

Work Search Requirements

Examples of Valid Work Search Actions and Acceptable Proof

Valid Work Search Action

Acceptable Proof

Mandatory Job Center of Wisconsin registration or participating in mandatory re-employment services.	Job Center of Wisconsin typically confirms. Keep a copy of confirmation email.
Submitting a résumé or application to an employer that has openings or is taking applications.	For online submissions, copy of email confirming receipt of résumé or application. For in-person submissions, date of application, name and phone number of employer, and name and title of contact.
Applying for a civil service (government) position.	Copy of email confirming receipt of résumé or application.
Participating in Job Center of Wisconsin non-mandatory re-employment services.	Date of participation and the activity.
Registering with a placement facility, staffing agency, or recruiter for the first time.	Copy of registration form or email confirming registration.
Posting a résumé on an employment website for the first time (e.g., Indeed.com, CareerBuilder.com).	Copy of email confirming receipt of résumé.
Meeting with a career counselor.	Date of meeting, agency, and name and phone number of career counselor.
Participating in a job interview.	Date of interview, name and phone number of the employer, and name and title of contact.
Participating in a professional work-related networking group/event.	Registration confirmation, ticket, or name badge showing name and date of event.
Creating a personal user profile on a professional networking site (e.g., LinkedIn.com, MyOpportunity.com).	Screenshot of the profile.
Using mySkills myFuture .	Screenshot of results.

Examples of Invalid Work Search Actions

(List is not all-inclusive.)

- Viewing job leads but not applying.
- Contacting an employer to learn no openings exist or applications are not being taken.
- Submitting an application to the same employer within a 4-week period when there is not a new job available.
- Re-posting the same résumé on job search websites, unless applying for a specific job.
- Applying for work that is unreasonable considering your training and experience.

Work Search Requirement

You must perform at least 4 work search actions each week. You must seek work that is suitable for you given your training, experience, length of unemployment, and the availability of jobs in your area.

Three Options for Documenting Work Search Actions

- Submit your work search actions throughout the current week on the **Weekly Work Search Entry Form** found in your Claimant Portal:
 - Log on to my.unemployment.wisconsin.gov
 - Go to "My UI Home."
 - Choose "Enter Work Search."

If you have entered your work searches on the Weekly Work Search Entry Form, the system will add them to your weekly claim when you file the weekly claim.

- Enter your work search actions when you file your weekly claim.
- Have your work search actions ready to supply when you file your weekly claim by phone (if you are unable to file online). See the **Sample Work Search Log**: <https://dwd.wisconsin.gov/dwd/forms/ui/ucb-12-e.htm>

UI conducts work search audits; keep proof of your work search actions for one year.

Falsely reporting information on your work search actions may be fraud, which can result in penalties and the denial of UI.

You are encouraged to complete more than 4 work search activities each week because doing so will help you return to work more quickly. To plan your work search actions, you may use the **Work Search Plan** template: <https://dwd.wisconsin.gov/uiben/worksearch-plan.htm>

Waiver of the Work Search Requirement

In some situations, the work search requirement may be waived. Some of the reasons that permit waiving the work search requirement include:

- You are laid off but there is a reasonable expectation that you will return to work for your employer within eight weeks. This waiver period may be extended to 12 weeks with verification from your employer.
- You have a reasonable expectation of starting employment with a new employer within four weeks, and the employer has verified the anticipated starting date with DWD.
- You are laid off **and** routinely obtain work through a union referral **and** are on the out of work list for a union approved by DWD.
- You were summoned to serve as a juror.
- You are enrolled and participating in a course of department-approved training.
- You worked 32 or more hours during the week.
- You worked during the week for an employer that you work for on more than a temporary basis. (Work that will last four weeks or less is considered temporary.)

For more information about the work search requirements and waivers, please review the Work Search FAQ: <https://dwd.wisconsin.gov/ui/worksearch>

DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please dial 7-1-1 for Wisconsin Relay Service. Please contact the Unemployment Insurance Division at (414) 435-7069 or toll-free at (844) 910-3661 to request information in an alternate format, including translated to another language.

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