

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).



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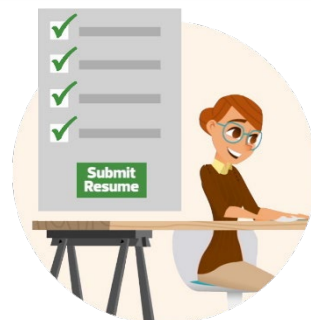
EACH WEEK, YOU ARE REQUIRED TO:

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

macc.workforce.org



Did you know?

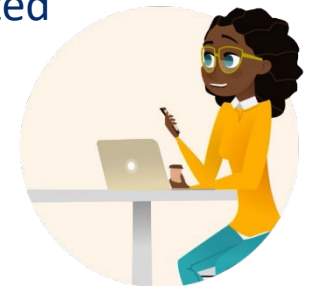
Certain work search activities may be automatically logged for you, including:

- 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:
macc.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.