

## WorkForce West Virginia Work Search Activity & Acceptable Proof Guide

One of the requirements to remain eligible for benefits is to actively seek full-time work by completing four (4) work search activities each week and retaining dated proof of these activities for your benefit year plus six months. To make this process as easy as possible, WorkForce West Virginia (WFWV) provides two tools to help you stay organized and on track:

- **Work Search Activity Log:** Use this to chart your progress and record the details of your weekly searches.
- **The MACC:** For the easiest experience, use the state labor exchange system (MACC) at [macc.workforcewv.org](http://macc.workforcewv.org). Your activities are automatically recorded — meaning no extra paperwork or screenshots for you to manage.

Name of Activity	Acceptable Work Search Activity by Category <b>You must complete four (4) work search activities each week</b>	Acceptable Proof of Activity by Category <b>You must provide proof of four (4) work search activities each week</b>
<b>Registering for Work</b>	<ul style="list-style-type: none"> <li>• Sign up with the MACC by going to: <a href="http://macc.workforcewv.org">macc.workforcewv.org</a>.</li> <li>• You may also sign up with placement firms, temporary work agencies, or educational institutions with job placement offices.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>MACC: No Proof Required.</b></li> <li>• External Registration: Confirmation email or registration certificate from a placement firm, temporary work agency, or educational institution’s job placement office.</li> </ul>
<b>Online Job Search</b>	<ul style="list-style-type: none"> <li>• Log on and search for jobs in the MACC by going to: <a href="http://macc.workforcewv.org">macc.workforcewv.org</a>.</li> <li>• You may also log on and search for jobs in other online job matching systems.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>MACC: No Proof Required.</b> When you click a job title to view the full job details, the system saves this search for you automatically.</li> <li>• External Searches: Screenshots or printouts showing the date of logging on and searching for jobs on external job matching systems.</li> </ul>
<b>Reemployment Services</b>	<p>Use services in job centers (WFWV local offices) or complete similar online/self-service activities such as:</p> <ul style="list-style-type: none"> <li>• Accessing labor market and career information,</li> <li>• Participating in Reemployment Services and Eligibility Assessment activities,</li> <li>• Participating in skills assessments for occupational matching, instructional workshops, or other specialized activities.</li> </ul>	<p><b>No Proof Required.</b> When you access reemployment services in-person or via the MACC, the activity is recorded for you automatically.</p>
<b>Job Applications and Referrals</b>	<ul style="list-style-type: none"> <li>• Complete job applications in the MACC by going to <a href="http://macc.workforcewv.org">macc.workforcewv.org</a>.</li> <li>• You may also complete job applications for employers that have, or are reasonably expected to have, job openings.</li> <li>• Follow-through on job referrals directed by WFWV staff. Note: You must apply for referred jobs within one (1) week of receiving the referral and accept employment if offered.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>MACC: No Proof Required.</b></li> <li>• External Application: Copies of submitted job applications, confirmation emails from employers, or application submission receipts.</li> <li>• External Referrals: Documentation of referrals as directed by WFWV staff.</li> </ul>
<b>Employment and Training Services</b>	<p>Apply for or participate in services provided by partner programs in job centers (WFWV local offices).</p>	<p><b>MACC: No Proof Required.</b> When you apply for or participate in employment and training services in-person or via the MACC, the activity is recorded for you automatically.</p>
<b>Networking Events</b>	<p>Participate in work-related networking events such as job clubs, job fairs, industry association events, or networking groups.</p>	<p>Registration confirmations, event badges, or participation certificates from job fairs, industry association events, or networking groups.</p>
<b>Employer Contacts</b>	<p>Contact or visit employers that have, or are reasonably expected to have, job openings.</p>	<p>Work Search Activity Log with date of contact and employer details; business cards, emails, or letters acknowledging contact or visits.</p>
<b>Civil Service Examinations</b>	<p>Take civil service exams.</p>	<p>Examination registration confirmation, appointment letters, or exam completion certificates or test results.</p>
<b>Job Interviews</b>	<p>Attend in-person, phone, or virtual interviews.</p>	<p>Confirmation emails, interview appointment letters, correspondence confirming the interview, interview feedback forms, or notes from the interview.</p>