

Work Search Plan OSOS Guide



TABLE OF CONTENTS

Table of Contents.....	1
Purpose	2
Developing the Work Search Plan	3
Uploading the Work Search Plan to OSOS.....	3
Signatures	8
Resources and Assistance	9



PURPOSE

The Work Search Plan for Unemployment Insurance (Form WS2) is created with a customer in receipt of Unemployment Insurance (UI) benefits. It details the strategies and approaches in looking for work, tailored to the customer's specific skills, experience, training and circumstance.

By signature, a customer agrees to the strategies in the plan and to follow specific UI eligibility criteria to meet their continued eligibility for benefits.

A Work Search Plan is completed with customers:

- whose work search is inadequate or who have failed to maintain and provide a Work Search Record upon audit by the UI Integrity Unit. These customers are referred to the Career Center via a weekly download in REOS.
- who request a Work Search Plan to address specific work search issues.
- determined by Career Center staff to need a Work Search Plan to address their individual circumstance such as disability, English proficiency, literacy, or unique occupation.
- enrolled in the Reemployment Services and Eligibility Assessment (RESEA) program



DEVELOPING THE WORK SEARCH PLAN

Staff can complete the Work Search Plan electronically using a [fillable PDF version](#) of the form. This form can be found on the [New York State Department of Labor Intranet RESEA page](#).

If staff use the fillable version on their computer, they can upload the unsigned copy of the plan to OSOS directly from their desktop and then print the form. Once the Work Search Plan is complete and the customer physically signs the form, staff must scan and save the customer's signed form in their Career Center's shared electronic folder.

UPLOADING THE WORK SEARCH PLAN TO OSOS

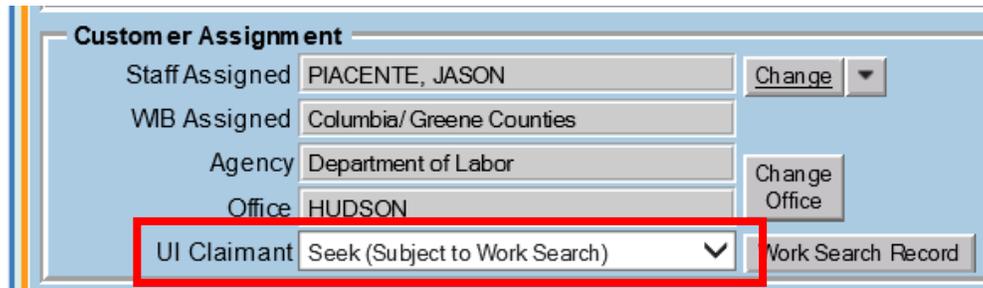
Staff can enter data into the **Work Search Plan** page data fields or upload a document attachment. This will allow both Career Center and UI staff to see that the Work Search Plan is in place.

To access the **Work Search Plan** page of OSOS, navigate to the **Objective** tab within the **Customer Detail** window and select the **Work Search Plan** button.

The screenshot displays the OSOS Customer Detail window for a customer named GLENDALE, TROY. The window has a navigation bar with tabs for CUSTOMER, PROVIDER, EMPLOYER, STAFF, and HELP. Below this is a sub-navigation bar with buttons for Customer Search, Customer Detail (highlighted with a red box), Comp Assess, Services, Links, JobZone, and NextGen. The main content area shows the Objective tab (highlighted with a red box) selected. The Objective tab contains a text area with the text "To obtain employment as a security guard." Below this are sections for "Desired O*Net" (with a table for O*Net Title and Exp. (Months)), "Desired Employers" (with a table for Company), and "Acceptable Job Locations" (with fields for Maximum Zip Radius and states). At the bottom of the window, there is a "Work Search Plan" button (highlighted with a red box) and other navigation buttons like Save, Start Match, Services, Comp Assess, Activity, I.A. Referrals, Correspond, IVR, Ret to Srch, Comments, Tag, Resume, Sched, and Message.



Access to Work Search Plans will only be available in OSOS if the **UI Claimant** status indicates a status other than "None (not claiming UI)", found on the **General Information** tab in the **Customer Assignment** section.



