

WorkForce West Virginia Work Search Activity Log

You must actively look for full-time work by completing at least four (4) work search activities each week. While you must document these activities and keep proof for your records, WorkForce West Virginia may request this proof at any time. To make this process easier, use this log to track your progress and upload it along with your proof during your weekly certification. This proactive approach allows you to provide your documentation immediately, reducing the burden of retaining it and preventing future requests from the agency for this information. **Failure to complete the required work search activities or to provide adequate proof may result in the delay or denial of your unemployment benefits and the establishment of an overpayment.**

Date: _____		Claimant Name: _____		CID: _____	
	Activity Category	Method of Contact	Employer, Agency, or Event Name & Contact Information		Proof Obtained
Work Search Activity 1	<input type="checkbox"/> Job Application/Referral <input type="checkbox"/> Online Job Search <input type="checkbox"/> Job Interview <input type="checkbox"/> Networking/Job Fair <input type="checkbox"/> Civil Service Exam <input type="checkbox"/> Registering for Work <input type="checkbox"/> Reemployment Services <input type="checkbox"/> Training Services <input type="checkbox"/> Employer Contact/Visit	<input type="checkbox"/> Online/Website <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> In-Person <input type="checkbox"/> Virtual Meeting <input type="checkbox"/> Other (specify) _____	Name: Contact Person: Address: Address: Phone Number: Email: If you completed an online job search, provide the full URL: _____ _____ _____		<input type="checkbox"/> Dated Screenshot/Printout <input type="checkbox"/> Confirmation Email/Receipt <input type="checkbox"/> Certificate/Badge <input type="checkbox"/> Business Card/Letter <input type="checkbox"/> Appointment Letter/Notice <input type="checkbox"/> Test Results/Exam Badge <input type="checkbox"/> Other (specify) _____

Date: _____					
	Activity Category	Method of Contact	Employer, Agency, or Event Name & Contact Information		Proof Obtained
Work Search Activity 2	<input type="checkbox"/> Job Application/Referral <input type="checkbox"/> Online Job Search <input type="checkbox"/> Job Interview <input type="checkbox"/> Networking/Job Fair <input type="checkbox"/> Civil Service Exam <input type="checkbox"/> Registering for Work <input type="checkbox"/> Reemployment Services <input type="checkbox"/> Training Services <input type="checkbox"/> Employer Contact/Visit	<input type="checkbox"/> Online/Website <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> In-Person <input type="checkbox"/> Virtual Meeting <input type="checkbox"/> Other (specify) _____	Name: Contact Person: Address: Address: Phone Number: Email: If you completed an online job search, provide the full URL: _____ _____ _____		<input type="checkbox"/> Dated Screenshot/Printout <input type="checkbox"/> Confirmation Email/Receipt <input type="checkbox"/> Certificate/Badge <input type="checkbox"/> Business Card/Letter <input type="checkbox"/> Appointment Letter/Notice <input type="checkbox"/> Test Results/Exam Badge <input type="checkbox"/> Other (specify) _____

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Date: _____		Claimant Name: _____		CID: _____	
	Activity Category	Method of Contact	Employer, Agency, or Event Name & Contact Information	Proof Obtained	
Work Search Activity 3	<input type="checkbox"/> Job Application/Referral <input type="checkbox"/> Online Job Search <input type="checkbox"/> Job Interview <input type="checkbox"/> Networking/Job Fair <input type="checkbox"/> Civil Service Exam <input type="checkbox"/> Registering for Work <input type="checkbox"/> Reemployment Services <input type="checkbox"/> Training Services <input type="checkbox"/> Employer Contact/Visit	<input type="checkbox"/> Online/Website <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> In-Person <input type="checkbox"/> Virtual Meeting <input type="checkbox"/> Other (specify) _____	Name: Contact Person: Address: Address: Phone Number: Email: If you completed an online job search, provide the full URL: _____ _____ _____	<input type="checkbox"/> Dated Screenshot/Printout <input type="checkbox"/> Confirmation Email/Receipt <input type="checkbox"/> Certificate/Badge <input type="checkbox"/> Business Card/Letter <input type="checkbox"/> Appointment Letter/Notice <input type="checkbox"/> Test Results/Exam Badge <input type="checkbox"/> Other (specify) _____	

Date: _____					
	Activity Category	Method of Contact	Employer, Agency, or Event Name & Contact Information	Proof Obtained	
Work Search Activity 4	<input type="checkbox"/> Job Application/Referral <input type="checkbox"/> Online Job Search <input type="checkbox"/> Job Interview <input type="checkbox"/> Networking/Job Fair <input type="checkbox"/> Civil Service Exam <input type="checkbox"/> Registering for Work <input type="checkbox"/> Reemployment Services <input type="checkbox"/> Training Services <input type="checkbox"/> Employer Contact/Visit	<input type="checkbox"/> Online/Website <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/> In-Person <input type="checkbox"/> Virtual Meeting <input type="checkbox"/> Other (specify) _____	Name: Contact Person: Address: Address: Phone Number: Email: If you completed an online job search, provide the full URL: _____ _____ _____	<input type="checkbox"/> Dated Screenshot/Printout <input type="checkbox"/> Confirmation Email/Receipt <input type="checkbox"/> Certificate/Badge <input type="checkbox"/> Business Card/Letter <input type="checkbox"/> Appointment Letter/Notice <input type="checkbox"/> Test Results/Exam Badge <input type="checkbox"/> Other (specify) _____	