

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.

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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: 12/07/2015

● Activity Type: -- Select One --

● Activity Description: -- Select One --

- Employer Contact
- Union Hiring Hall Contact
- Work Search Preparation Activity

To upload a supporting activity document, click on the **Upload** 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.

Work Search Preparation Activity

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

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Add new employer contact or activity.

● Date: 12/07/2015

● Activity Type: Work Search Preparation Activity

● Activity Description: -- Select One --

● Other Activity Notes: -- Select One --

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

Job Search Question?

[Chat with an Advisor](#)

One Stop workshop/seminar

Attended Dept. of Labor appointment

Received job coaching from One Stop/Dept of Labor

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Fields marked with a ● are required.

Add new employer contact or activity.

● Date: 12/07/2015

● Activity Type: Work Search Preparation Activity

● Activity Description: One Stop workshop / seminar

● Other Activity Notes:

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

Job Search Question?

[Chat with an Advisor](#)

Under the Other Activity Notes include the Career Center you visited and the event you attended.

Example: attended a resume workshop at Career Central

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

The screenshot shows the 'Add new employer contact or activity' form. The 'Method of Contact' dropdown menu is open, and 'In Person' is selected. A box labeled 'Method of Contact' has an arrow pointing to the dropdown, and another box labeled 'In Person' has an arrow pointing to the selected option. The form includes fields for Date (12/07/2015), Activity Type (Employer Contact), Activity Description (Inquiry), Position Applied For (In Person), Job Reference Number, and Result of Contact (Email, Phone, Fax, etc.).

(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.

The screenshot shows the 'Add new employer contact or activity' form. The 'Activity Description' is set to 'Submitted job application'. A large arrow points from the right to the form with the text '#3 Submitted job applications'. The form includes fields for Date (12/07/2015), Activity Type (Employer Contact), Activity Description (Submitted job application), Method of Contact, Position Applied For, Job Reference Number, and Result of Contact.

The screenshot shows the 'Add new employer contact or activity' form. The 'Activity Description' is set to 'Sent resume'. A large arrow points from the right to the form with the text '#3 Sent resume'. The form includes fields for Date (12/07/2015), Activity Type (Employer Contact), Activity Description (Sent resume), Method of Contact, Position Applied For, Job Reference Number, and Result of Contact.

(4) **Attending job search seminars, scheduled career networking meetings, job fairs, or employment-related workshops that offer instruction to improve job-hunting skills.**

Use the Other preparation Activity for #4

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Fields marked with a ● are required.

Add new employer contact or activity.

● Date: 12/07/2015

● Activity Type: Work Search Preparation Activity

● Activity Description: -- Select One --

Other Activity Notes: -- Select One --

- Company / Industry research
- Career exploration
- One Stop workshop / seminar
- Attended Dept. of Labor appointment
- LinkedIn networking
- Other social website networking
- Received job coaching from One Stop / Dept. of Labor
- Resume development / resume revision
- Registered with Job Bank or Job Scout
- Worked with Head Hunter or Outplacement Agency
- Other preparation activity

browser to select the document. Then click Upload to attach your

Cancel

Job Search Question?

Other Preparation Activity

When recording Other Preparation Activity, from the Activity Description make sure to include specific information in the Other Activity Notes 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.

(5) **Interviewing with possible employers.**

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Fields marked with a ● are required.

Add new employer contact or activity.

● Date: 12/07/2015

● Activity Type: Employer Contact

● Activity Description: Interviewed for position

● Method of Contact: -- Select One --

● Position Applied For:

Job Reference Number:

● Result of Contact: -- Select One --

#5 Interviewed for position

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

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


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Fields marked with a ● are required.

Add new employer contact or activity.

● Date: 12/07/2015 

● Activity Type: Employer Contact

● Activity Description: Sent resume

● Method of Contact: -- Select One --

● Position Applied For:

Job Reference Number:

● Result of Contact: -- Select One --

#6 Sent resume


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Fields marked with a ● are required.

Add new employer contact or activity.

● Date: 12/07/2015 

● Activity Type: Employer Contact

● Activity Description: Submitted job application

● Method of Contact: -- Select One --

● Position Applied For:

Job Reference Number:

● Result of Contact: -- Select One --

Notes:

#6 Submitted job applications

(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.**


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Fields marked with a ● are required.

Add new employer contact or activity.

● Date: 12/07/2015 

● Activity Type: Employer Contact

● Activity Description: Registered with Temp and/or Staffing Agency

● Method of Contact: -- Select One --

● Position Applied For:

Job Reference Number:

● Result of Contact: -- Select One --

#7 Registered with Temp and/or Staffing Agency

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Fields marked with a ● are required.

Add new employer contact or activity.

● Date:

● Activity Type:

● Activity Description:

Other Activity Notes:

#7 Worked with Head Hunter or Outplacement Agency

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.

Job Search Question?

Chat with an Advisor

- (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.

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Fields marked with a ● are required.

Add new employer contact or activity.

● Date:

● Activity Type:

● Activity Description:

● Method of Contact:

● Position Applied For:

Job Reference Number:

● Result of Contact:

Notes:

#8 Responded to state job posting

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Fields marked with a ● are required.

Add new employer contact or activity.

● Date: 12/07/2015

● Activity Type: Employer Contact

● Activity Description: Responded to internet job posting

● Method of Contact: -- Select One --

● Position Applied For:

Job Reference Number:

● Result of Contact: -- Select One --

Notes:

#8 Responded to Internet job posting

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

Use the Other preparation Activity for #9

In the Other Activity Notes record the title of the Civil Service Exam and the location where the exam was held.

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● Activity Type: Work Search Preparation Activity

● Activity Description: -- Select One --

Other Activity Notes: -- Select One --

- Company / Industry research
- Career exploration
- One Stop workshop / seminar
- Attended Dept. of Labor appointment
- LinkedIn networking
- Other social website networking
- Received job coaching from One Stop / Dept. of Labor
- Resume development / resume revision
- Registered with Job Bank or Job Scout
- Worked with Head Hunter or Outplacement Agency
- Other preparation activity

To upload a supporting activity document, click the document icon in the document field. The work supporting activity document must be a PDF or Word document. To upload a supporting activity document, click the document icon in the document field. Then click Upload to attach your document.

Cancel

Job Search Question? Other preparation activity

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.