

Work Search Record OSOS Guide



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PURPOSE

Users with the **Professional** permission level or higher, will have access to the **Work Search Record and Reports** for Active, and SS/IO customers that are UI claimants, as well as Inactive customers with an existing work search records.

CUSTOMER JOBZONE DATA ENTRY

Customer's access the **Work Search Record** through **JobZone**:

The screenshot shows the JobZone homepage with a navigation bar at the top. Below the navigation bar, there are several sections: 'Did You Know?', 'Your Local One-Stop', 'Job Search', 'Online Work Search Record', 'Resume and Letter Preparation', 'My Account', 'Jobs in Demand', and 'Recently Viewed'. A red arrow points to the 'Work Search Record' link in the 'Online Work Search Record' section.

Reports are created in the **JobZone History** tab:

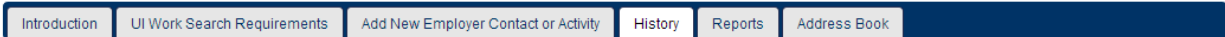
The screenshot shows the 'Work Search Records' page. At the top, there is a navigation bar with tabs: 'Introduction', 'UI Work Search Requirements', 'Add New Employer Contact or Activity', and 'History'. A red arrow points to the 'History' tab. Below the navigation bar, there is a section for 'View Work Search History' with instructions on how to edit and delete entries. At the bottom, there is a table with 7 results found.

	Activity Date	Organization	Contact Name/Title/Location	Activity Description	Action	Create Date	Edit Date
Edit	11/18/2013	Miller Contracting	Bob Miller / Owner / Albany	Sent resume	Delete	11/18/2013	11/18/2013



Any customer may enter and track their work search efforts through JobZone. Unemployment Insurance claimants are usually required to enter their work search activities in their **JobZone Work Search Record**. Customers create reports when they data enter their activities into the **Work Search Record**. Customers may also upload an Excel Spreadsheet, Word document, etc, into their **Work Search Record**.

The customer clicks the **Add New Record or Activity** button:



View Work Search History. Sort by: Activity Date submitted, Activity Type, Contact Name or Business/Organization name using the ^arrows.

Edit: Selecting Edit you will be able to edit the entered work Search activity in your History.


Delete: Selecting Delete you can delete the entry.

Note: Saved Contacts and Activities are submitted into Weekly and Four Week reports.

7 Results Found 1 10 Items per Page (1 of 1)							
	Activity Date	Organization	Contact Name/Title/Location	Activity Description	Action	Create Date	Edit Date
Edit	11/18/2013	Miller Contracting	Bob Miller / Owner / Albany	Sent resume	Delete	11/18/2013	11/18/2013
Edit	11/14/2013	Grandmark	Lynne Baker / Receptionist / Troy	Submitted job application	Delete	11/18/2013	11/18/2013
Edit	11/13/2013	John and Sons Inc	Mary Blais / General Manager	Sent resume	Delete	11/13/2013	11/13/2013
Edit	11/12/2013	Intec	John Westenburg / Manager	Inquiry	Delete	11/13/2013	11/13/2013
Edit	11/11/2013			One Stop workshop / seminar	Delete	11/13/2013	11/13/2013
Edit	10/04/2012	ABC corp.	Mr. Smith / HR Manager / Albany	Inquiry	Delete	10/04/2012	05/31/2013
Edit	09/17/2012	DR Inc	HR / HR manager	Sent resume	Delete	10/04/2012	05/31/2013

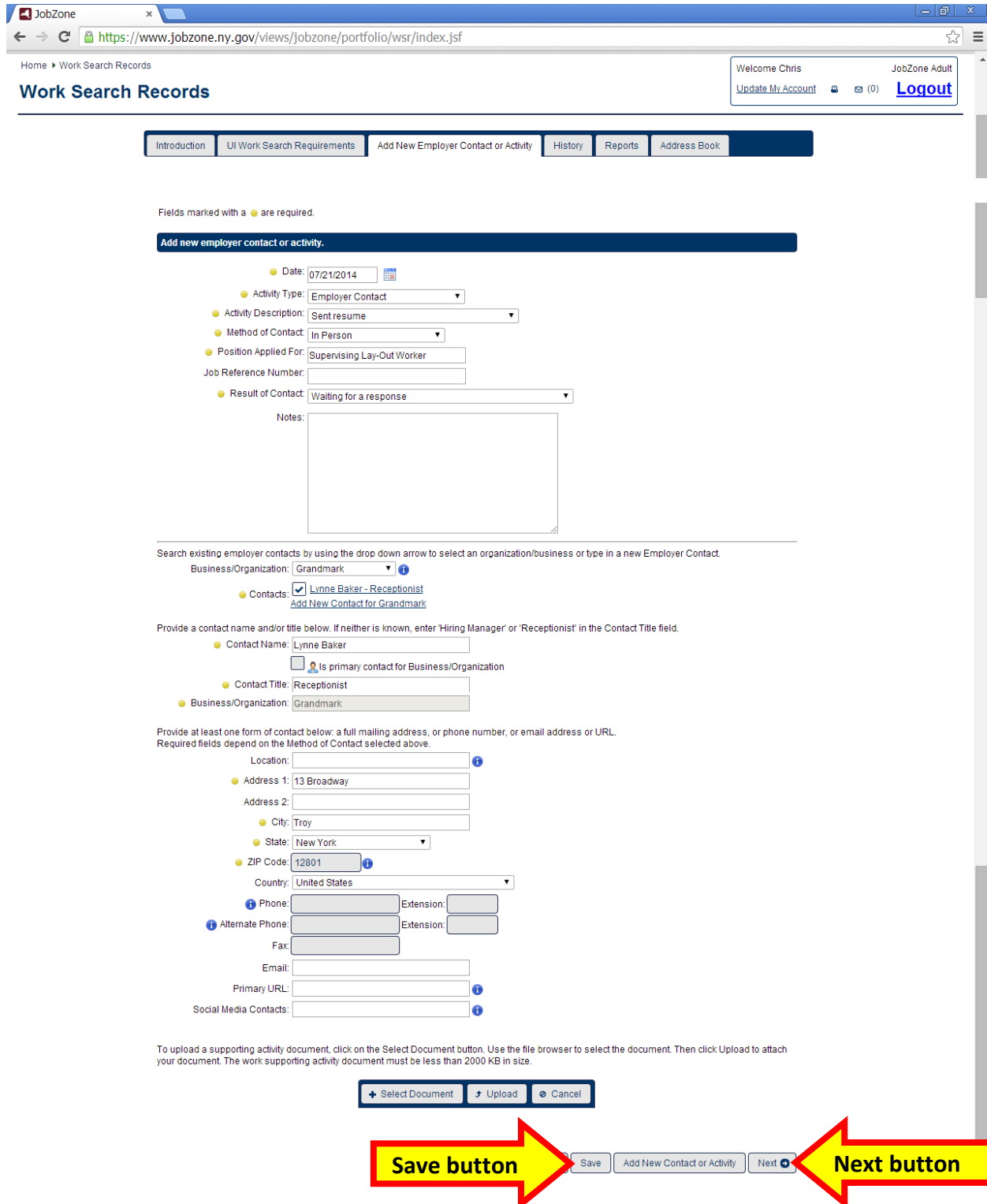
Save a copy of your activities to your desktop

Export all data
 Export this page only






The new contact, activity, or uploaded document is then added to the **Work Search Record History** and the customer clicks the **Save** button. If another activity needs to be entered, the customer then clicks the **Next** button:



JobZone

Home > Work Search Records

Work Search Records

Welcome Chris JobZone Adult
[Update My Account](#) (0) [Logout](#)

Introduction UI Work Search Requirements Add New Employer Contact or Activity History Reports Address Book

Fields marked with a ● are required.

Add new employer contact or activity.

● Date: 07/21/2014

● Activity Type: Employer Contact

● Activity Description: Sent resume

● Method of Contact: In Person

● Position Applied For: Supervising Lay-Out Worker

Job Reference Number:

● Result of Contact: Waiting for a response

Notes:

Search existing employer contacts by using the drop down arrow to select an organization/business or type in a new Employer Contact.

Business/Organization: Grandmark

● Contacts: Lynne Baker - Receptionist
[Add New Contact for Grandmark](#)

Provide a contact name and/or title below. If neither is known, enter 'Hiring Manager' or 'Receptionist' in the Contact Title field.

● Contact Name: Lynne Baker

is primary contact for Business/Organization

● Contact Title: Receptionist

● Business/Organization: Grandmark

Provide at least one form of contact below: a full mailing address, or phone number, or email address or URL. Required fields depend on the Method of Contact selected above.

