

Instruction Guide for Claimants

Completing a Work Search Questionnaire



Questions & Answers

What is a Work Search Online Interview Notice?

This is a notice you will receive when you have not completed a work search activity for a particular week for which you have filed for unemployment insurance benefits.

What should you do when you receive one of these notices?

The notice will instruct you to login to your ReEmployME portal account to complete the online questionnaire. The same place you login to file your Weekly Claims.

Why are you being asked to complete an interview questionnaire online?

We hope that by providing you with an online interview questionnaire we are able to provide you with the flexibility to answer these questions when it is convenient for you. It can also lessen the wait time for us to process your decision.

Questions & Answers

Are you required to complete this online?

No, you are not required to complete this online. However, it is the method we recommend to assist in addressing this issue as soon as possible for you.

What are your options if you cannot or do not want to complete this interview questionnaire online?

Option 1: Login as the letter instructs you to and answer **No** to Question 1 to have a telephone Fact-Finding Interview scheduled.

Option 2: You can call our Call Center and one of our Eligibility Agents can assist you with completing the interview questionnaire over the phone.

Option 3: If you do not respond to the Work Search Online Interview Notice after 14-days, a telephone Fact-Finding Interview will be automatically scheduled.

Questions & Answers

How can I access the interview questionnaire on my computer?

To complete your *Work Search Online Interview* questionnaire, go to the Maine.gov website, at www.maine.gov/reemployme and select *Work Search Online Interview* from the option menu.

The next pages will provide you with step-by-step instructions of how to access and complete the Work Search Online Interview Questionnaire.



Step-by-Step Instructions

Complete the Work Search Online Interview Questionnaire

Step 1: Review your Work Search Online Interview Notice

- Locate the website address of the Work Search Online Interview Questionnaire
- Locate your unique Authorization Code

	MAINE DEPARTMENT OF LABOR Bureau of Unemployment Compensation Work Search Online Interview Notice	
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Date Mailed: 12/24/2020

CLAIMANT INFORMATION

Claimant Name: [REDACTED] Claimant SSN: [REDACTED]
Benefit Year: 12/05/2021 Claimant ID: [REDACTED]

Why are you receiving this notice?

For the week(s) ending 12/19/2020, you indicated that you did not do a work search activity, or the Department needs more information about the work search activity you listed on your weekly certification. Conducting a work search or related activities is required in order to be eligible for unemployment benefits.

What do you need to know?

This is an opportunity for you to explain in more detail the reason why you did not do a work search or related activities. The information you provide will be used to decide if you were eligible for benefits for the week(s) ending 12/19/2020. If you are found ineligible for benefits you will receive a written decision. If you have already been paid benefits for the week(s), you may have to repay them. You have the right to appeal the decision.

What are the next steps?

You can provide the information online by doing one of the following:

1. Go to www.maine.gov/reemployme
2. Click the [Work Search Online Interview Link](#)
3. Enter Authorization Code [REDACTED] and other requested information and click Next
4. Select the week(s) on which the work search issue was detected, complete the questionnaire and click Submit. Repeat as needed if multiple weeks are listed.

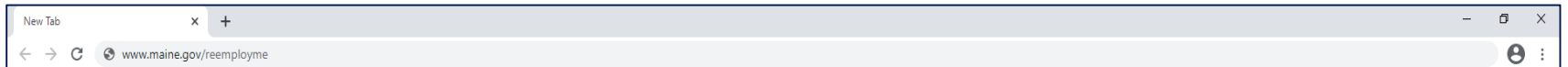
or

1. Go to www.maine.gov/reemployme
2. Click on [Claimant Login](#) and enter the required information
3. Click the [Online Interview – Work Search](#)
4. Select the week(s) on which the work search issue was detected, complete the questionnaire and click Submit. Repeat as needed if multiple weeks are listed.

Thank you.

Step 2: Navigate to ReEmployME website

- Enter www.maine.gov/reemployme into your web browser



Step 3: Select Work Search Online Interview



Welcome

LOGIN-001

Employer Services

- [Create ReEmployME Portal Account – Employer or PEO](#)
- [Create a ReEmployME Portal Account – Third Party Agent or Payroll Provider](#)
- [Register a New Business](#)
- [Update BIA Information](#)
- [Add Federal Identification Number \(FEIN\)](#)
- [Enroll in SIDES E-Response](#)
- [Upload Documents for Remote Audit](#)
- **[Employer Login](#)**

Claimant Services

- [Create ReEmployME Account](#)
- [File a Claim](#)
- [File Weekly Certification](#)
- [Upload Documents for Identity Verification](#)
- [LWA Quick Access](#)
- [Work Search Online Interview](#)
- **[Claimant Login](#)**



Step 4: Enter your Social Security Number and Authorization Code. Then select Next.