Customer Assignment

Staff Assigned: PIACENTE, JASON [Change]

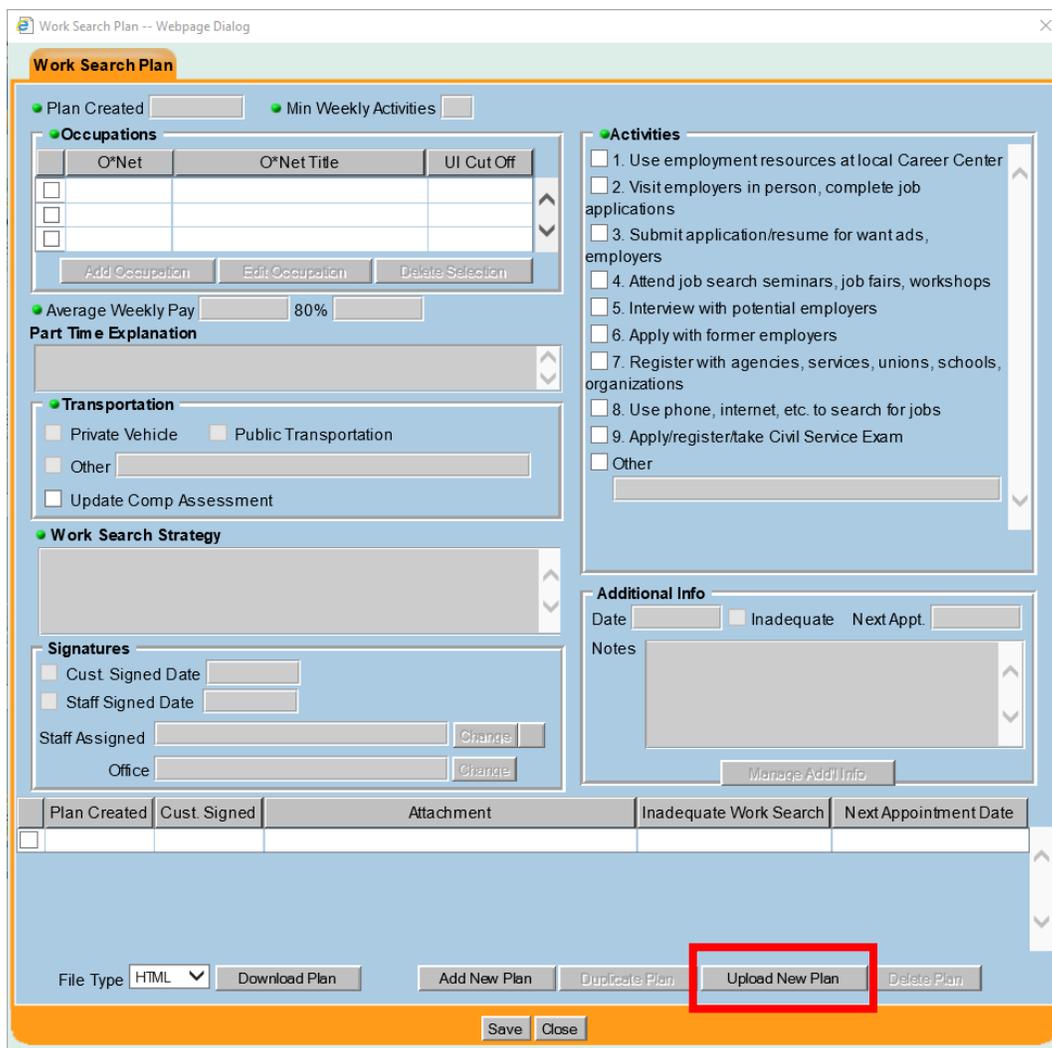
WMB Assigned: Columbia/ Greene Counties

Agency: Department of Labor [Change Office]

Office: HUDSON [Change Office]

UI Claimant: Seek (Subject to Work Search) [Work Search Record]

The **Work Search Plan -- Webpage Dialog** box will be displayed. To upload the customer's Work Search Plan, begin by selecting the **Upload New Plan** button.



