Work Search Log Instructions

Locate the Work Search Log wizard from your dashboard, or left navigation menu.

Select Services for Individuals ➔ Unemployment Services ➔ Work Search Log from the Navigation menu

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**Below is a list of your work search verifications.**

To claim a new week, click the button below.

![File Your Work Search Verification](image)

**Work Search Verification Review**

Below are the weeks for which you have completed a work search verification.

<table>
<thead>
<tr>
<th>#</th>
<th>Week Ending</th>
<th>Filing Date</th>
<th>Job Contacts Entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>38</td>
<td>07/06/2019</td>
<td>7/14/2019</td>
<td>3</td>
</tr>
<tr>
<td>37</td>
<td>06/29/2019</td>
<td>7/1/2019</td>
<td>3</td>
</tr>
<tr>
<td>33</td>
<td>06/01/2019</td>
<td>6/2/2019</td>
<td>4</td>
</tr>
<tr>
<td>32</td>
<td>05/25/2019</td>
<td>5/31/2019</td>
<td>3</td>
</tr>
<tr>
<td>31</td>
<td>05/18/2019</td>
<td>5/25/2019</td>
<td>5</td>
</tr>
</tbody>
</table>
Job Search Using the MWE

Have you searched for jobs on the MWE? When you have used the MWE to search for jobs during your certification week, your activity is presented on the summary screen. The dates displayed at the top of the page indicate the dates considered for the job contacts.

Do you need more job contacts? Above the table, you will see a running count in red of the number of contacts you have made along with the state requirement you must meet. Your state requirement may change. Be sure to verify the requirements displayed on this screen each week.

Work Search Verification

Listed below are 3 jobs you contacted or applied to in MWEJobs during the week beginning Sunday, August 25, 2019 and ending Saturday, August 31, 2019. You must make at least 3 job contacts per week in order to fulfill your Work Search requirements. Job Contacts include filling out job applications and sending résumés.

You must continue to file your weekly claim certification (Webcert or Telecert) for benefits until you become reemployed. REX does not replace this unemployment insurance requirement.

Potential Job Contacts

Please click Update Status for each job contact listed.

<table>
<thead>
<tr>
<th>#</th>
<th>Job Title</th>
<th>Employer</th>
<th>Location</th>
<th>Source</th>
<th>Job Application Status</th>
<th>Contacted Employer</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Asset Manager</td>
<td>Corp 2 corp inc</td>
<td>Jersey City, NJ 07302</td>
<td>Other</td>
<td>Applied on 8/27/2019</td>
<td>False</td>
<td>Update Status</td>
</tr>
<tr>
<td>2</td>
<td>Loan Processor</td>
<td>Accountemps</td>
<td>Alexandria, VA 22314</td>
<td>Other</td>
<td>Applied on 8/28/2019</td>
<td>True</td>
<td>Update Status</td>
</tr>
<tr>
<td>3</td>
<td>Loan Coordinator</td>
<td>First Home Mortgage Corp</td>
<td>Fairfax, VA 22030</td>
<td>Other</td>
<td>Applied on 8/29/2019</td>
<td>True</td>
<td>Update Status</td>
</tr>
</tbody>
</table>
All acceptable job contacts show a large green check mark in the Contacted Employer column. If you viewed and contacted the employer during the certification week, the job contact will already be included in your total. A red X may appear if you need to add additional information for that contact.

The X indicates this job contact does not meet the state requirement. Since all Viewed jobs display for any given certification week, the list may be quite long. However, if you only viewed a job in the system, it will not count toward your weekly total. If you see a job where you actually contacted the employer, click the corresponding Status link.

For a ❌ contact, select the Update Status: On the Application Information panel, respond Yes to Did you contact this employer? and enter a date. Since your contact dates must fall within the certification week, the date fields only accept dates within that week.

👍 Use the calendar tool which only displays certification week dates, and the Days of the Week links (Sun Mon Tues Wed Thu Fri Sat) which only populate certification week dates.

To save your updates, click Save and verify the job contact now displays with a green checkmark.

*Note: “Contact” means did you apply for a position at this business.

Do You Need to Add a New Job Contact? If you still have not met the state requirement, you should complete a blank (offline) job contact record. Answer Yes to the question in the Additional Job Contacts screen, then click Next. The system displays a blank job contact record for you to complete. (See next section)

Have you finished entering job contacts? If so, answer No to the question in the Additional Job Contacts screen, then click Next to advance.
Job Search Outside the MWE

If you did not complete sufficient job search activity in the system during the week, you now have an opportunity to enter an offline job contact record made during the certification week. These are called offline job contacts because they reference a job opportunities not found in the system.

💡 You can also complete offline job contacts in the system during the certification week. That way, they will automatically display in your list of job contacts during your weekly certification, making it easier to complete the certification process.

Use the Employer Information screen to enter the employer information. Whenever possible, select your employer by using the Auto-Complete Dropdown Menu.
Select the Matching Occupation. If the system was unable to find an exact match for the job title you entered, you must select an occupation from the list of suggested occupations. Your selection will automatically populate the Occupation Title and Occupation Code fields.

No Matching Occupations? If you cannot identify an appropriate occupational title, click the Search for an Occupation link. You will be able to search the O*Net database of occupations. When you select one, it automatically populates Occupation Title and Occupation Code fields.

Use the Application Information screen to indicate when you contacted the employer and how far the contact progressed. If you indicate that you did not contact the employer, the job contact will not be included in your total for the week. Also, since your contact dates must fall within the certification week, the date fields only accept dates within that week.

- Use the calendar tool which only displays certification week dates, and the Days of the Week links (Sun Mon Tues Wed Thu Fri Sat) which only populate certification week dates.
Certify and Submit
You must continue by clicking Next, check the box “I acknowledge that the information on this page is true and accurate”, click Next. Complete each page until the log is submitted.