WORK SEARCH RECORD

Keep a record of your work search in a notebook or folder. The following format includes the information you want to remember so you can follow up if needed.
Include other work search activites (job club, workshops, etc.) on your record as you complete them.
You may be selected for audit to verify your work search at anytime during the benefit year or extension period.

SPECIFIC CONTACTS/JOB APPLICATIONS

Date of Contact	Name & Address of Company, Phone/Fax #	Name of Person Contacted	Position Applied For	Method of Contact: Phone, Resume, Application, In-Person	RESULTS: (Not hiring, interview date, decision pending, etc.)

OTHER WORK SEARCH ACTIVITIES

Job clubs, workshops, online & newspaper searching, etc.

Date of Activity	Type of Activity