



Work Search Record

For Week Ending: ____/____/____
(Use Sunday date)

Last Name: _____ First Name _____ NYS ID#: NY _____ or SS No: XXX-XX-_____
(Found at the top of appointment letters) (Last four digits only)

This form may be used to record your work search activities. Instructions are on the back. You can also use the Work Search Record on our JobZone website instead of this form. Simply click on the JobZone Work Search link when you claim weekly Unemployment Insurance benefits online.

Businesses/Employers Contacted: List jobs you have applied for, interviews you have attended, and businesses/employers you have contacted during the week shown above. All columns should be filled in to the best of your ability. Use additional sheets of paper if needed. The first row is an example.

Date of contact	Position applied for	Business/Employer name	Name and title of person contacted (if known)	Method of contact (In person, phone, fax, email, web site, etc.)	Contact information for method of contact listed (address, telephone number, email, website/URL, fax number)	Result of contact (if known) (Interview, waiting for response, not hired)
1/2/2014	Clerk	ABC Industries	John Smith, HR Director	email	j.smith@abcinc.com	Set up interview

Work Search Activities: List things you did to find a job that were not business/employer contacts. See Instructions on the back for suggested activities. The first row is an example.

Date of activity	Activity performed
1/3/2014	Attended a resume preparation workshop at the Career Center

New York State Department of Labor
Work Search Record Instructions

You must actively look for work while claiming Unemployment Insurance benefits. You must keep a Work Search Record for each week you claim benefits and be prepared to give a copy of that Record to the New York State Department of Labor when requested. We will check the information on the form with the contacts listed. If you knowingly give us false statements about your work search activities, it is considered fraud and you may be denied Unemployment Insurance benefits.

You must do at least **three** work search activities each week, unless you have a Work Search Plan approved by the Department of Labor.* **The three activities must be done on different days of the week. They must include at least one activity from Work Search Activities 1-5 (below). Two more activities must be completed and may be selected from the nine activities listed.** This is the minimum criteria. You are encouraged to do more.

Work Search Activities: Work search activities may include, but are not limited to:

- (1) Visiting a local New York State Career Center and:
 - Meeting with Career Center advisors;
 - Getting information from Career Center staff about jobs that may be available in a particular industry or region (obtaining job market information);
 - Working with Career Center staff to assess your skills and match them to possible occupations and jobs (skills assessments for occupation matching);
 - Participating in instructional workshops; and
 - Getting job referrals and job matches from the Career Center and following up with employers.
- (2) Visiting a job site and completing a job application in person with employers who may be reasonably expected to have openings.
- (3) Submitting a job application and/or resume in response to a public notice or want ad or to employers who may reasonably be expected to have openings.
- (4) Attending job search seminars, scheduled career networking meetings, job fairs, or employment-related workshops that offer instruction to improve job-hunting skills.
- (5) Interviewing with possible employers.
- (6) Applying for employment with former employer(s).
- (7) Registering with and checking in with private employment agencies, placement services, unions, and placement offices of schools, colleges or universities, and/or professional organizations.
- (8) Using the telephone, business directories, internet, or online job-matching systems to search for jobs, get leads, request referrals, or make appointments for job interviews.
- (9) Applying and/or registering for and taking Civil Service Examination(s) for government job openings.

Keep copies of your Work Search Records for one year. Do not send your Work Search Record to the Department of Labor unless we ask you to. You can get more forms at your local New York State Career Center, online at www.labor.ny.gov or in your claimant handbook. You may also keep your work search record online at www.jobzone.ny.gov.

*If you have a Work Search Plan approved by the Department of Labor, you must do what was agreed upon in the plan, and record those activities on the Work Search Record. We will check your Work Search Record to be sure you are doing what is called for in your Work Search Plan.