Work Search Plan

Plan Created [] Min Weekly Activities []

Occupations

	O*Net	O*Net Title	UI Cut Off
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

[Add Occupation] [Edit Occupation] [Delete Selection]

Average Weekly Pay: 80%

Part Time Explanation

Transportation

Private Vehicle Public Transportation

Other []

Update Comp Assessment

Work Search Strategy

Signatures

Cust. Signed Date []

Staff Signed Date []

Staff Assigned: [] [Change]

Office: [] [Change]

Activities

- 1. Use employment resources at local Career Center
- 2. Visit employers in person, complete job applications
- 3. Submit application/resume for want ads, employers
- 4. Attend job search seminars, job fairs, workshops
- 5. Interview with potential employers
- 6. Apply with former employers
- 7. Register with agencies, services, unions, schools, organizations
- 8. Use phone, internet, etc. to search for jobs
- 9. Apply/register/take Civil Service Exam
- Other []

Additional Info

Date [] Inadequate Next Appt. []

Notes []

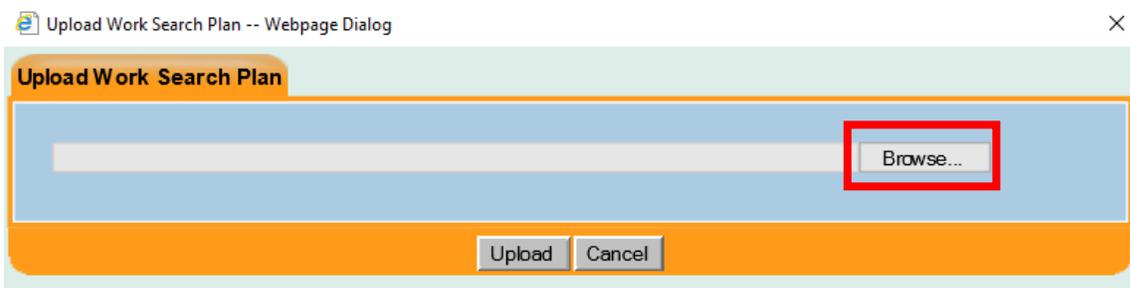
[Manage/Add Info]

Plan Created	Cust. Signed	Attachment	Inadequate Work Search	Next Appointment Date
<input type="checkbox"/>				

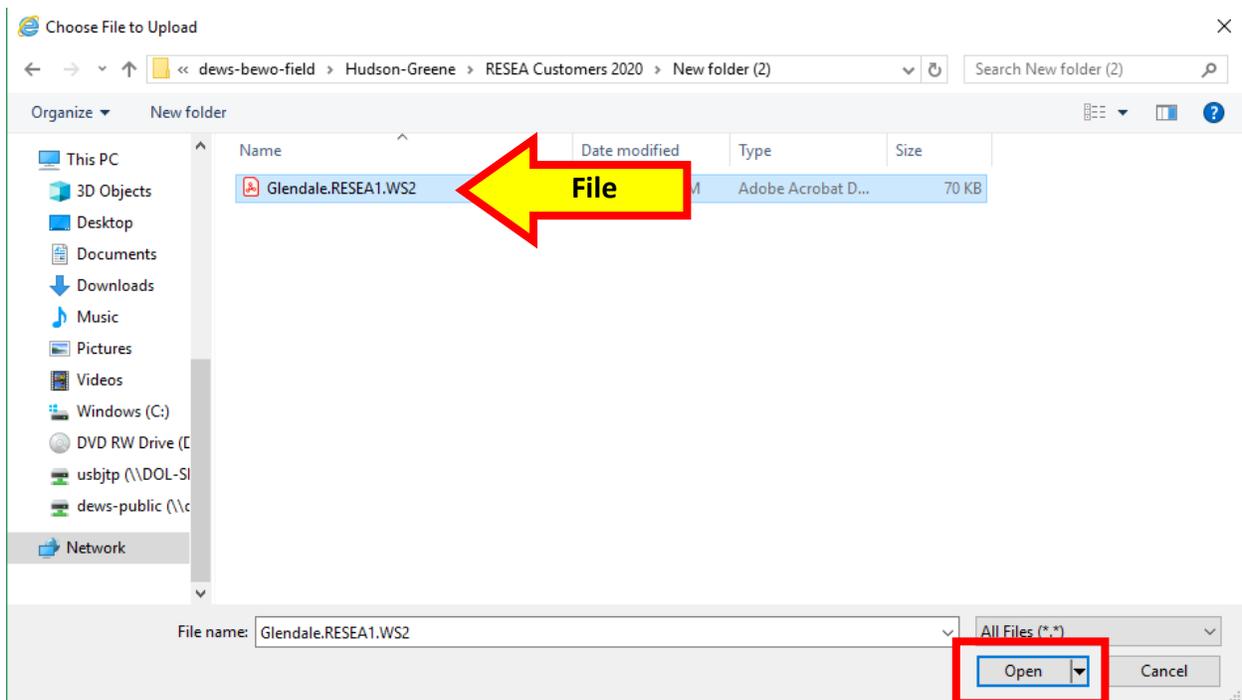
File Type: HTML [v] [Download Plan] [Add New Plan] [Duplicate Plan] **[Upload New Plan]** [Delete Plan]

