Completing My Work Search Activities

The required weekly work search activities help you get back to work as soon as possible. Every week, you must show that you are making a good faith effort to find suitable work by completing and logging qualifying work search activities (unless you have been notified that you are exempt from this requirement).

EACH WEEK, YOU ARE REQUIRED TO:

Complete New Work Search Activities

Examples of qualifying work search activities include:
- Apply for a job online using our job matching website, Monster, LinkedIn, Glassdoor, etc.
- Contact a potential employer in person or over the phone.
- Attend a job fair, hiring event, networking activity, or career center event.
- Participate in a Reemployment Services Eligibility Assessment (RESEA) workshop.
- Update your resume online on our job matching website.

Did you know?

Certain work search activities may be automatically logged for you, including:
- Job contacts made using our online “Find a job” search tool.

Personally Log Your Completed Work Search Activities

- You must log your work search activities before midnight on Saturday for the prior week’s activities, Sunday through Saturday.
- Keep any supporting documentation. (e.g., confirmation emails, application receipt letters, etc.)
- Your log should include date of contact; name and address of organization, phone number, email, web link, or person contacted; position title; method of contact; results of contact.

For more information, visit:

mac.com/workforce.org

Be prepared for an audit!

You can avoid having your UI benefits stopped or having to pay them back by completely and accurately logging your work search activities.

For more information, visit:

mac.com/workforce.org

[12/2022]