



COMPLETING WORK SEARCH ACTIVITIES

The required weekly work search activities help you get back to work as soon as possible. Every week, you must show you are making a good faith effort to find suitable work by completing and logging at least 3 qualifying work search activities (unless you have been notified you are exempt from this requirement).

EACH WEEK, YOU ARE REQUIRED TO:

COMPLETE AT LEAST 3 NEW WORK SEARCH ACTIVITIES

Examples of qualifying work search activities include:

- Apply for a job online using the Virtual Career Center dol.ny.gov/virtual-career-center, Monster, LinkedIn, Glassdoor, or other online platforms.
- Contact a potential employer in person or over the phone.
- Attend a job fair, hiring event, networking activity, or career center event.
- Participate in a Career Center NYS Department of Labor workshop.
- Create or update your resume on JobZone jobzone.labor.ny.gov.

Visit on.ny.gov/wsr for a list of additional qualifying work search activities.

LOG AT LEAST 3 OF YOUR COMPLETED WORK SEARCH ACTIVITIES

- You must log your work search activities via NY Job Zone, paper, or electronic log, before midnight on Saturday for the prior week's activities, Sunday through Saturday.
- Keep or upload any supporting documentation (e.g., confirmation emails, application receipt letters, etc.)
- Include date of contact; name and address of organization; phone number, email, web link, or person contacted; position title; method of contact; and results of contact.

FOR MORE INFORMATION, VISIT:
dol.ny.gov/wrsinformation

BE PREPARED FOR AN AUDIT!

You can avoid having your Unemployment Insurance (UI) benefits stopped or having to pay them back by completely and accurately logging your work search activities.



View the UI Claimant Benefit Process Guide