[Save] [Close]

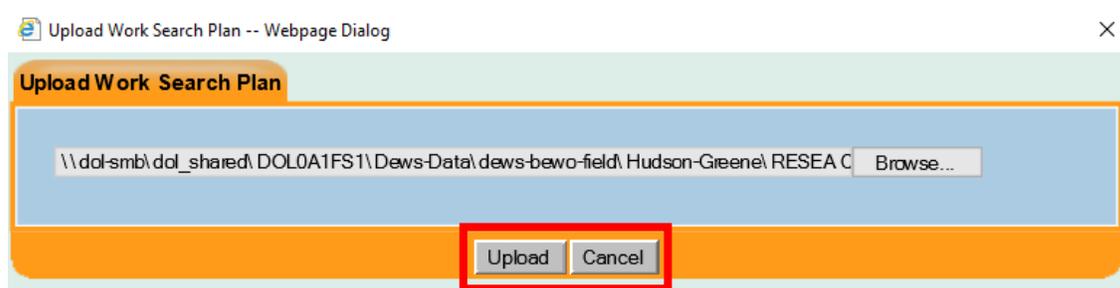
The **Upload Work Search Plan** window will appear. Select the **Browse** button.



The computer's **Choose File to Upload** window will appear to select a file. Navigate to the Career Center's shared folder and choose the desired file. Select the **Open** button.



The name of the file will pre-fill the text box in the **Upload Work Search Plan** window. Select the **Upload** button or the **Cancel** button to cancel the upload and select a different file.



The document will be added to the Work Search Plan list. The "Attachment Uploaded: Data fields are for info only" confirmation message will be displayed at the top of the **Work Search Plan** window to reflect an uploaded document.

Work Search Plan -- Webpage Dialog

Work Search Plan

Plan Created 02/25/2020 **Confirmation Message** Attachment Uploaded: Data fields are for info only.

Occupations

	O*Net	O*Net Title	UI Cut Off
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Add Occupation Edit Occupation Delete Selection

Average Weekly Pay 80%

Part Time Explanation

Transportation

Private Vehicle Public Transportation

Other

Update Comp Assessment

Work Search Strategy

Signatures

Cust Signed Date

Staff Signed Date

Staff Assigned PIACENTE, JASON

Office NY9999

Activities

- 1. Use employment resources at local Career Center
- 2. Visit employers in person, complete job applications
- 3. Submit application/resume for want ads, employers
- 4. Attend job search seminars, job fairs, workshops
- 5. Interview with potential employers
- 6. Apply with former employers
- 7. Register with agencies, services, unions, schools, organizations
- 8. Use phone, internet, etc. to search for jobs
- 9. Apply/register/take Civil Service Exam
- Other

Additional Info

Date Inadequate Next Appt.

