

Work Search Guidelines

REQUIREMENTS OF A VALID CONTACT

You must complete a work search for each week you claim unemployment insurance benefits including your waiting period week. DES will only consider contacts with employers who have a position matching your qualifications, knowledge, ability, or skill. Employer contact must be for the sole purpose of obtaining employment.

Your work search record **MUST** Include:

- (1) Date of contact
- (2) Company contacted
- (3) Contact method
- (4) Depending on method of contact we would need website Address, e-mail address, fax number, telephone number, or address of contact
*If you are using an employment website, provide the name of the employer you are applying for a position with, **AND** the name of the employment website.
- (5) Position seeking
- (6) Results

Contacting the same employer regarding the same position or opening more than once during the same week can only count as one employer contact unless you are at different stages of the hiring process. (i.e. interview, second interview).

ACCEPTABLE METHODS OF CONTACT

- **SUBMIT APPLICATION OR RESUME, LETTER OF INTEREST, ETC.** - through Employer or Employment Website (including NC Works)
- **TELEPHONE CONVERSATION** with Employer – Message left on voicemail or answering service is NOT sufficient
- **IN-PERSON MEETING** with Employer – May include contacts at job fairs or similar events or video interviews
- **INITIAL REGISTRATION** via NCWorks.gov (only applies for week registration was completed)
- **BLIND ADVERTISEMENT (An online or newspaper ad that does not give the company name)** - A copy of a blind advertisement may substitute for employer name, name of contact, and job title. **You must keep a copy of the advertisement for your records**

Below is an example of valid work search contacts

Week # <u>1</u>	Beginning Sunday 08/05/2018		and Ending Saturday 08/11/2018		
Date of Contact	Company Contacted	Contact Method In person (I) Telephone (T) Fax (F) *Email (E) *Online(O)	Provide one (1) of the following: Physical Address Website Address Phone Number	Position Seeking	Results (Ex. Not Hiring, Submitted Application, Interview, Second Interview, Submitted Resume)
08/05/2018	Al's Plumbing	I	123 Main Street Burlington, NC 27215	Plumber	Not hiring
08/07/2018	Barbara's Baleru	T	336-123-4567, 567 Main Steet Burlington, NC 27215	Baker	Second Interview
08/10/2018	Carla's Accounting	E	carla123@yahoo.com Burlington, NC 27216	Accountant	Submitted Application
*Attach a copy of confirmation email or confirmation number for any online contacts.					
Week # <u>2</u>	Beginning Sunday 08/12/2018		and Ending Saturday 08/18/2018		
08/12/2018	Dollar Tree	O	www.dollartree.com	Cashier	Resume submitted online
08/15/2018	Blind Advertisement	F	P.O. Box 481 Burlington, NC 27215	Customer Service Rep	Resume submitted by fax