Location:

● Address 1: 13 Broadway

Address 2:

● City: Troy

● State: New York

● ZIP Code: 12801

Country: United States

● Phone: Extension:

● Alternate Phone: Extension:

Fax:

Email:

Primary URL:

Social Media Contacts:

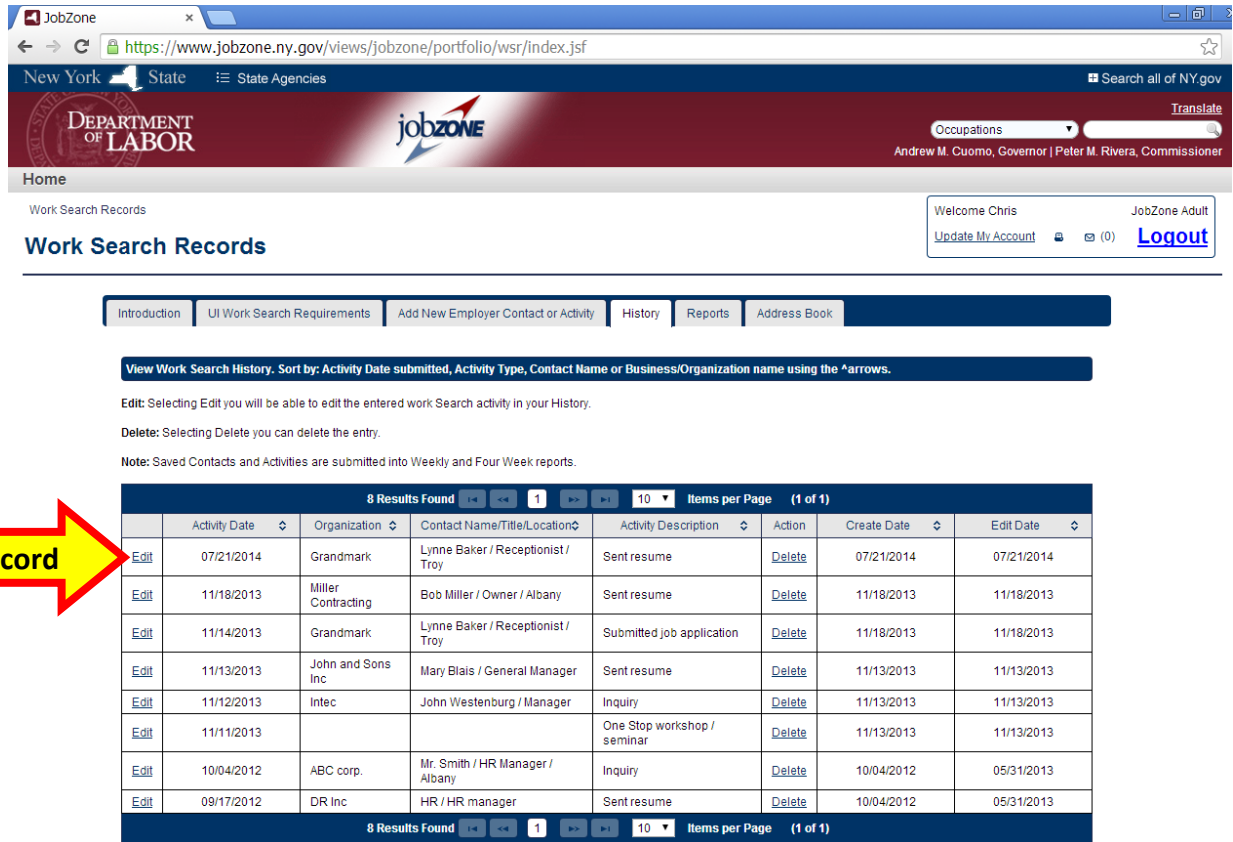
To upload a supporting activity document, click on the Select Document button. Use the file browser to select the document. Then click Upload to attach your document. The work supporting activity document must be less than 2000 KB in size.

+ Select Document Upload Cancel

Save Add New Contact or Activity Next

Save button **Next button**

The new activity has been added to the customer record:



JobZone
<https://www.jobzone.ny.gov/views/jobzone/portfolio/wsr/index.jsf>
 New York State State Agencies Search all of NY.gov
 DEPARTMENT OF LABOR jobZONE Translate
 Occupations
 Andrew M. Cuomo, Governor | Peter M. Rivera, Commissioner
 Home
 Work Search Records
 Welcome Chris JobZone Adult
[Update My Account](#) (0) [Logout](#)

Introduction | UI Work Search Requirements | Add New Employer Contact or Activity | History | Reports | Address Book

View Work Search History. Sort by: Activity Date submitted, Activity Type, Contact Name or Business/Organization name using the ^arrows.

Edit: Selecting Edit you will be able to edit the entered work Search activity in your History.
 Delete: Selecting Delete you can delete the entry.
 Note: Saved Contacts and Activities are submitted into Weekly and Four Week reports.

8 Results Found							
	Activity Date	Organization	Contact Name/Title/Location	Activity Description	Action	Create Date	Edit Date
Edit	07/21/2014	Grandmark	Lynne Baker / Receptionist / Troy	Sent resume	Delete	07/21/2014	07/21/2014
Edit	11/18/2013	Miller Contracting	Bob Miller / Owner / Albany	Sent resume	Delete	11/18/2013	11/18/2013
Edit	11/14/2013	Grandmark	Lynne Baker / Receptionist / Troy	Submitted job application	Delete	11/18/2013	11/18/2013
Edit	11/13/2013	John and Sons Inc	Mary Blais / General Manager	Sent resume	Delete	11/13/2013	11/13/2013
Edit	11/12/2013	Intec	John Westenburg / Manager	Inquiry	Delete	11/13/2013	11/13/2013
Edit	11/11/2013			One Stop workshop / seminar	Delete	11/13/2013	11/13/2013
Edit	10/04/2012	ABC corp.	Mr. Smith / HR Manager / Albany	Inquiry	Delete	10/04/2012	05/31/2013
Edit	09/17/2012	DR Inc	HR / HR manager	Sent resume	Delete	10/04/2012	05/31/2013

8 Results Found 10 Items per Page (1 of 1)

New Record



The customer may only view their own reports In **JobZone**:

Home » Work Search Records

Welcome Chris JobZone Adult
[Update My Account](#) (0) [Logout](#)

Work Search Records

Introduction | **UI Work Search Requirements** | Add New Employer Contact or Activity | History | Reports | Address Book

Fields marked with a ● are required.

Create a printable report of your work search activities.

Generate a weekly report of saved activities.
 ● Select week ending date. -- Select One --

Generate a report of saved activities for the four most recent weeks.

Generate a customized report of saved activities.

Below are your saved custom reports. Click on the Report Name to see a print preview of the report.

3 Results Found			
Edit	Date	Report Name	Action
View	09/24/2012	Chris Malinak	Delete
View	10/05/2012	Chris Malinak	Delete
View	11/18/2013	Test5	Delete

To upload a work search report, click on the Select Report button. Use the file browser to select the report. Then click Upload to attach your document. The work search record report must be less than 2000KB in size.

Only customers directly logged into their JobZone account can add or modify their own Work Search Record. Staff may assist a JobZone customer that has logged into their own account to edit their History.



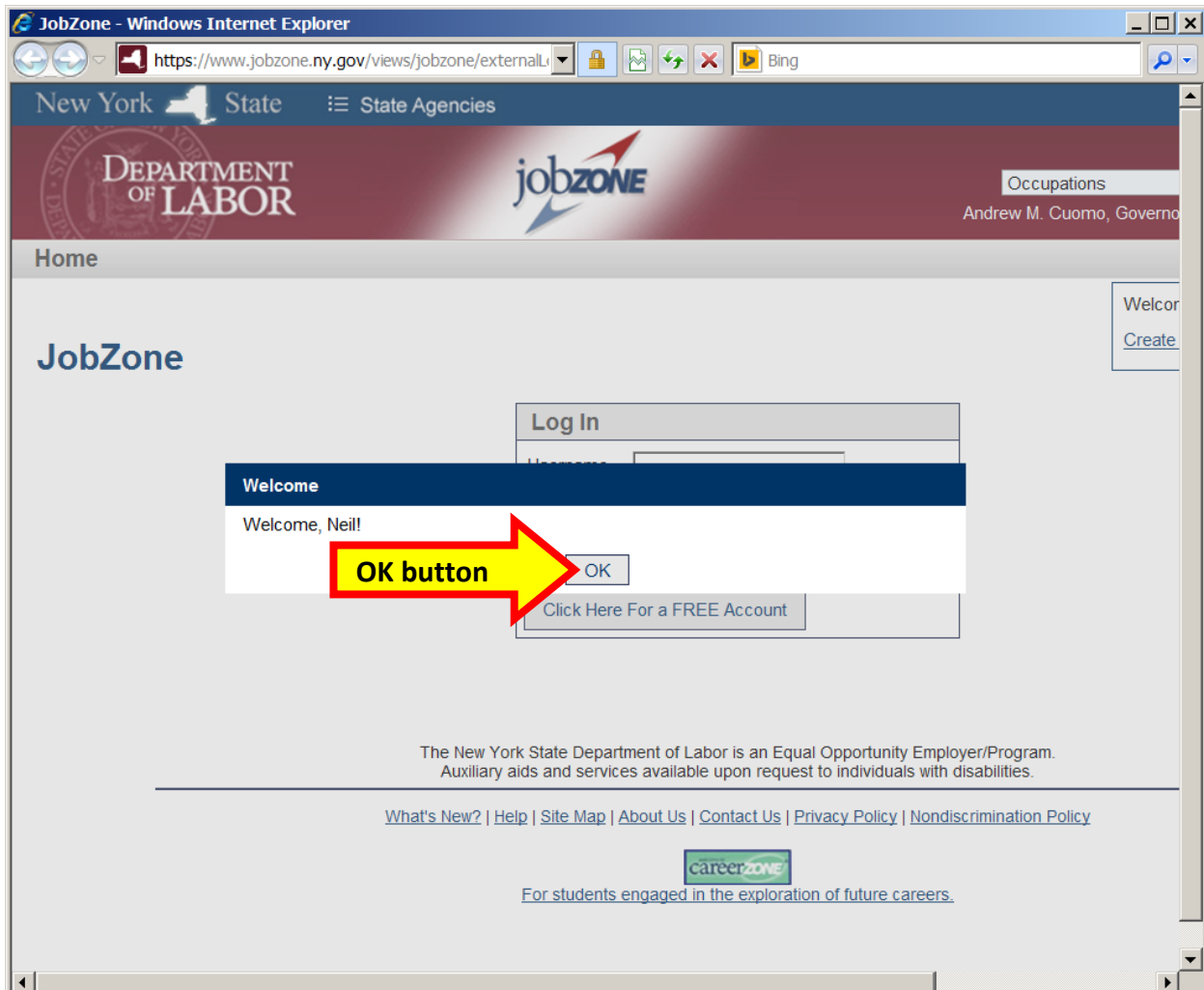
STAFF JOBZONE DATA ENTRY

Staff may create reports in the customer's **Work Search Record**.

