



## North Carolina Department of Commerce Division of Employment Security

### Helpful Hints for Completing Your Work Search Record Form (NCUI 506E)

- You must make valid job contacts with potential employers for each week you claim for unemployment insurance benefits. If you filed your claim on or after July 1, 2018 you must make three (3) contacts each week. If you filed your claim prior to July 1, 2018 you must make five (5) contacts each week.
- You may not duplicate contacts during a week.
- Employer contact must be made in an effort to obtain employment matching your qualifications, knowledge, ability, or skill.
- Copy of blind advertisement (an online or newspaper employment advertisement that does not provide a company name) may substitute for employer name, name of contact, and job title of contact

**WARNING:** Failure to maintain complete and accurate work search records may result in the delay or denial of benefits and/or require the repayment of benefits.