>Haven't heard back yet.</i>

2. These two other activities (choose 2 options from the list below):

☐ Submitting additional job applications

Date submitted:	Position:	Pay Rate:	Employer/Address	Can be verified by (name & number):	Result:

☐ Registered or posted résumé with a job service

Date completed:	Job Service:	Can be verified by (name & number):	Result:
<i>Ex. 8/26/25</i>	<i>DLT Career Center (West Warwick center)</i>	<i>Job Coach: John Doe, 401-xxx-xxxx</i>	<i>Follow-up session scheduled for next week</i>

☐ **Attending a job interview**

Date completed:	Position:	Pay Rate:	Employer/Address	Can be verified by (name & number):	Result:
<i>Ex. 8/28/25</i>	<i>CNA</i>	<i>19/hr</i>	<i>RI Veterans Home, Bristol, RI</i>	<i>Jane Doe, 401-xxx-xxxx</i>	<i>Will be notified next week</i>

☐ **Attending a job fair or networking event**

Date	Event	Address	Can be verified by (name & number):	Result:
<i>Ex. 8/30/25</i>	<i>Brown Uni. Health Job Fair</i>	<i>Providence, RI</i>	<i>John Doe xxx-xxxx</i>	<i>Spoke with 3 employers</i>

☐ **Registering or posting my résumé with a job service**

Job Service	Can be verified by (name & number):
<i>Ex. LinkedIn</i>	<i>LinkedIn profile URL:</i>

☐ **Contacting employers about job openings**

Employer Name	Contact (Address, Phone)	Position	Pay Rate	Result
<i>Ex. Lifespan</i>	<i>Providence, RI xxx-xxxx</i>	<i>CNA</i>	<i>15/hr</i>	<i>Adding me to potential candidate list for future openings</i>

☐ **Working available part-time hours**

Employer Name	Contact (Address, Phone)	Position	Pay Rate	Number of Hours worked
<i>Ex. Bradley Hospital</i>	<i>1011 Vets Memorial Pkwy, Riverside, RI, xxx-xxxx</i>	<i>CNA</i>	<i>15/hr</i>	<i>5 hr.</i>