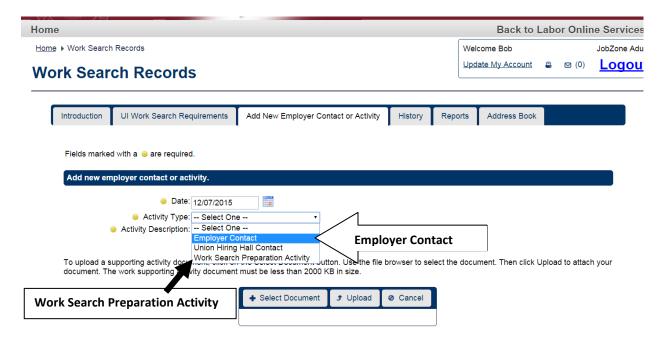
JobZone Guide:

Corresponding UI Work Search Activities with the Work Search Record

This guide will demonstrate how to record your job search efforts in the JobZone Work Search Record tool to correspond to UI Work Search Activities 1-9 as listed on the Work Search Record form. For a general overview of the Work Search Record tool refer to the video, "Using the Work Search Record Feature in JobZone."

Begin with Activity Type - Employer Contact or Work Search Preparation to correspond to Work Search Activities 1-9.



Remember to select the date that you conducted the activity.

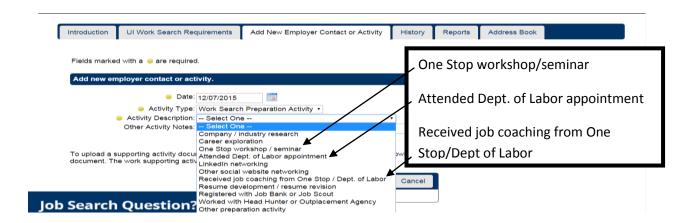
Work Search Activities: Work Search activities may include, but are not limited to.....

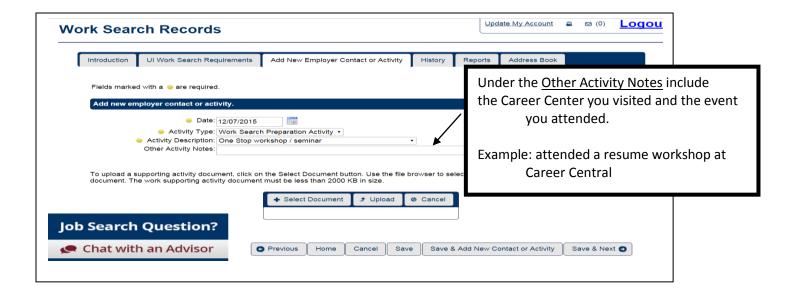
- (1) Using employment resources available at the local Career Center, such as:
 - Meeting with Career Center advisors;
 - Getting information from Career Center staff about jobs that may be available in a particular industry or region (obtaining job market information);
 - Working with Career Center staff to assess your skills and match them to possible occupations and jobs (skills assessments for occupation matching);
 - Participating in instructional workshops; and
 - Getting job referrals and job matches from the Career Center and following up with employers.

From the Activity Description drop down menu, one of the following will meet criteria #1.

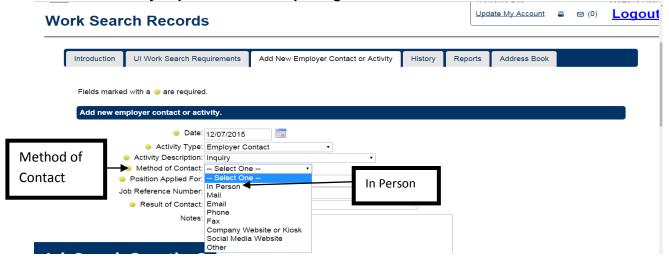
• One stop workshop/seminar

- Attended Dept. of Labor appointment
- · Received job coaching from One Stop/Dept. of Labor

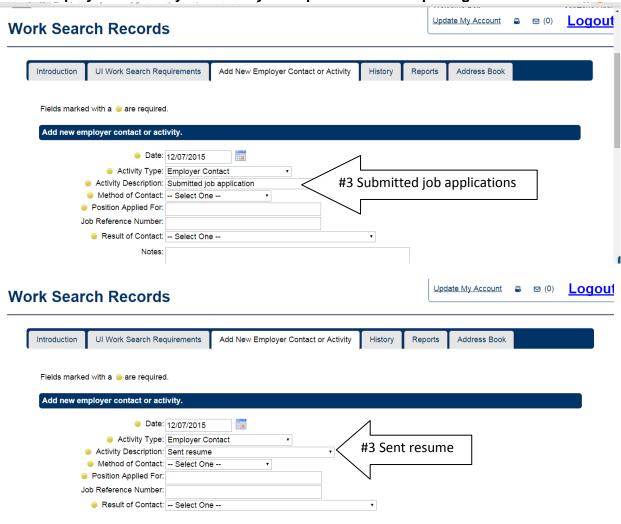




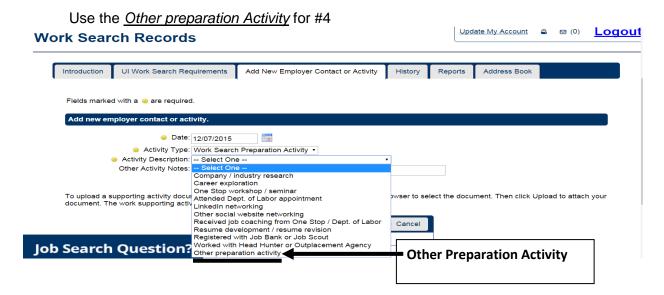
(2) Visiting a job site and completing a job application in person with employers who may be reasonably expected to have openings.