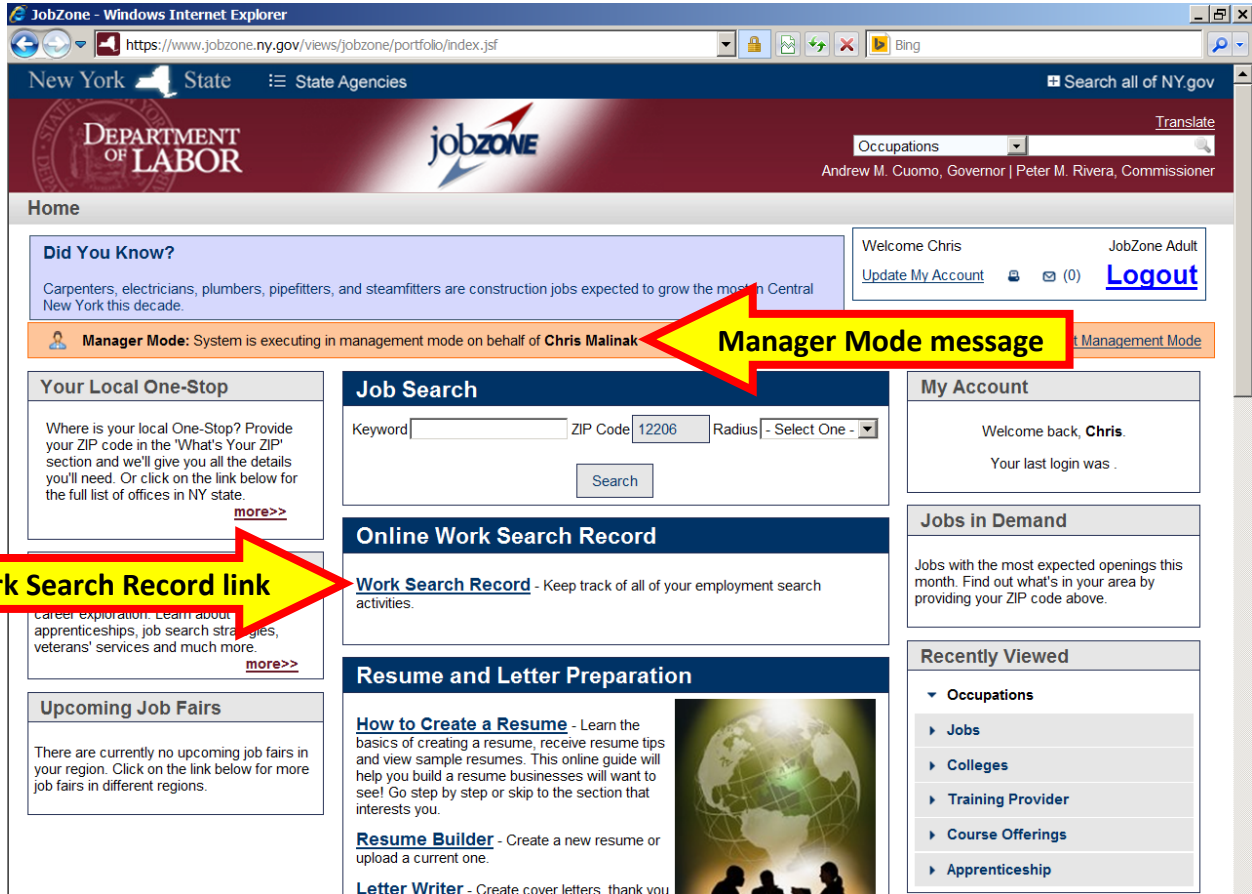
Click the JobZone window in OSOS to enter the customer's **JobZone** account.



Although **JobZone** is best viewed in Google Chrome, The OSOS **JobZone** window defaults to Internet Explorer. Click the **OK** button:



JobZone will navigate to the customer's Home page and a message will appear indicating that staff is viewing the record in **Manager Mode**. Click the **Work Search Record** link:

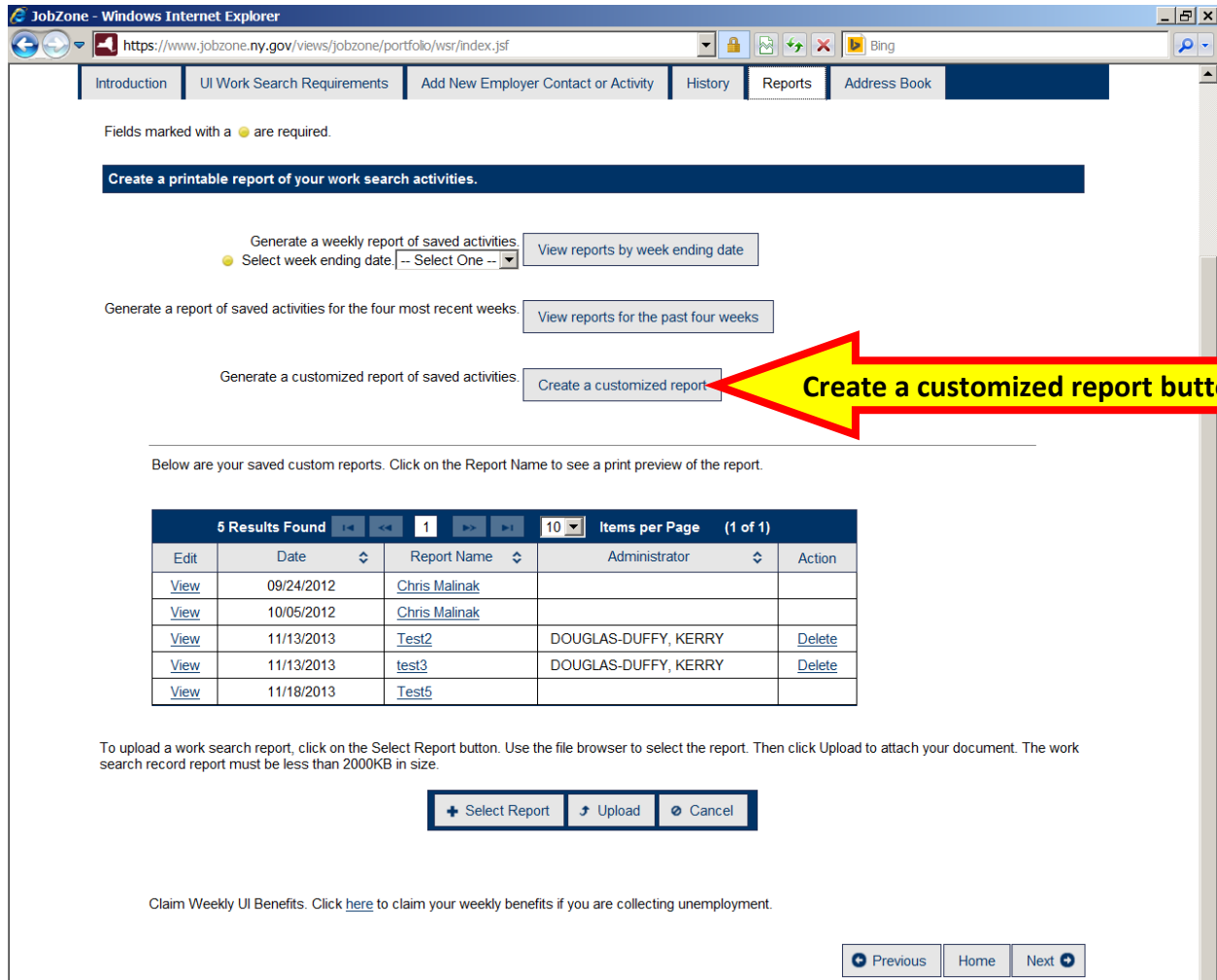


The screenshot shows the JobZone website interface. At the top, there is a navigation bar with 'New York State' and 'State Agencies' links. Below this is the 'DEPARTMENT OF LABOR' logo and the 'jobZONE' logo. A search bar is visible with the text 'Occupations'. The main content area is titled 'Home' and contains several sections:

- Did You Know?**: A section with text about construction jobs.
- Manager Mode**: A notification bar stating 'System is executing in management mode on behalf of Chris Malinak'.
- Your Local One-Stop**: A section with text about finding local One-Stop services.
- Job Search**: A section with a search form including 'Keyword', 'ZIP Code' (12206), and 'Radius'.
- Online Work Search Record**: A section with a link to 'Work Search Record'.
- Resume and Letter Preparation**: A section with links for 'How to Create a Resume', 'Resume Builder', and 'Letter Writer'.
- My Account**: A section with a welcome message for 'Chris' and a 'Logout' link.
- Jobs in Demand**: A section with text about finding jobs in a specific area.
- Recently Viewed**: A section with a list of categories like 'Occupations', 'Jobs', 'Colleges', etc.

