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# WORK SEARCH REQUIREMENTS FOR COLLECTING UNEMPLOYMENT INSURANCE BENEFITS

## LOOK FOR WORK EACH WEEK TO CLAIM UNEMPLOYMENT INSURANCE BENEFITS

You must complete at least three work search activities each week, unless you have a Work Search Plan approved by the Department of Labor.\* Each of the three activities must be done on different days of the week.

Three required work search activities must include at least one activity from the Work Search Activities below:

1. Using employment resources available at the local Career Center, such as:
  - 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
  - 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 reasonably be 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 workshops that offer instruction in improving skills for obtaining employment.
5. Interviewing with possible employers.

You must do two other activities each week. Those two can be any mix of the activities in the prior list or from the list below:

1. Applying for employment with former employer(s).
2. Registering with and checking in with private employment agencies, placement services, unions and placement offices of schools, colleges or universities and/or professional organizations.
3. 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.
4. Applying and/or registering for and taking Civil Service examination(s) for government job openings.

This is the minimum criteria. You are encouraged to do more.

\*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.

## KEEP A RECORD OF YOUR WORK SEARCH EFFORTS

You must complete a detailed, written Work Search Record either online or on paper for each week you claim Unemployment Insurance benefits. You must also provide a copy to the Department of Labor upon request. The record must include dates, names, addresses (mail, email or web address) and telephone numbers of employers contacted; names and/or job titles of specific people contacted; contact methods used; position or job title applied for or a description of other work search efforts (attending job fairs or workshops, etc.). Important: Your information will be verified. If you purposely give false statements about your work search activities, it is considered fraud and your benefits can be denied.

We recommend you keep your Work Search Record on our JobZone ([www.jobzone.ny.gov](http://www.jobzone.ny.gov)) website. It provides one place where you can safely update and store all of your work search records in a secure electronic file: safe from fire, theft or accidental loss. To access your JobZone account, click on the JobZone Work Search Record link provided when you claim weekly benefits online. If you have questions about establishing your account, please contact the Department of Labor Contact Center at **800-833-3000**.

If you do not use JobZone, we recommend you use our paper Work Search Record form. You can get a copy at your local Career Center, on our website at [www.labor.ny.gov](http://www.labor.ny.gov) or in your claimant handbook. You can also keep a similar written record if it includes the required information.

Whether you keep your Work Search Record online or on paper, you should include supporting documentation. You must keep your records for one year.

## DEPARTMENT OF LABOR CAREER CENTERS

Our Career Centers offer many services at no cost to you. We can help you with:

- Job referrals
- Training opportunities
- Resume writing and interviewing skills
- Resources such as computers, internet access, printers and telephones

To find the Career Center nearest you, go to [www.jobzone.ny.gov](http://www.jobzone.ny.gov) or [www.labor.ny.gov](http://www.labor.ny.gov).

## ONLINE RESOURCES

Our website ([www.labor.ny.gov](http://www.labor.ny.gov)) can help you focus and manage your job search. Jobs Express ([www.labor.ny.gov/jobs/regional.shtml](http://www.labor.ny.gov/jobs/regional.shtml)) lists available jobs by region of the state and is updated several times each week. Our JobZone website at [www.jobzone.ny.gov](http://www.jobzone.ny.gov) allows you to explore different careers, get information about training and take advantage of our online toolbox, which will help you manage every aspect of your job search, from writing a cover letter to maintaining your Work Search Record.

JobZone also includes our SMART (Skills Matching And Referral Technology) program, which matches your skills and experience with the latest job openings from our job bank. The matches are emailed directly to you.

## BE JOB-READY

Remember: you must be ready, willing, and able to work and actively seeking work in order to collect Unemployment Insurance benefits. When you file, tell us if you have issues that limit your ability to work, such as if you:

- Are attending school
- Are going out of town overnight
- Are unable to get child care
- Do not have transportation
- Are unable to work due to illness

For more information, please check our claimant handbook at [www.labor.ny.gov/uihandbook](http://www.labor.ny.gov/uihandbook).