The screenshot shows a web form titled "Work Search Online Interview" with a sub-header "* Required Information". The form includes a "Claimant SSN" field (a three-part input), an "Authorization Code" field, a reCAPTCHA "I'm not a robot" checkbox, and a "Next >" button. Annotations include blue arrows pointing to the SSN and Authorization Code fields, a blue box with the text "Select this checkbox." pointing to the reCAPTCHA checkbox, and a blue arrow pointing to the "Next >" button. The page also features logos for "REEMPLOY ME" and "MAINE DEPARTMENT OF LABOR" at the top.

Welcome WC-678


Work Search Online Interview

* Required Information

Enter your SSN and Authorization Code to proceed with the e-adjudication process to address your work search activities per the notification received. The individual week(s) under review will display after you click Next.

1. * Claimant SSN - -

2. * Authorization Code

I'm not a robot  reCAPTCHA
Privacy - Terms

Select this checkbox.

Note: You may also access the Work Search Online Interview Questionnaire if you have already logged into ReEmployMe as a claimant.

- There are two ways to access the Work Search Online Interview Questionnaire if you have already logged into ReEmployMe as a claimant:
 - 1. Select Online Interview in the Quick Links column
 - 2. Select the Online Interview tab in the top menu, then select Work Search

The screenshot displays the ReEmployMe website interface. At the top, the logo for REEMPLOY ME (Unemployment System Alliance Partner) and the MAINE DEPARTMENT OF LABOR (Bureau of Unemployment Compensation) are visible. Below the logos, the user is logged in as DEAN WINCHESTER. A navigation bar contains several tabs: Unemployment Claim, Weekly Certification, Update Address, Benefit Maintenance, Inquiry, Correspondences, File Appeal, and View & Print 1099. A dropdown menu for 'Online Interview' is open, showing 'Work Search' as an option, with a blue arrow pointing to it. On the right side, a 'Quick Links' column lists various services, with 'Online Interview' at the bottom, also indicated by a blue arrow. A 'Claim 1 Weekly Certification Status' box provides details for the current claim, including the claim period (11/15/2020 to 11/14/2021), maximum weekly benefits (\$272.00), total amount of benefits (\$7072.00), and remaining balance of benefits (\$6800.00). A 'News & Announcements' section on the left contains several important notices for claimants, including one about Extended Benefits (EB) and another about work search requirements starting October 4.

Step 5: Select one week from the list of Pending Fact Finding weeks. Then select Next.

- There *may* be more than one week displayed. You must complete the questionnaire for each week one at a time. Once you have finished one week, you may return to complete the questionnaire for the next week.

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Work Search Online Interview

Claimant SSN _____ Claimant Name _____

A work search fact finding interview is required for each week below. To complete your fact finding interview through an online questionnaire, select the week you would like to respond to and click Next.

If you have completed all questionnaires for each week listed, select Home to exit

If you do not complete the online questionnaire within 7 days of notification, you will be scheduled for a telephone fact finding interview. If you prefer to respond online, you may fill out the online questionnaire at any time before the due date below and your phone interview will be cancelled.

Select	Week	Correspondence Mail Date	Due date to respond to Questionnaire	Questionnaire Status	Issue Status	Fact Finding Scheduled Date
<input type="radio"/>	Sunday, November 01, 2020 - Saturday, November 07, 2020	12/24/2020	12/31/2020	Pending	Pending	Not yet scheduled

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Step 6: Complete the first question of the Online Fact-Finding Questionnaire.

- If you would like to complete the questionnaire now, select yes.
- If you would like five days' advanced notice before completing the questionnaire, select No. If you select No, a telephone fact-finding interview will be scheduled. You will not complete the remaining questions.

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DEPARTMENT OF LABOR ONLINE FACT-FINDING QUESTIONNAIRE

* Required Information

Claimant SSN Claimant Name

Under Maine Law, you are entitled to receive a five-day written notice of a (telephone) fact-finding interview if there is a question about your fulfillment of the work search requirement.

If you respond to this questionnaire within 7 days of receipt AND check "Yes" below, you are agreeing to waive this right and you will not receive a telephone fact finding interview. We will decide your eligibility for benefits for the week of 12/05/2020 based on the information that you provide on this questionnaire.

If you are found not to be eligible for benefits for the week of 12/05/2020, you will receive a written decision. If you disagree with that decision, you have the right to file an appeal.

If you do not wish to fill out this questionnaire, or would prefer to discuss the issue in a fact-finding interview, select "No" below. You will be scheduled for a telephone fact-finding interview and will receive notification in the mail with the date and time.

1. * By checking "Yes" below, you agree to waive your right to five-day notice of fact-finding and understand that you will not receive a telephone fact finding interview:
(If you select "No", you will not be able to submit this form and you will be scheduled for a telephone fact-finding interview.)

Yes
 No

PLEASE COMPLETE THE QUESTIONS BELOW TO PROVIDE ADDITIONAL INFORMATION ON YOUR WORK SEARCH ACTIVITIES.

Step 7: Complete the remaining questions.

The questionnaire begins here and must be completed in one sitting. You will not be able to save your progress and return to complete the questionnaire at a later time.