Two red arrows are overlaid on the image: one pointing to the 'Manager Mode message' and another pointing to the 'Work Search Record link'.

The same **Work Search Record** reports are available to staff in Manager Mode as is available to the customer with the addition of any staff created reports. To create a Customized staff report, click the **Create a customized report** button.



JobZone - Windows Internet Explorer
 https://www.jobzone.ny.gov/views/jobzone/portfolio/wsr/index.jsf

Introduction | UI Work Search Requirements | Add New Employer Contact or Activity | History | **Reports** | Address Book

Fields marked with a ● are required.

Create a printable report of your work search activities.

Generate a weekly report of saved activities.
 ● Select week ending date. [-- Select One --]

Generate a report of saved activities for the four most recent weeks.

Generate a customized report of saved activities. **Create a customized report button**

Below are your saved custom reports. Click on the Report Name to see a print preview of the report.

5 Results Found				
Edit	Date	Report Name	Administrator	Action
View	09/24/2012	Chris Malinak		
View	10/05/2012	Chris Malinak		
View	11/13/2013	Test2	DOUGLAS-DUFFY, KERRY	Delete
View	11/13/2013	test3	DOUGLAS-DUFFY, KERRY	Delete
View	11/18/2013	Test5		

To upload a work search report, click on the Select Report button. Use the file browser to select the report. Then click Upload to attach your document. The work search record report must be less than 2000KB in size.

Claim Weekly UI Benefits. Click [here](#) to claim your weekly benefits if you are collecting unemployment.

Enter the **Report Name**, select the activities to be included in the report, and click **Save** button:

Fields marked with a ● are required.

Enter a name for your custom report. Select the activities you wish to include. Click save to preview your report.

● Report Name: **Report Name**


[Select All / Unselect All](#)

8 Results Found 1 10 Items per Page (1 of 1)						
Sel	Activity Date	Activity Description	Contact Name/Title/Location	Organization	Create Date	Edit Date
<input type="checkbox"/>	07/21/2014	Sent resume	Lynne Baker / Receptionist / Troy	Grandmark	07/21/2014	07/21/2014
<input checked="" type="checkbox"/>	11/18/2013	Sent resume	Bob Miller / Owner / Albany	Miller Contracting	11/18/2013	11/18/2013
<input type="checkbox"/>	11/14/2013	Submitted job application	Lynne Baker / Receptionist / Troy	Grandmark	11/18/2013	11/18/2013
<input checked="" type="checkbox"/>	11/13/2013	Sent resume	Mary Blais / General Manager	John and Sons Inc	11/13/2013	11/13/2013
<input checked="" type="checkbox"/>	11/12/2013	Inquiry	John Westenburg / Manager	Intec	11/13/2013	11/13/2013
<input type="checkbox"/>	11/11/2013	One Stop workshop / seminar			11/13/2013	11/13/2013
<input checked="" type="checkbox"/>	10/04/2012	Inquiry	Mr. Smith / HR Manager / Albany	ABC corp.	10/04/2012	05/31/2013
<input type="checkbox"/>	09/17/2012	Sent resume	HR / HR manager	DR Inc	10/04/2012	05/31/2013

8 Results Found 1 10 Items per Page (1 of 1)

Save button

The report is now visible in the list of customized reports:

 **Manager Mode:** System is executing in management mode on behalf of **Chris Malinak**

[Exit Management Mode](#)

Introduction
UI Work Search Requirements
Add New Employer Contact or Activity
History
Reports
Address Book

Fields marked with a ● are required.

Create a printable report of your work search activities.

Generate a weekly report of saved activities.

● Select week ending date. -- Select One --

Generate a report of saved activities for the four most recent weeks.

Generate a customized report of saved activities.

Below are your saved custom reports. Click on the Report Name to see a print preview of the report.

6 Results Found		1	10	Items per Page (1 of 1)	
Edit	Date	Report Name	Administrator	Action	
View	11/18/2013	Test5			
View	11/18/2013	Albany Job Search	Rotman, Neil	Delete	
View	11/13/2013	Test2	DOUGLAS-DUFFY, KERRY	Delete	
View	11/13/2013	test3	DOUGLAS-DUFFY, KERRY	Delete	
View	10/05/2012	Chris Malinak			
View	09/24/2012	Chris Malinak			

+ Select Report
↑ Upload
⌂ Cancel

To upload a work search report, click on the Select Report button. Use the file browser to select the report. Then click Upload to attach your document. The work search record report must be less than 2000KB in size.

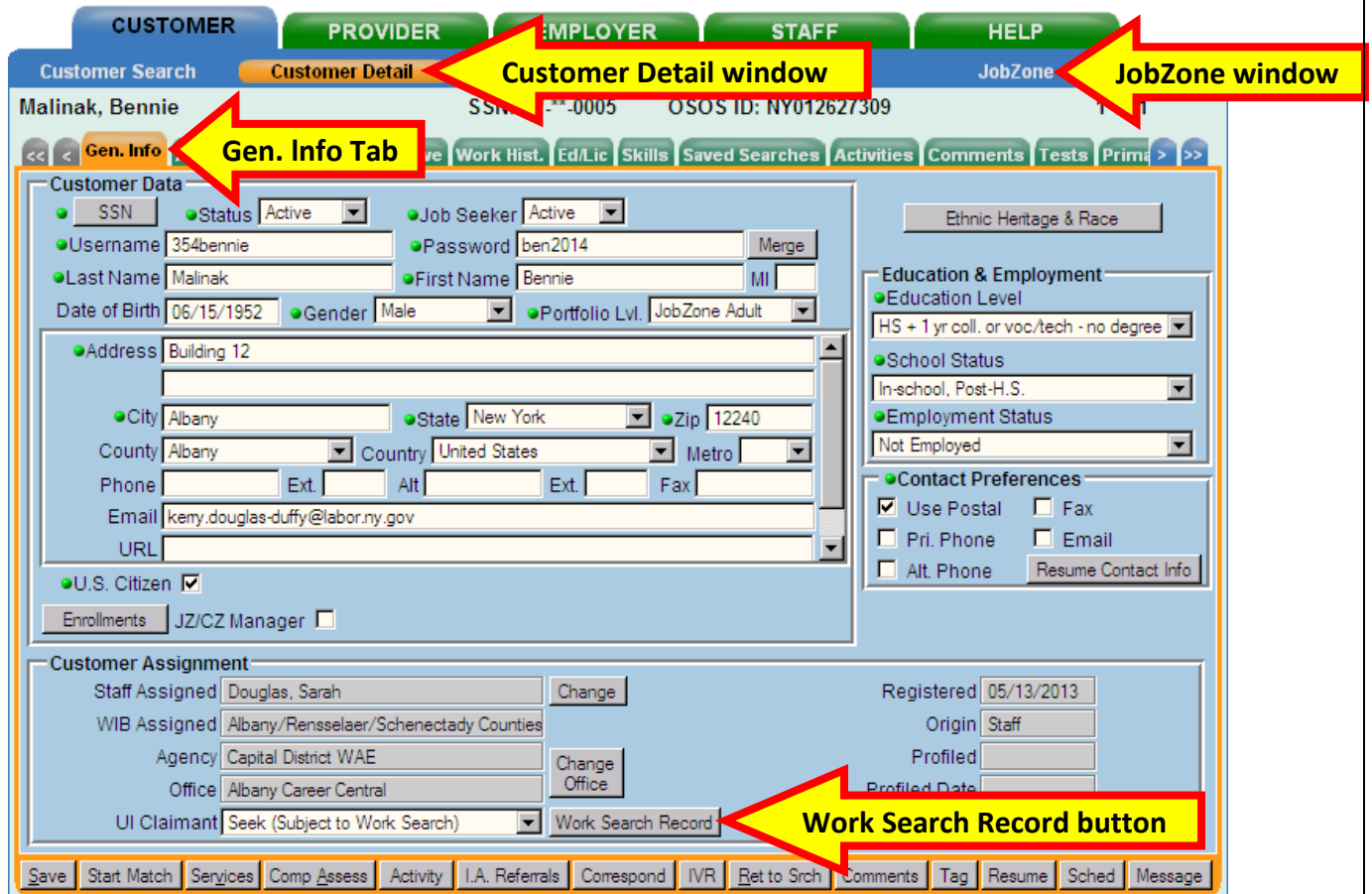
Claim Weekly UI Benefits. Click [here](#) to claim your weekly benefits if you are collecting unemployment.

