

Work Search Activity Log

Unemployment Insurance Work Search Requirements:

- To continue receiving benefits, you must complete <u>at least</u> 3 weekly work search activities.
 - o Submit at least one (1) job application to a suitable employer.
 - o 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			\$		
Job(s) you are			<u> </u>					
			17/25 – 8/23/25 , my 3 work search ay Date – Ending Saturday Date)					
activities	included:							
1	g a job applicat							
Date submitted:	Positio	า:	Pay Rate:	Employer/Addre		an be verified by ame & number):	Result:	
Ex. 8/21/25	Nursing Assistant II		\$19/hr	Brown University Ja Health, RI Hospital		ne Doe, 401-123- 4567	Haven't heard back yet.	
2. These two	other activities	(<mark>choose 2</mark>	<mark>options fron</mark>	<mark>n the list below</mark>):				
☐ Submit	ting additional j	ob applica	tions					
Date submitted:			Pay Rate:	1		an be verified by ame & number):	Result:	
☐ Registe	ered or posted re	ésumé with	a job servi	ce	•			
Date completed:	Job Service:		Can be	Can be verified by (name & number):		Result:		
Ex. 8/19/25	DLT Career Center (West Warwick Center)		Job Coac	Job Coach: John Doe, 401-xxx-xxxx		Follow-up session scheduled for next week.		
☐ Attendi	ing a job intervie	ew						
Date completed:	Position:	Pay Rate:	Emplo	yer/Address	Can be verified by (name & number):		Result:	
Ex. 8/18/25	CAN	\$19/hr		erans Home	, ,		Will be notified	

\square Attending a job fair or networking event

Date	Event	Address	Can be verified by (name & number):	Result:
Ex. 8/22/25	Brown University Health Job Fair	123 Street Name, Providence, RI, Zip	John Doe, 401-xxx-xxxx	Spoke with 3 employers

\square Registering or posting my résumé with a job service

Job Service	Can be verified by (name & number):		
Ex. LinkedIn	LinkedIn URL:		

\square Contacting employers about job openings

Employer Name	Contact (Address, Phone)	Position	Pay Rate	Result
Ex. Lifespan	456 Street Name, Cranston, RI, Zip Code	CAN	\$15/hr	Adding me to potential candidate list for future positions.

\square Working available part-time hours

Employer Name	Contact (Address, Phone)	Position	Pay Rate	Number of Hours worked
Ex. Bradley Hospital	1011 Veterans Memorial Pkwy, Riverside, RI, Zip Code	CAN	\$15/hr	5 hours