

Reasonable Work Search Actions

What constitutes a reasonable work search for UI claimants?

Unemployment Insurance

It is not possible to compile an all-inclusive list of valid work search actions and acceptable proof. Work search actions must be able to be verified to be considered reasonable.

Examples of Valid Work Search Actions and Acceptable Proof

(list is not all-inclusive)

Examples of Valid Work Search Actions	Acceptable Proof
Mandatory JCW registration/participating in mandatory re-employment services.	UI confirms with JCW. Keep copy of email confirmation.
Submitting résumé or application IN PERSON to employer that has openings/is taking applications.	Document details (date, name and phone number of employer, name and title of contact).
Submitting résumé or application ONLINE to employer that has openings/is taking applications.	Copy of email confirming résumé or application received. Note: This is needed even if submitting application or résumé through JCW.
Applying for civil service position on wisc.jobs.	Copy of email confirming résumé or application received.
Non-mandatory re-employment services (training supplied by the Job Center of Wisconsin to help you get a job, but not a required activity).	Document activity, location (in person or online), and date of participation.
Registering with placement facility, temporary help agency, or headhunter.	First time registration with each facility/agency only. Electronic or paper copy of registration form or copy of email confirming registration.
Posting résumé on employment website (e.g. Indeed.com, CareerBuilder.com).	First time posting with each website only. Copy of email confirming receipt of résumé.
Meeting with career counselor.	Document details (date, name and phone number of career counselor).
Participating in job interview.	Document details (date, name and phone number of the employer, name and title of contact).
Participating in professional work-related networking group/event.	Keep registration confirmation, ticket, or name badge showing name and date of event.
Creating a personal user profile on professional networking site (e.g. LinkedIn.com, MyOpportunity.com).	Screenshot of the profile which could be verified by the state agency.
Using online career tools such as job match advisors, other national job boards, or mySkills myFuture.	Screenshot of the results from tools used.

Examples of Invalid Work Search Actions

(list is not all-inclusive)

- 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 résumés 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.

Claimants must perform at least four work search actions each week, unless the department notifies them their work search is waived.

Claimants must document their work search actions for each week they claim benefits, having enough detail to allow for verification by the department.

The department may request acceptable proof of a claimant's work search actions at any time. Claimants should keep acceptable proof of their work search actions for 52 weeks.

To document their work search actions throughout the week for the current week, claimants can use the online Weekly Work Search Entry Form at <https://my.unemployment.wisconsin.gov>:

- Go to your dashboard
- Choose "Unemployment Services"
- Choose "Enter Work Search Activity"

Even if claimants use the Weekly Work Search Entry Form, they need to file their weekly claim. The work search actions they enter for the week will be stored by the department and automatically transferred into the online weekly claim certification.

If claimants do not use the Weekly Work Search Entry Form, they will need to enter their weekly work search actions when they file their weekly claim online. When they file online the department keeps copies of the work search actions. **To file online, go to <https://my.unemployment.wisconsin.gov>.**

Claimants are responsible for providing acceptable proof of their work search actions upon request.

If claimants are truly unable to use online services, they should have their work search actions ready to supply to the claims specialist helping with their claim.

Falsely reporting any information on a work search record may be an act of concealment. See the Handbook for Claimants, Part 7: Fraud and Quality Control, <https://dwd.wisconsin.gov/uiben/handbook>.

Claimants can go to https://dwd.wisconsin.gov/dwd/forms/ui/ucb_12_e.htm to print a form for recording their weekly work search actions.

Work Registration and Re-employment Services

Completing the mandatory work registration with Wisconsin Job Service online at <https://JobCenterofWisconsin.com/UI> is considered **one** reasonable work search action.

Attending mandatory re-employment services (RES) including mandatory follow-up activities will satisfy all four work search requirements for the week the session occurs or the week the follow-up action is required.

Participating in non-mandatory RES (training supplied by the Job Center of Wisconsin to help claimants get a job, but not a required activity) is considered **one** reasonable work search action.

Claimants with questions about their work search not answered in this publication or the online Handbook for Claimants may call a claims specialist at (414) 435-7069 during business hours.

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 to request information in an alternate format, including translated to another language.

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