⏪ Previous
Home
Next ⏩



OSOS DATA ENTRY

The **Work Search Record** button is located next to the **UI Claimant** data field in the **General Information** tab within the Customer Detail window.



Customer Detail window

JobZone window

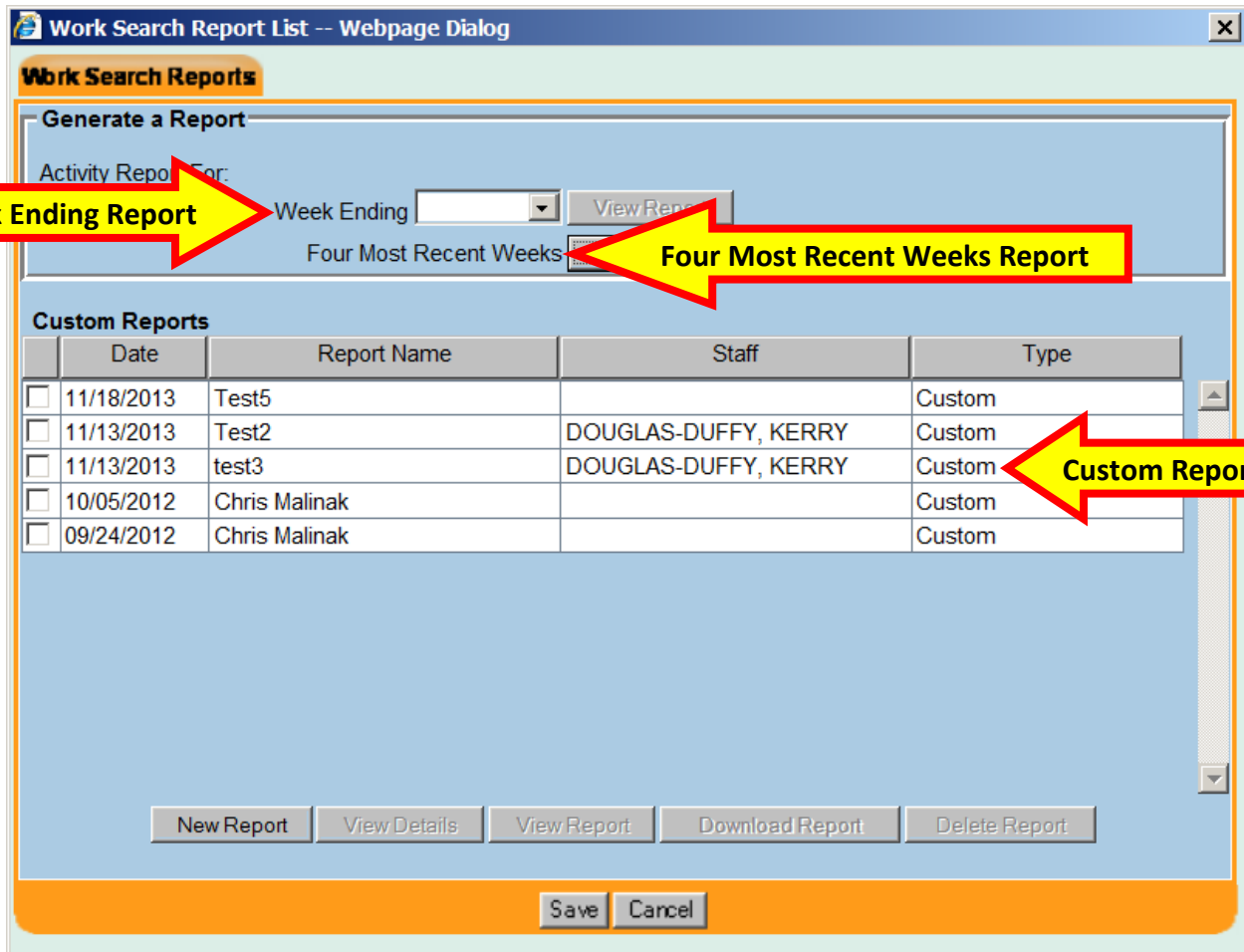
Gen. Info Tab

Work Search Record button

The **Work Search Record** reports are created through the customer's **JobZone** account.

Clicking the **Work Search Record** button brings up the **Work Search Report List -- Webpage Dialog** popup window. There are three **View Report** buttons available that allow a search by:

1. the **Week Ending** date to obtain a weekly report,
2. Four Most Recent Weeks or,
3. selecting from a list of **Custom Reports** created by the customer in **JobZone**.



Work Search Reports

Generate a Report

Activity Report For: Week Ending

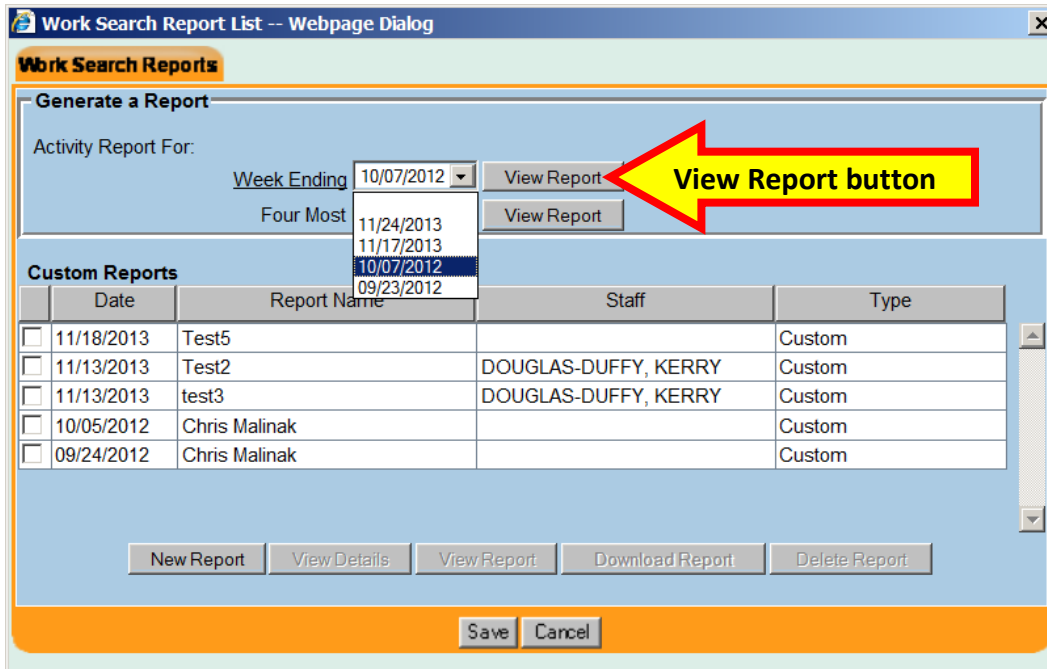
Four Most Recent Weeks

Custom Reports

	Date	Report Name	Staff	Type
<input type="checkbox"/>	11/18/2013	Test5		Custom
<input type="checkbox"/>	11/13/2013	Test2	DOUGLAS-DUFFY, KERRY	Custom
<input type="checkbox"/>	11/13/2013	test3	DOUGLAS-DUFFY, KERRY	Custom
<input type="checkbox"/>	10/05/2012	Chris Malinak		Custom
<input type="checkbox"/>	09/24/2012	Chris Malinak		Custom

WEEK ENDING REPORT

The **Week Ending** Report allows staff to select a report from a drop down menu of any activity for that specified week. Once a week ending date has been selected, the View Report button will become accessible:



Work Search Reports

Generate a Report

Activity Report For:

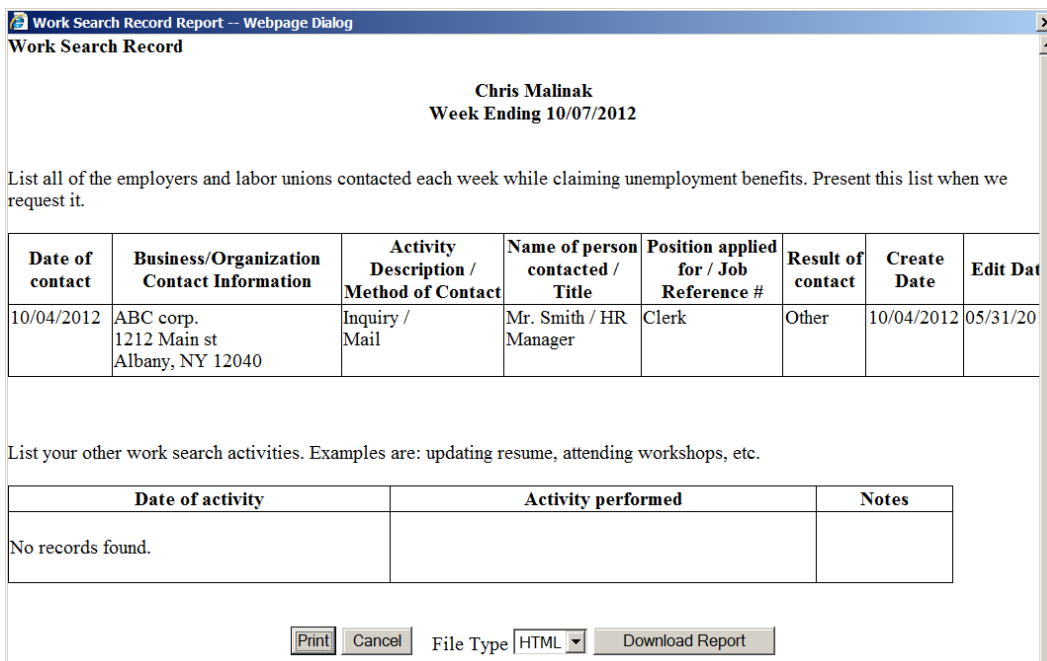
Week Ending: 10/07/2012 **View Report button**

