

# 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 at least four (4) qualifying work search activities (unless you have been notified that you are exempt from this requirement).



A proud partner of the AmericanJobCenter® network

## EACH WEEK, YOU ARE REQUIRED TO:

### Complete at least four (4) New Work Search Activities

Examples of qualifying work search activities include:

- Apply for a job online using our job matching website at <https://macc.workforcewv.org/>. Or you may use 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 and Eligibility Assessment (RESEA)
- Update your resume online using our job-matching system at <https://macc.workforcewv.org/>.

**Visit [WorkForceWV.org](https://WorkForceWV.org) for a list of additional work search activities**



### Did you know?

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

- Job contacts made using our "Find a Job" search tool
- Official American Job Center events.
- RESEA workshop

### Log at least four (4) of 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 or upload any supporting documentation. (e.g., confirmation emails, application receipt letters, etc.)
- Your Work Search Activity 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: [WorkForceWV.org](https://WorkForceWV.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.