

Name of Activity	Acceptable Work Search Activity by Category You must complete four (4) work search activities each week	Acceptable Proof of Activity by Category You must provide proof of four (4) work search activities each week
Registering for Work	Sign up with the state's labor exchange system by going to: https://macc.workforcewv.org/ . You may also sign up with placement firms, temporary work agencies, or educational institutions with job placement offices.	Confirmation email or registration certificate from the state's labor exchange system, placement firm, temporary work agency, or educational institution's job placement office.
Online Job Search	Log on and search for jobs in the state's labor exchange by going to: https://macc.workforcewv.org/ . You may also log on and search for jobs in other online job matching systems.	Screenshots or printouts showing the date and time of logging on and searching for jobs on the state's labor exchange or other job matching system.
Reemployment Services	Use services in job centers (WorkForce West Virginia local offices) or complete similar online/self-service activities such as: • Accessing labor market and career information, • Participating in Reemployment Services and Eligibility Assessment activities, • Participating in skills assessments for occupational matching, instructional workshops, or other specialized activities.	• Certificates of completion, appointment confirmations, or activity logs from job centers or online reemployment services. • Screenshots or printouts showing participation in Reemployment Services and Eligibility Assessment activities, skills assessments, workshops, or other specialized activities.
Job Applications and Referrals	Complete job applications for employers that have, or are reasonably expected to have, job openings, or follow through on job referrals directed by WorkForce West Virginia staff.	• Copies of submitted job applications, confirmation emails from employers, or application submission receipts. • Documentation of job referrals as directed by WorkForce West Virginia staff.
Employment and Training Services	Apply for or participate in services provided by partner programs in job centers (WorkForce West Virginia local offices).	Proof of application or participation, such as enrollment confirmation or participation certificates from partner programs in job centers.
Networking Events	Participate in work-related networking events such as job clubs, job fairs, industry association events, or networking groups.	Registration confirmations, event badges, or participation certificates from job fairs, industry association events, or networking groups.
Employer Contacts	Contact or visit employers that have, or are reasonably expected to have, job openings.	• Work Search Activity Logs with detailed dates, times, address, phone number, and names of employers contacted or visited. • Business cards, emails, or letters from employers acknowledging contact or visits.
Civil Service Examinations	Take civil service exams.	Examination registration confirmation, appointment letters, or exam completion certificates or test results.
Job Interviews	Attend in-person, phone, or virtual interviews.	• Confirmation emails, interview appointment letters, or any correspondence confirming the interview. • Interview feedback forms or notes.