Four Most: 11/24/2013, 11/17/2013, 10/07/2012, 09/23/2012

Custom Reports

	Date	Report Name	Staff	Type
<input type="checkbox"/>	11/18/2013	Test5		Custom
<input type="checkbox"/>	11/13/2013	Test2	DOUGLAS-DUFFY, KERRY	Custom
<input type="checkbox"/>	11/13/2013	test3	DOUGLAS-DUFFY, KERRY	Custom
<input type="checkbox"/>	10/05/2012	Chris Malinak		Custom
<input type="checkbox"/>	09/24/2012	Chris Malinak		Custom

Click the View Report button to access the report:



Work Search Record

Chris Malinak
Week Ending 10/07/2012

List all of the employers and labor unions contacted each week while claiming unemployment benefits. Present this list when we request it.

Date of contact	Business/Organization Contact Information	Activity Description / Method of Contact	Name of person contacted / Title	Position applied for / Job Reference #	Result of contact	Create Date	Edit Date
10/04/2012	ABC corp. 1212 Main st Albany, NY 12040	Inquiry / Mail	Mr. Smith / HR Manager	Clerk	Other	10/04/2012	05/31/20

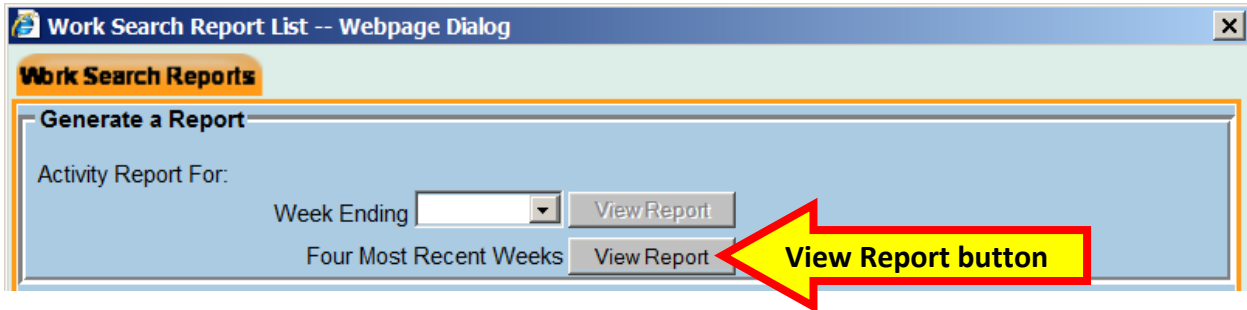
List your other work search activities. Examples are: updating resume, attending workshops, etc.

Date of activity	Activity performed	Notes
No records found.		

File Type: HTML

FOUR MOST RECENT WEEKS REPORT

The **Four Most Recent Weeks** Report allows staff to select a report of all entered activities for the four week immediately prior to the current date:



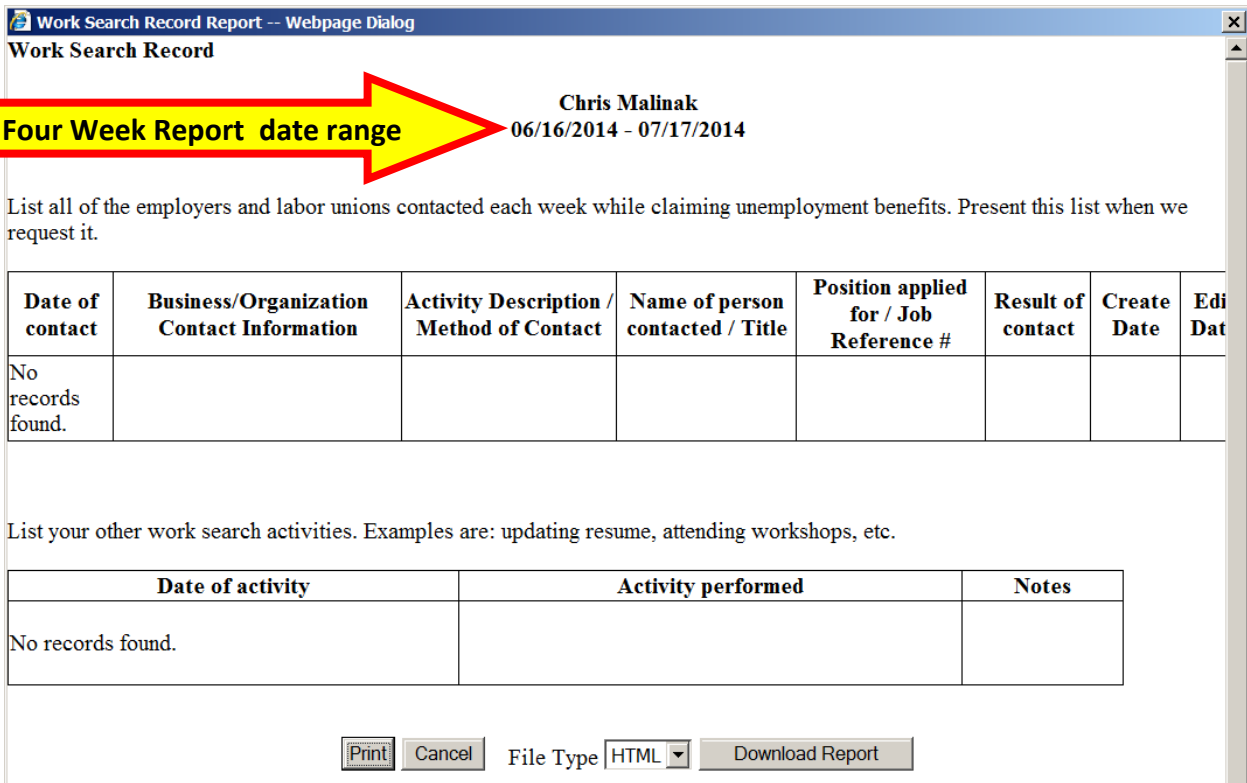
Work Search Reports

Generate a Report

Activity Report For:

Week Ending

Four Most Recent Weeks **View Report button**



Work Search Record

Chris Malinak
06/16/2014 - 07/17/2014

List all of the employers and labor unions contacted each week while claiming unemployment benefits. Present this list when we request it.

Date of contact	Business/Organization Contact Information	Activity Description / Method of Contact	Name of person contacted / Title	Position applied for / Job Reference #	Result of contact	Create Date	Edi Dat
No records found.							

List your other work search activities. Examples are: updating resume, attending workshops, etc.

Date of activity	Activity performed	Notes
No records found.		

File Type

CUSTOM REPORTS

Highlight the custom report that you want and click Edit Details or View Report.

