

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

(Starting Sunday Date – Ending Saturday Date)

activities included:

1. Submitting a job application.

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

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:

☐ **Attending a job interview**

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

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

Date	Event	Address	Can be verified by (name & number):	Result:

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

Job Service	Can be verified by (name & number):

☐ **Contacting employers about job openings**

Employer Name	Contact (Address, Phone)	Position	Pay Rate	Result

☐ **Working available part-time hours**

Employer Name	Contact (Address, Phone)	Position	Pay Rate	Number of Hours worked