2. * Were you self-employed prior to applying for unemployment benefits?

(If you select "No", skip to Question #3)

Yes

No

a. **If you selected YES to being self-employed:** Have you either partially or wholly re-opened your business since applying for unemployment benefits?

Yes

No

b. **If you selected YES to being self-employed:** Have you begun preparations to re-open your business since applying for unemployment benefits?
(Potential activities include marketing your business, hiring employees, participating in relevant workshops, networking, and researching resources for small businesses.)

Yes

No

i. Please detail any actions you have taken to re-open your business below:

(Max 1000 Characters)

c. **If you selected YES to being self-employed:** If you have a confirmed start date to re-open, partially or wholly, please provide the date you will reopen your business.

MM

/ DD

/ YYYY



For all remaining questions:

- If you answered "YES" to question 2.a OR 2.b above, select "Not applicable – I am self-employed and have opened or made preparations to open my business" for all remaining questions where available.
- Otherwise, answer all remaining questions to provide us with additional information about your work search.

3. * During the week of 12/05/2020, which of the following work search-related activities did you complete? Select all that apply.
(If you are NOT self-employed: please record all work-search related activities below.)

If you are self-employed: If you have opened your business, or made preparations to open your business, please select "not applicable – I am self-employed and have opened or made preparations to open my business" below. If you have NOT begun to re-open your business, or you do not plan to re-open your business, please record all work search-related activities below.)

- I worked (including either part-time work or temporary work)
- I applied for a job (e.g. submitted an application or interviewed for a job)
- I participated in at least ONE work search-related activity (activities listed in question 2b below)
- I did not work, apply for work, or complete any work search-related activities during the week in question
- Not applicable – I am self-employed and have opened or made preparations to open my business

a. If you worked OR applied for a job during the week of 12/05/2020, provide additional information below: (please provide Employer name, Address, Phone number, Person you spoke with, Job title, Outcome of job application, if applicable)
(Must not exceed 2000 characters)

b. If you participated in at least ONE work search-related activity during the week of 12/05/2020, mark the work search activity you completed below. Select all that apply.

- Attend a job fair/virtual job fair hosted by a CareerCenter
- Participate in CareerCenter virtual reemployment services
- Participate in a CareerCenter virtual workshop
- Contact an employer to ask if that employer is hiring
- Participate in a professional job-related education or skills development program
- Participate in networking events related to a job or occupation for which you are reasonably qualified

c. If you did not work, apply for work, or participate in any work search-related activities during the week of 12/05/2020, explain why.
(Max 1000 Characters)

d. If you did not work, apply for work, or participate in any work search-related activities during the week of 12/05/2020, were you under quarantine due to actual or potential COVID-19 exposure?

- Yes
- No

4. * What type of work did you perform at your most recent job, before filing for unemployment?
(Type of work refers to occupation (physician, teacher, nurse, construction manager, self-employed, etc.).)

- Not applicable – I am self-employed and have opened or made preparations to open my business

5. * Are you looking for the same type of work?

- Yes
- No
- Not applicable – I am self-employed and have opened or made preparations to open my business

a. If you selected NO, why are you not looking for the same type of work?
(Max 1000 Characters)

b. If you selected NO, what type of work are you looking for now?
(Max 1000 Characters)

6. * How do you typically search for work?
(e.g. job boards, job fairs, networking, referrals, cold calling)

- Not applicable – I am self-employed and have opened or made preparations to open my business

7. * Explain how you have been looking for work since becoming unemployed (may include one or more of the work search activities already listed above):

- Not applicable – I am self-employed and have opened or made preparations to open my business

8. * Do you have a confirmed date to start new work, or a confirmed date you will return to work for a past employer?
(Select "Yes" if the start date has been agreed upon and finalized by your new or prior employer.)

- Yes
- No
- Not applicable – I am self-employed and have opened or made preparations to open my business

a. **If you selected YES to having a confirmed start date**, please provide the following information:

i. Employer name:
(Must not exceed 100 characters)

Step 8: Complete remaining questions and select Next.


ii. Address:
(Must not exceed 200 characters)

iii. Job title:

iv. Contact person:

v. Confirmed start date:
MM / DD / YYYY 

9. Is there any other information you feel we should know?
(Max 1000 Characters)

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Step 9: The week for which you have completed a questionnaire will now display as “Pending Decision” and Questionnaire “Completed”.

- If this is the only week for which you must complete a questionnaire, select Home to exit.
- To complete a questionnaire for another week, select Next.
- The Select button for the completed questionnaire will be grayed out and cannot be selected again.

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Work Search Online Interview

Claimant SSN _____ Claimant Name _____

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<input type="radio"/>	Sunday, November 01, 2020 - Saturday, November 07, 2020	12/24/2020	12/31/2020	Completed	Pending Decision	Not yet scheduled

Thank you for completing your Work Search Online Interview Questionnaire.

Please call our call center to speak with an eligibility agent if you have any questions. Our phone number is 1-800-593-7660.

