



# 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. You must show at least three work search activities for each week that you claim benefits. Please make sure the below charts show at least three separate entries or that you record three separate activities per week on JobZone.

**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	<a href="mailto:j.smith@abcinc.com">j.smith@abcinc.com</a>	Set up interview

**Other 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.\* You are encouraged to do more.

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

- (1) Use employment resources available at a local Career Center or through a virtual career center platform provided by the Department of Labor. Examples include:
  - (i) meet with Career Center advisors;
  - (ii) receive job market information from Career Center staff about jobs in your industry or region;
  - (iii) complete skills assessments for job matching;
  - (iv) attend instructional workshops; and
  - (v) get job referrals from the Career Center and follow up with employers.
- (2) Submit job applications or resumes to employers or former employers who may have openings.
- (3) Attend job search seminars, career networking meetings, job fairs, or employment-related workshops that offer job-search skills instruction.
- (4) Interview with employers.
- (5) Register for, apply for, or take job-related or pre-hire tests for a public or private employer. This includes civil service exams.
- (6) Register and follow up with private employment agencies, placement services, unions, and placement offices of schools, colleges, or universities, or professional organizations.
- (7) Use the telephone, business directories, internet, social media, or online job matching systems to search for jobs, get leads, request referrals, or make appointments for job interviews.
- (8) Any other reasonable activity that may help you become employed.

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](http://www.labor.ny.gov) or in your claimant handbook. You may also keep your work search record online at [www.jobzone.ny.gov](http://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.