(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 employment-related workshops that offer instruction to improve job-hunting skills.



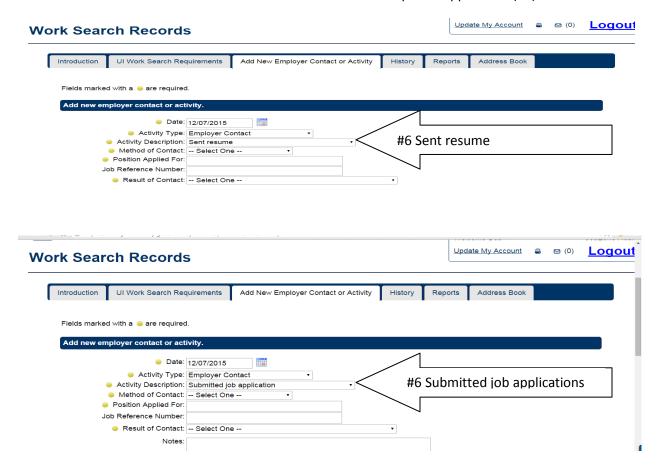
When recording <u>Other Preparation Activity</u>, from the Activity Description make sure to include specific information in the <u>Other Activity Notes</u> box, such as attended a Job Fair and include the location of the event you attended.

Under Activity #4 you can also attend Career Seminars at public locations, such as your local library or through other agencies. When recording this activity remember to include the agency or location of the event and a brief description of the activity.

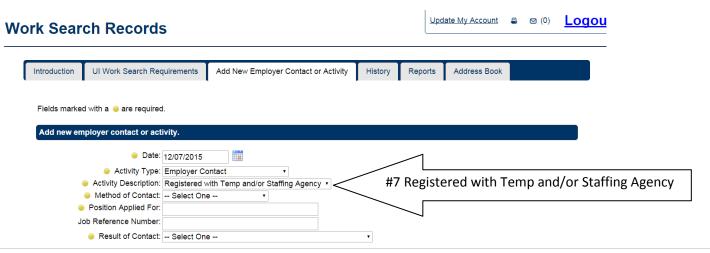


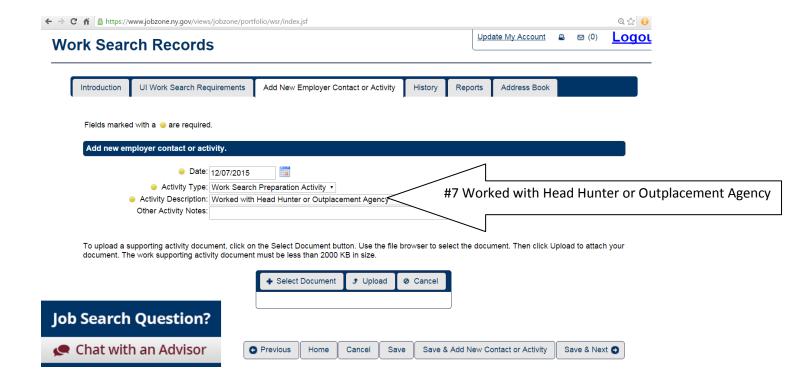
(6) Applying for employment with former employer(s).

Can be either recorded under sent resume or under completed application (#3)



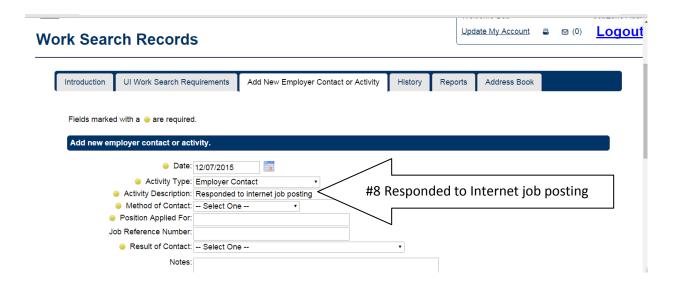
(7) Registering with and checking in with private employment agencies, placement services, unions, and placement offices of schools, colleges or universities, and/or professional organizations.





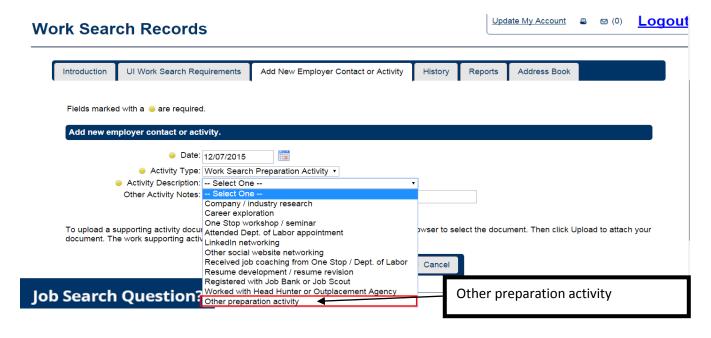
(8) Using the telephone, business directories, internet, or online job-matching systems to search for jobs, get leads, request referrals, or make appointments for job interviews.





(9) Applying and/or registering for and taking Civil Service examination(s) for government job openings.

Use the <u>Other preparation Activity</u> for #9 In the Other Activity Notes record the title of the Civil Service Exam and the location where the exam was held.



As a best practice you should record your work search activities on a daily basis and no later than the day you certify for weekly benefits.