Notes

	Plan Created	Cust. Signed	Attachment	Inadequate Work Search	Next Appointment Date
<input checked="" type="checkbox"/>	02/25/2020		Glendale.RESEA1.WS2.pdf		

File Type Unknown



The **Min Weekly Activities** field defaults to "3". This number must be changed if the customer has a different number on their paper copy.

Work Search Plan -- Webpage Dialog

Work Search Plan

Plan Created 02/25/2020 **Min Weekly Activities 3**

Attachment Uploaded: Data fields are for info only.

Occupations

	O*Net	O*Net Title	UI Cut Off
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Add Occupation Edit Occupation Delete Selection

Average Weekly Pay 80%

Part Time Explanation

Private Vehicle Public Transportation

Other

Update Comp Assessment

Work Search Strategy

Signatures

Cust Signed Date

Staff Signed Date

Staff Assigned PIACENTE, JASON Change

Office NY9999 Change

Activities

- 1. Use employment resources at local Career Center
- 2. Visit employers in person, complete job applications
- 3. Submit application/resume for want ads, employers
- 4. Attend job search seminars, job fairs, workshops
- 5. Interview with potential employers
- 6. Apply with former employers
- 7. Register with agencies, services, unions, schools, organizations
- 8. Use phone, internet, etc. to search for jobs
- 9. Apply/register/take Civil Service Exam
- Other

Additional Info

Date Inadequate Next Appt.

Notes

Manage Add'l Info

Plan Created	Cust. Signed	Attachment	Inadequate Work Search	Next Appointment Date
<input checked="" type="checkbox"/> 02/25/2020		Glendale.RESEA1_WS2.pdf		

File Type Unknown Download Plan Add New Plan Duplicate Plan Upload New Plan Delete Plan

Save Close

SIGNATURES

Once staff witness the customer physically sign the paper copy of the plan, they can select the signature boxes. Check the **Customer Signed Date** and **Staff Signed Date** checkboxes in the **Signatures** section to indicate that the Work Search Plan has been reviewed and signed. Select the **Save** button.

Work Search Plan -- Webpage Dialog

Work Search Plan

Plan Created 02/05/2020 Min Weekly Activities 3

Occupations

	O*Net	O*Net Title	UI Cut Off
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Add Occupation Edit Occupation Delete Selection

Average Weekly Pay 80%

Part Time Explanation

Transportation

Private Vehicle Public Transportation

Other

Update Comp Assessment

Work Search Strategy

Signatures

Cust. Signed Date 02/05/2020

Staff Signed Date 02/05/2020

Staff Assigned: PLACENTE, JASON Change

Office: NY9999 Change

Attachment Uploaded: Data fields are for info only.

Activities

- 1. Use employment resources at local Career Center
- 2. Visit employers in person, complete job applications
- 3. Submit application/resume for want ads, employers
- 4. Attend job search seminars, job fairs, workshops
- 5. Interview with potential employers
- 6. Apply with former employers
- 7. Register with agencies, services, unions, schools, organizations
- 8. Use phone, internet, etc. to search for jobs
- 9. Apply/register/take Civil Service Exam
- Other

Additional Info

Date Inadequate Next Appt.

Notes

Manage Add'l Info

Plan Created	Cust. Signed	Attachment	Inadequate Work Search	Next Appointment Date
<input checked="" type="checkbox"/> 02/05/2020	Yes	Glendale RESEA1_WS2.pdf		

File Type: Unknown Download Plan Add New Plan Duplicate Plan Upload New Plan Delete Plan

Save Close



*The uploaded Work Search Plan will not be able to be downloaded or viewed until the record has been saved. Staff must select the **Save** button to confirm the upload.*



RESOURCES AND ASSISTANCE

Additional program information, OSOS guides and other resources can be found at:

<http://labor.ny.gov/workforcenypartners/osos.shtm>

For further assistance, please contact the OSOS Help Desk:

By phone: (518) 457-6586

By email: help.osos@labor.ny.gov