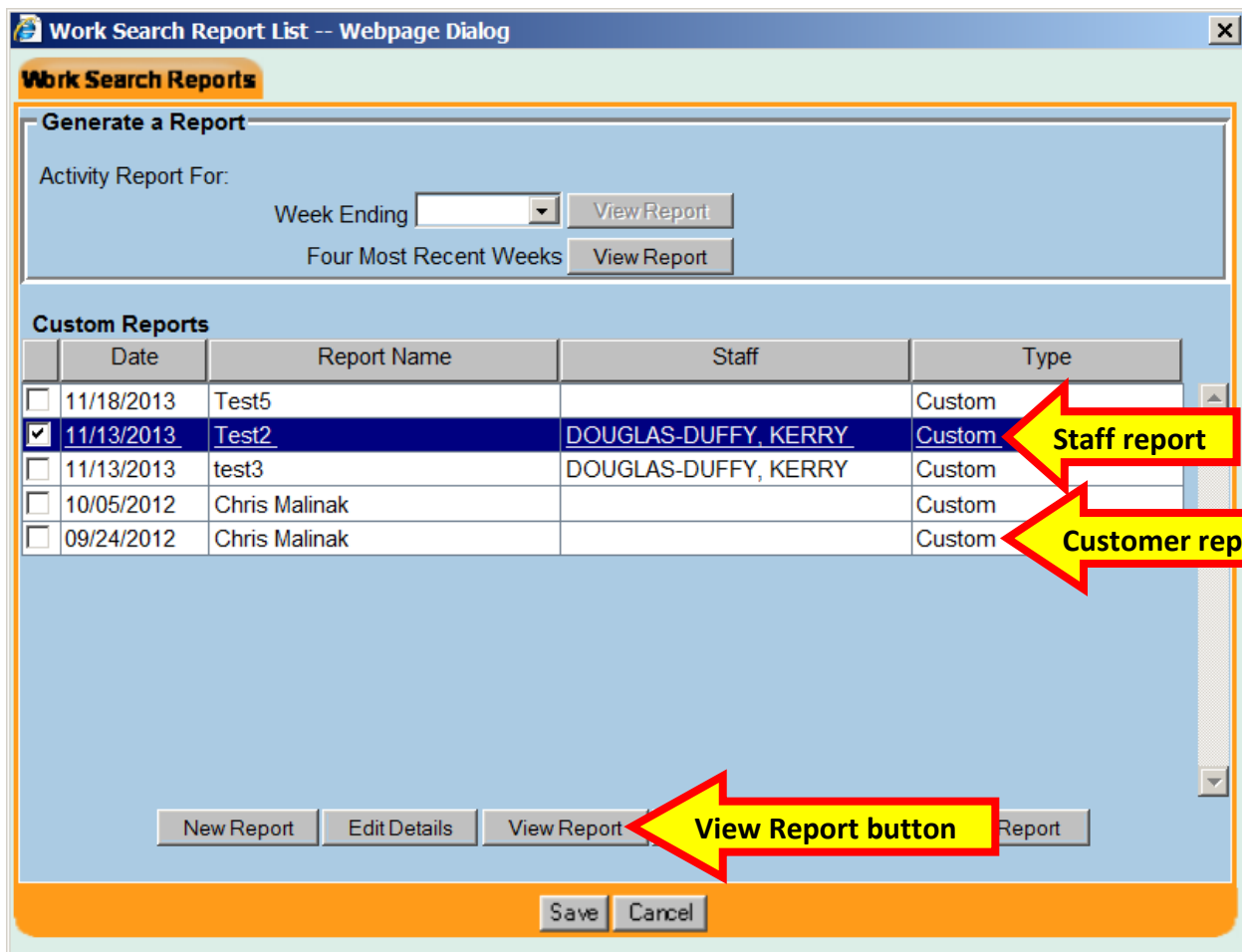
The staff data field will be empty when the report was created by the customer. A name will be visible when the report was created by a staff person.



For security purposes, staff cannot enter JobZone through the JobZone window and add, enter or alter a customer Work Search report.

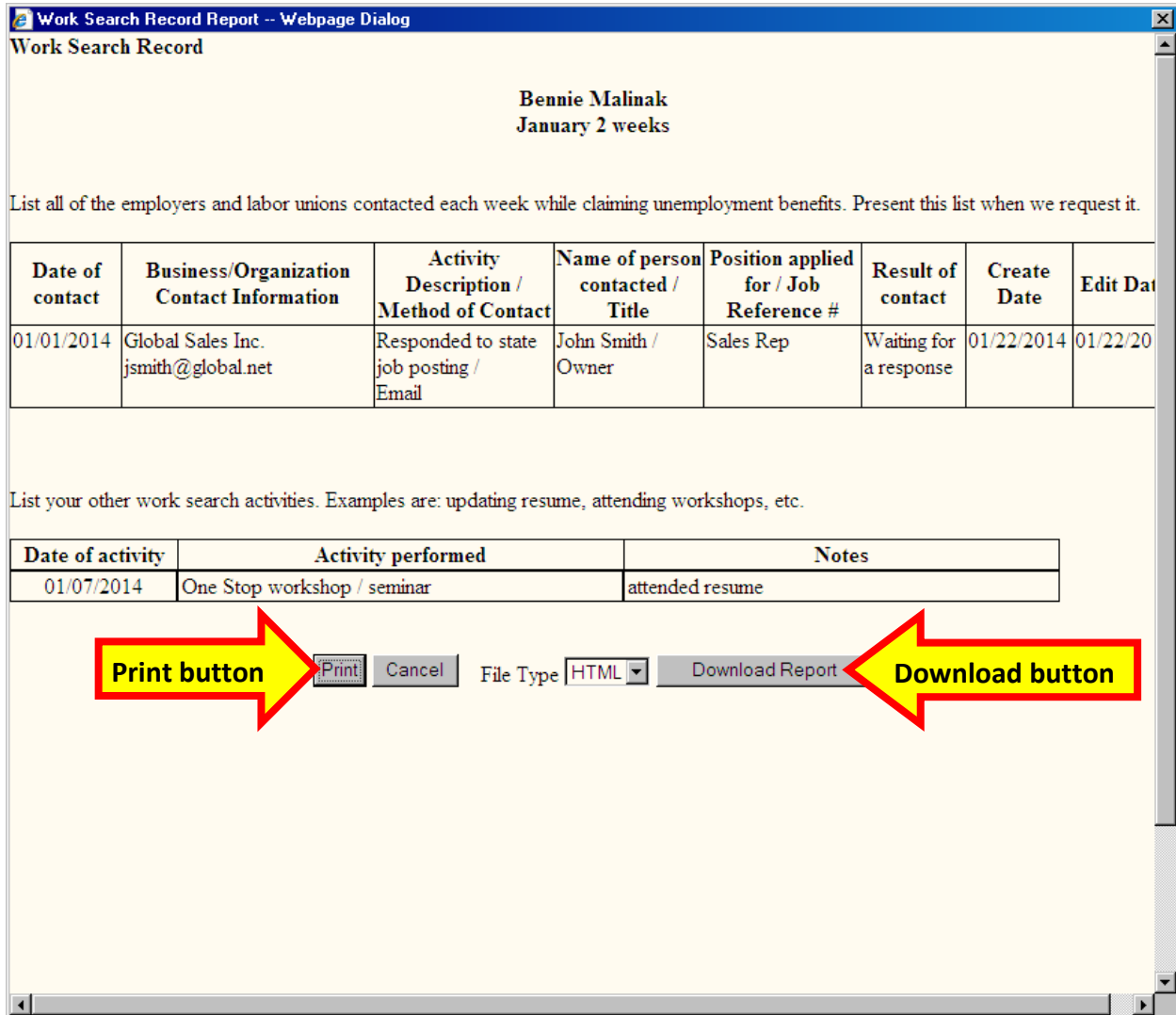
Staff may only edit reports that they create.

Users cannot edit the **Week Ending** report, **Four Most Recent Weeks** report, or **Custom** reports entered by the customer or other staff.



	Date	Report Name	Staff	Type
<input type="checkbox"/>	11/18/2013	Test5		Custom
<input checked="" type="checkbox"/>	11/13/2013	Test2	DOUGLAS-DUFFY, KERRY	Custom
<input type="checkbox"/>	11/13/2013	test3	DOUGLAS-DUFFY, KERRY	Custom
<input type="checkbox"/>	10/05/2012	Chris Malinak		Custom
<input type="checkbox"/>	09/24/2012	Chris Malinak		Custom

Clicking the **View Report** button will bring up the specified weekly work search report, which may be printed or downloaded.



Work Search Record Report -- Webpage Dialog

Work Search Record

Bennie Malinak
January 2 weeks

List all of the employers and labor unions contacted each week while claiming unemployment benefits. Present this list when we request it.

Date of contact	Business/Organization Contact Information	Activity Description / Method of Contact	Name of person contacted / Title	Position applied for / Job Reference #	Result of contact	Create Date	Edit Date
01/01/2014	Global Sales Inc. jsmith@global.net	Responded to state job posting / Email	John Smith / Owner	Sales Rep	Waiting for a response	01/22/2014	01/22/2014

List your other work search activities. Examples are: updating resume, attending workshops, etc.

Date of activity	Activity performed	Notes
01/07/2014	One Stop workshop / seminar	attended resume

