

# Instruction Guide for Claimants

Weekly Claim Filing:  
Work Search Job Application Screens



9/29/2023



# Work Search Job Application Screens

If you answer **Yes** to looking for work or participating in Work Search related activities –

Filing for week of Sunday, November 26, 2023 To Saturday, December 02, 2023

1 of 3 steps

### Report work search

1. Did you work or perform any services for an employer during the week (this does not include odd jobs)? **(required)**

Additional information such as employer details and earnings will be captured in the weekly certification, step 2 in filing a weekly claim.

Yes  No [What does this mean?](#)

2. Are you a member of a Union that provides job placement through a Hiring Hall? **(required)**

Yes  No

3. Do you have a confirmed start date to return to full employment? **(required)**

Yes  No [What does this mean?](#)

4. Did you look for work or participate in Work Search related activities? **(required)**

Yes  No [What does this mean?](#)

Unless Waived, you must participate in at least one Work Search activity each week to get unemployment benefits. To find out more about work search waivers, click below:  
[Checkout the Work Search FAQ.](#)

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The following screens shown in this tutorial will show you what will be displayed for you to complete the **Work Search Job Application** portion of your weekly claim.

# Work Search Job Application Screens

- After you answer "Yes" to question 4, select "Next".
- You will be asked which work search related activities you participated in.

Filing for week of **Sunday, November 26, 2023** To **Saturday, December 02, 2023**

1 of 3 steps

### Report work search

1. Did you work or perform any services for an employer during the week (this does not include odd jobs)? **(required)**

Additional information such as employer details and earnings will be captured in the weekly certification, step 2 in filing a weekly claim.

Yes  No [What does this mean?](#)

2. Are you a member of a Union that provides job placement through a Hiring Hall? **(required)**

Yes  No

3. Do you have a confirmed start date to return to full employment? **(required)**

Yes  No [What does this mean?](#)

4. Did you look for work or participate in Work Search related activities? **(required)**

Yes  No [What does this mean?](#)

Unless Waived, you must participate in at least one Work Search activity each week to get unemployment benefits. To find out more about work search waivers, click below:  
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# Work Search Job Application Screens

- Make sure you select the fourth option, "I applied for a job for which I am reasonably qualified".

Filing for week of **Sunday, November 26, 2023** To **Saturday, December 02, 2023**

1 of 3 steps

## Report work search

1. During the week of 26 November to 02 December, did you participate in any of the following work search related activities? **(required - select all that applied)**

If you **contacted an employer, interviewed, or applied for a job**, please report further details when prompted. You will have the opportunity to enter details for multiple activities if needed by **clicking "Add Another Work Search Activity"** on the Summary of work search responses page.

If you completed one of the other activities listed, you do not have to enter further details at this time. Please save any documentation so you can easily provide it if a record is requested.

I attended a job fair hosted by a CareerCenter virtually or in person

I participated in CareerCenter reemployment services virtually or in person

I participated in a CareerCenter workshop virtually or in person

I applied for a job for which I am reasonably qualified

I interviewed for a job for which I am reasonably qualified

I contacted an employer about a job opening that I am interested in

No, I did not participate in any work search related activities

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# Work Search Job Application Screens

- To see if the employer is listed in our database, search for the employer under **EMPLOYER NAME** by selecting the "Search" button.

Filing for week of **Sunday, November 26, 2023** To **Saturday, December 02, 2023**

1 of 3 steps

## Report work search

You are now inputting work search details for **one work search activity** during this claim period. You will be able to report additional work search activities after reporting this one by clicking "**Add Another Work Search Activity**" on the summary page.

1. On what day did you perform this Work Search activity? (required)

Date

/  /

2. Please tell us more about this employer:

**EMPLOYER NAME (required)**

**EMPLOYER ADDRESS (required)**

Address Line 1 (required)

Address Line 2

City (required)

State/Province (required)

ZIP Code (required)

Country (required)

**PHONE NUMBER (required)**

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# Work Search Job Application Screens

- Select the appropriate employer from the list. Select "**Next**".
- If the employer does not come up on your search, select "**Back**" to return to the previous screen.

## Search for employer

Enter the Employer Name and select **Search**. More information can be entered to narrow the Search Results.

1. Employer Name (required)

2. Employer Federal Employer Identification Number (FEIN)

3. City

**Search**

(No of Records: 1 - 4 of 4, Page: 1 of 1)

Select (required)	Employer Name	Address	City, State
<input type="radio"/>	...	...	COLUMBUS, OH
<input type="radio"/>	...	...	SEATTLE, WA
<input type="radio"/>	...	...	MINNEAPOLIS, MN
<input type="radio"/>	...	...	MINNEAPOLIS, MN

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# Work Search Job Application Screens

- If the employer is not on the list, you will need to provide the address and phone number.

## Report work search

You are now inputting work search details for **one work search activity** during this claim period. You will be able to report additional work search activities after reporting this one by clicking "**Add Another Work Search Activity**" on the summary page.

1. On what day did you perform this Work Search activity? (required)

Date

/  /  

2. Please tell us more about this employer:

**EMPLOYER NAME** (required)

Search

**EMPLOYER ADDRESS** (required)

Address Line 1 (required)

Address Line 2

City (required)

State/Province (required)

Maine 

ZIP Code (required)

Country (required)

United States 

**PHONE NUMBER** (required)

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## Work Search Job Application Screens

- You will then answer questions 3 and 4 and continue with the remainder of Weekly Claim questions.
- Select "**Review My Response**".

3. Please tell us more about this opportunity:

**TYPE OF WORK / JOB TITLE** (required)

**HOW DID YOU CONTACT THIS EMPLOYER?** (required)

**WHO YOU CONTACTED (NAME OR TITLE)** (required)

4. What was the outcome of this Work Search activity? (required)

The employer is not currently accepting new applications

I submitted an application and/or resume

I was hired but with no confirmed start date

I was hired and have a confirmed start date

I started working

I was scheduled for an interview

I connected/interviewed with a potential employer and am waiting to hear back

My application was rejected

Other (Please Specify)

**This concludes the Work Search Job Applications Screens tutorial.**