

Work Search Log UCB-12

For Week Ending: _____
 (Required field. Use Saturday date)

Social Security Number	First Name	Last Name
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This form may be used to record your work search actions during the week noted above. Instructions are on the next page. To print out copies of the form go to <http://my.unemployment.wisconsin.gov>. No payment will be released until your work search log has been received and validated by the department. **To prevent a delay in payment, file your weekly claims online at <http://my.unemployment.wisconsin.gov>.** If you file your weekly claims via the telephone you will be required to mail or fax this completed form to the address/fax number above each week to receive payments.

Businesses/Employers Contacted: List jobs you applied for, interviews you attended, and businesses/employers who are hiring that you contacted during the week. All columns should be filled in with enough detail to allow validation by the department. Work search logs missing key information such as week ending date, date of contact within that week, business/employer name, or contact information for method of contact listed may delay payment of benefits.

Date of contact	Position applied for	Business/Employer name	Name and title of person contacted (if known)	Method of contact (e.g., in person, phone, fax, email, website)	Contact information for method of contact listed (e.g., address, phone number, email, website/URL, fax number)	Result of contact (if known) (e.g., interview, waiting for response, not hired)
<i>09/20/2016</i>	<i>Clerk</i>	<i>ABC Industries</i>	<i>John Smith, HR Director</i>	<i>Email</i>	<i>j.smith@abcinc.com</i>	<i>Set up interview</i>

Work Search Actions: If your work search actions were not business/employer contacts, record those actions you did to find a job below.

Date of action	Action performed
<i>09/21/2016</i>	<i>Attended a resume preparation workshop at the Career Center</i>

Work Search Instructions

You must actively look for work while claiming unemployment benefits. You must perform at least four work search actions in each week you want to be paid unemployment benefits.

Examples of Valid vs. Invalid Work Search Actions (list is not intended to be all-inclusive)	
Valid Work Search Actions	Invalid Work Search Actions
<ul style="list-style-type: none"> ▪ Mandatory JCW registration ▪ Submitting resume or application to employer ▪ Taking civil service exam(s) ▪ Non-mandatory re-employment services ▪ Registering with placement facility or headhunter ▪ Posting resume on employment website ▪ Meeting with career counselor ▪ Participating in job interview ▪ Participating in weekly professional networking group ▪ Taking WorkKeys exam 	<ul style="list-style-type: none"> ▪ Viewing job leads (but not applying) ▪ Contacting employer to learn that no openings exist/applications are not being taken ▪ Submitting application to same employer within 4-week period (unless a new job becomes available/posted) ▪ Subsequent/duplicate posting of resumes on job search websites (unless part of application for specific job) ▪ Submitting application for work that is not reasonable considering your training, experience, duration of unemployment, and availability of jobs in your labor market.

You must keep a work search record for each week you claim benefits. The department may request evidence of your work search actions at any time. Keep copies of your work search records for 52 weeks.

If you knowingly give us false statements about your work search actions, it is considered fraud and you may be denied unemployment benefits and be assessed a penalty.

▪ **FILING ONLINE:**

If you file your weekly claim certifications online, you must report four work search actions to complete the claim. **The department will keep copies of the work search actions submitted when you file online.** You will submit your work search actions directly into the application when completing your weekly claim. **To file online, go to <http://my.unemployment.wisconsin.gov>.**

▪ **FILING BY PHONE:**

If you file your weekly claims by telephone, you must submit your work search actions for the week by **MAIL** or **FAX** (608-327-6499) before benefits will be released. You can get more forms online at <http://my.unemployment.wisconsin.gov>. You will need to create a username and password if you don't already have one.

Your local Job Center receives job opening information from employers that is updated on a daily basis. You are encouraged to make frequent visits to the Job Center where you can view, select and apply for job openings for which you are qualified and take advantage of the services that can help you in your job search. For the address of the Job Center closest to your home, go to <http://wisconsinjobcenter.org/directory> or call 1-888-258-9966.