NEW YORK STATE | Department of Labor

WORKING FOR YOU

Work Search Record Form

Claimant Name:	Claimant ID#:	Week Ending Date (Sunday):

You must actively look for work while claiming Unemployment Insurance benefits. You can record your activities online at **www.labor.ny.gov.** This form may also be used to record your work search activities. Any work search activities not entered online should be kept for one year and submitted upon request.
You must do a minimum of three work search/employer contact activities each week. All three activities cannot be completed on the same day.
Work reported on your weekly certification, regardless of the number of hours or days, counts as one work search activity.

Work Search preparation activity	**Date of activity**	**Resources used:** **Met with advisor; Received job market information** for available jobs; Participated in Skills Assessment; Participated in Work Shops; Obtained job referral or followed up on job referral; Used Resource Room; Other, please explain	Local Career Center name
Used employment resources at local career **center.**			
Used employment resources at local career center.			
Used employment resources at local career center.			

Work Search preparation activity	**Date of activity**	Activity Name or Description	Activity Location	Did you apply for or submit your resume for any jobs?
Attended job fair, job search or career networking related workshop, seminar or meeting.				Yes No
Attended job fair, job search or career networking related workshop, seminar or meeting.				Yes No
Attended job fair, job search or career networking related workshop, seminar or **meeting.**				Yes No

Work Search preparation activity	**Date of activity**	**Name of Agency, Placement Service, Union, School, College or University, and or Professional Organization**
Registered or checked in with private employment agency, placement service, union, placement office of a school, college or university, and/or professional organization.		
Registered or checked in with private employment agency, placement service, union, placement office of a school, college or **university, and/or professional organization.**		
Registered or checked in with private employment agency, placement service, union, placement office of a school, college or university, and/or professional organization.		

Work Search preparation activity	**Date of activity**	**Describe your activity**
Used 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.**		
Used 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.**		
Used 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.**		

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Work Search preparation Activity	**Date of Activity**	**Type of test/exam:** Job related: Pre **hire; or Civil service exam**	Test/Exam activity: Registered for an exam; Applied for an **exam; or Took the exam**	Name or description of test/exam
Registered, applied, or took job-related or pre-hire test for a public or private employer, including civil service **examinations.**				
Registered, applied, or took job-related **or pre-hire test for a public or private employer, including civil service examinations.**				
Registered, applied, or took job-related or pre-hire test for a public or private employer, including civil service **examinations.**				

Employer contact activity	**Date of Contact**	Position applied for	Business/Employer name and address	Choose the result of your contact: **Interviewed or scheduled interview; Prescreening test scheduled; Position** filled; Hired; Not Hired; No job openings; Waiting for a response; Other, please explain
Submitted a job application and/or resume to employer or former employer who may reasonably be expected to have openings.				
Submitted a job application and/or **resume to employer or former employer** who may reasonably be expected to **have openings.**				
Submitted a job application and/or **resume to employer or former employer** who may reasonably be expected to have openings.				

Employer contact activity	**Date of Contact**	Position applied for	Choose a Method of Contact: In person; Virtual Meeting; Phone	Business/Employer **name and address**	Choose the result of your contact: Prescreening test scheduled; Hired; Not Hired; Waiting for a response; Other, please explain
Interviewed with employer.					
Interviewed with employer.					
Interviewed with employer.					

Other	**Date of Activity**	Describe the activity	Choose a Method of Contact: In person; Mail; Email; Virtual Meeting; Phone; Fax; Company Website; Social Media Website	Business/Employer **name and address**	Choose the result of your contact: **Interviewed or scheduled interview; Prescreening** test scheduled; Hired; Not Hired; No job openings; Waiting for a response; Other, please explain
Conducted any other reasonable activity that may assist you in obtaining employment.					
Conducted any other reasonable activity that may assist you in obtaining employment.					
Conducted any other reasonable activity that may assist you in obtaining employment.					

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