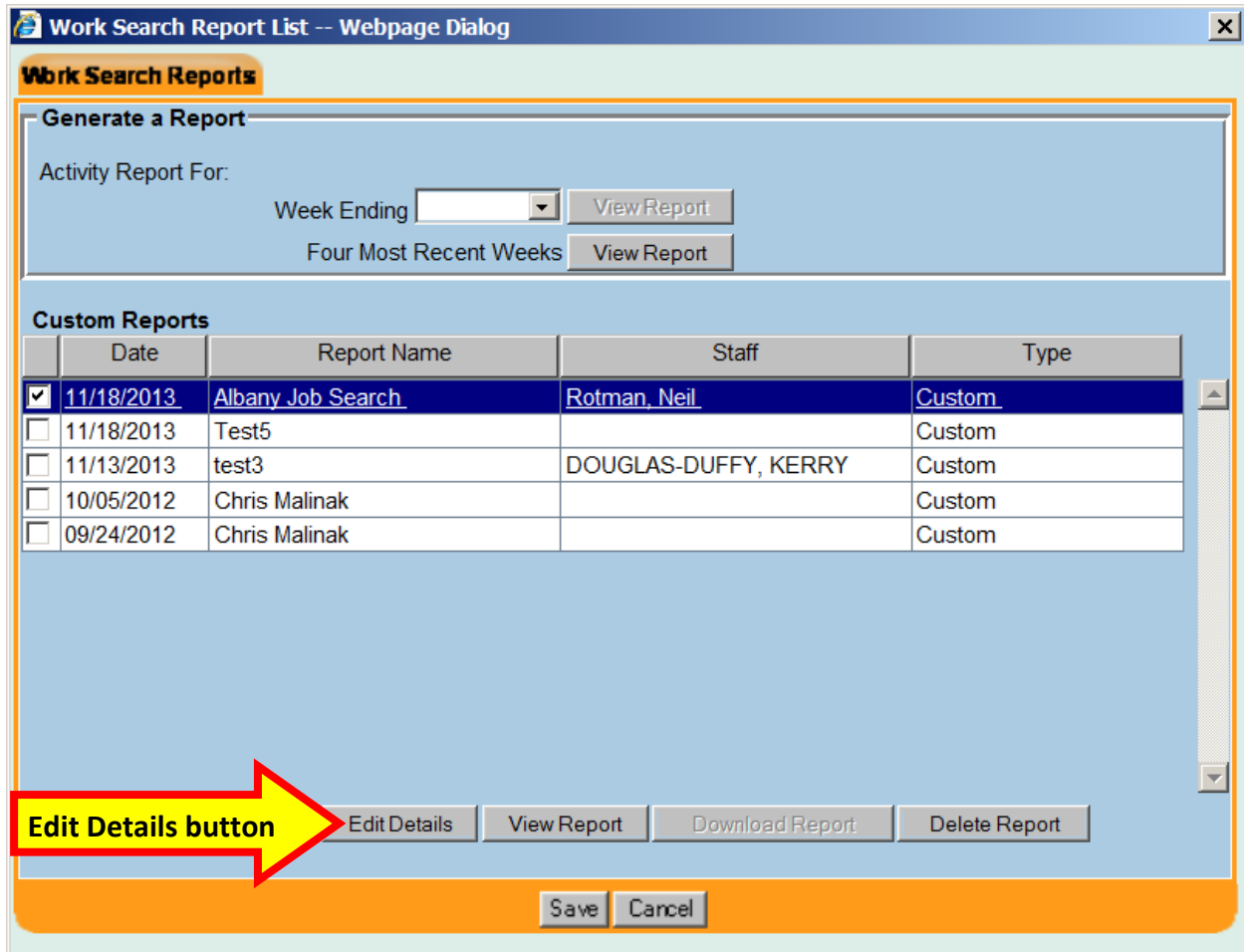
Print button

 File Type

Download button

Reports may not be edited in PDF or HTML format.

Staff may edit their own Custom Reports by selecting the specific report and clicking the **Edit Details** button.



Work Search Reports

Generate a Report

Activity Report For:

Week Ending

Four Most Recent Weeks

Custom Reports

	Date	Report Name	Staff	Type
<input checked="" type="checkbox"/>	11/18/2013	Albany Job Search	Rotman, Neil	Custom
<input type="checkbox"/>	11/18/2013	Test5		Custom
<input type="checkbox"/>	11/13/2013	test3	DOUGLAS-DUFFY, KERRY	Custom
<input type="checkbox"/>	10/05/2012	Chris Malinak		Custom
<input type="checkbox"/>	09/24/2012	Chris Malinak		Custom

Edit Details button

Clicking the **Delete Report** button will allow staff to delete a record.

Select any activity that needs to be added or removed and click the appropriate button:

Work Search Record -- Webpage Dialog

Edit Custom Report

Report Name: Albany Job Search

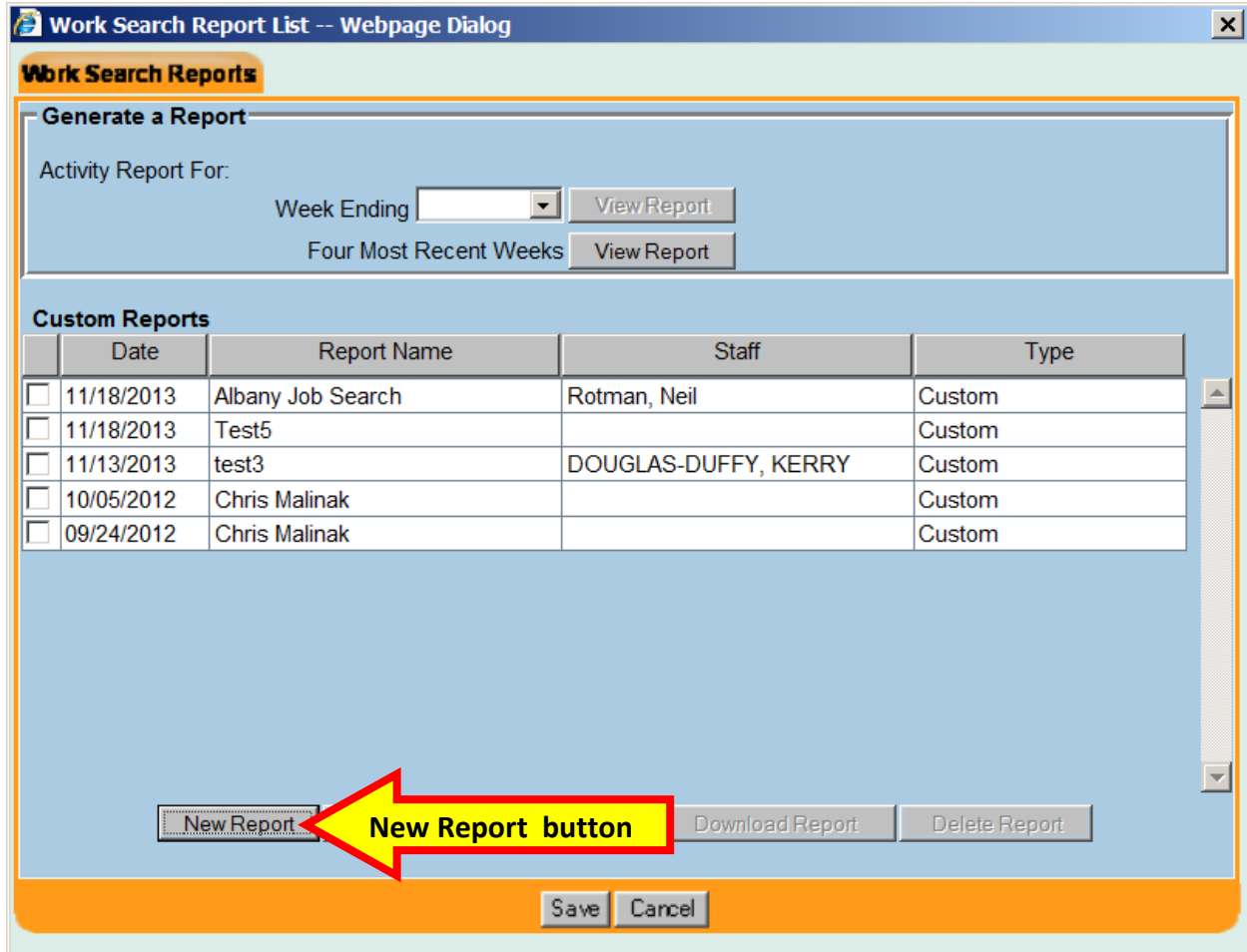
<input type="checkbox"/>	Sel	Activity Date	Activity Description	Contact Name/Title/Location	Organization	Create Date	Edit Date
<input type="checkbox"/>	NO	07/21/2014	Sent resume	Lynne Baker/Receptionist/Troy	Grandmark	07/21/2014	07/21/2014
<input type="checkbox"/>	YES	11/18/2013	Sent resume	Bob Miller/Owner/Albany	Miller Contracting	11/18/2013	11/18/2013
<input type="checkbox"/>	NO	11/14/2013	Submitted job application	Lynne Baker/Receptionist/Troy	Grandmark	11/18/2013	11/18/2013
<input type="checkbox"/>	YES	11/13/2013	Sent resume	Mary Blais/General Manager	John and Sons Inc	11/13/2013	11/13/2013
<input checked="" type="checkbox"/>	YES	11/12/2013	Inquiry	John Westenburg/Manager	Intec	11/13/2013	11/13/2013
<input type="checkbox"/>	NO	11/11/2013	One Stop workshop / seminar			11/13/2013	11/13/2013
<input type="checkbox"/>	YES	10/04/2012	Inquiry	Mr. Smith/HR Manager/Albany	ABC corp.	10/04/2012	05/31/2013
<input type="checkbox"/>	NO	09/17/2012	Sent resume	HR/HR manager	DR Inc	10/04/2012	05/31/2013

Save button (points to Save button)

Add and Remove buttons (points to Add Activity and Remove Activity buttons)

Remember to click the **Save** button to save the results.

Staff directly logged into OSOS can add or modify their own Work Search Reports. Click the Add New Report button:



Work Search Reports

Generate a Report

Activity Report For:

Week Ending

Four Most Recent Weeks

Custom Reports

	Date	Report Name	Staff	Type
<input type="checkbox"/>	11/18/2013	Albany Job Search	Rotman, Neil	Custom
<input type="checkbox"/>	11/18/2013	Test5		Custom
<input type="checkbox"/>	11/13/2013	test3	DOUGLAS-DUFFY, KERRY	Custom
<input type="checkbox"/>	10/05/2012	Chris Malinak		Custom
<input type="checkbox"/>	09/24/2012	Chris Malinak		Custom



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