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
Step 2: Navigate to ReEmployME website

- Enter www.maine.gov/reemployme into your web browser
Step 3: Select Work Search Online Interview
Step 4: Enter your Social Security Number and Authorization Code. Then select Next.

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
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.
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.

[Image of the Online Fact-Finding Questionnaire form]
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.
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)
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.
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.