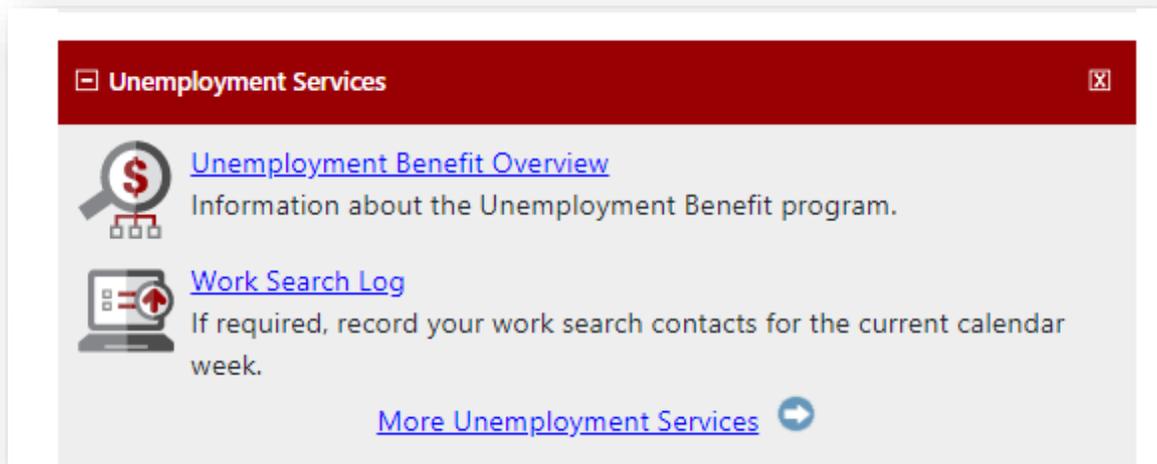


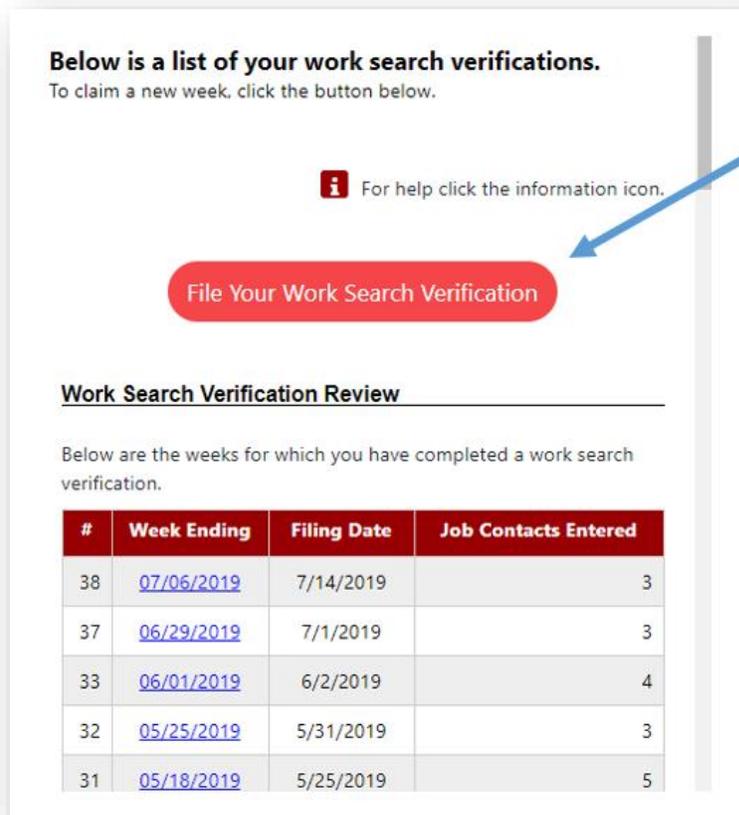
# Work Search Log Instructions

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



The screenshot shows a navigation menu titled "Unemployment Services" with a close button (X) in the top right corner. Below the title, there are two menu items: "Unemployment Benefit Overview" with a magnifying glass icon containing a dollar sign, and "Work Search Log" with a laptop icon. The "Work Search Log" item has a description: "If required, record your work search contacts for the current calendar week." At the bottom of the menu, there is a link "More Unemployment Services" with a right-pointing arrow icon.



The screenshot shows a page titled "Below is a list of your work search verifications." with a sub-instruction: "To claim a new week, click the button below." Below this text is an information icon (i) with the text "For help click the information icon." A blue arrow points from the information icon to a red button labeled "File Your Work Search Verification". Below the button is a section titled "Work Search Verification Review" with a horizontal line underneath. Below the title, there is a sub-instruction: "Below are the weeks for which you have completed a work search verification." Below this text is a table with the following data:

#	Week Ending	Filing Date	Job Contacts Entered
38	<a href="#">07/06/2019</a>	7/14/2019	3
37	<a href="#">06/29/2019</a>	7/1/2019	3
33	<a href="#">06/01/2019</a>	6/2/2019	4
32	<a href="#">05/25/2019</a>	5/31/2019	3
31	<a href="#">05/18/2019</a>	5/25/2019	5

## 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.

#	Job Title	Employer	Location	Source	Job Application Status	Contacted Employer	Action
1	<a href="#">Asset Manager</a>	Corp 2 corp inc	Jersey City, NJ 07302	Other	Applied on 8/27/2019	✓	<a href="#">Update Status</a>
2	<a href="#">Loan Processor</a>	Accountemps	Alexandria, VA 22314	Other	Applied on 8/28/2019	✓	<a href="#">Update Status</a>
3	<a href="#">Loan Coordinator</a>	First Home Mortgage Corp	Fairfax, VA 22030	Other	Applied on 8/29/2019	✓	<a href="#">Update Status</a>

-  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.

## Additional Job Contacts

\*

Do you wish to add additional job contacts for the week beginning Sunday, August 25, 2019 and ending Saturday, August 31, 2019?

Yes  No

You have completed your 3 required job contacts for the week beginning Sunday, August 25, 2019 and ending Saturday, August 31, 2019 Please select next to submit.

Note: Failure to select at least 3 job contacts could result in denial of benefits.

Next >>

## 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.

## Employer Information

\* **Employer:**

\* **Address of Record:**

\* **Zip:**

\* **City:**

\* **State:**

### Suggested occupation(s):

[ [Search for an occupation](#) ]

\* **Occupation Title:** Chefs and Head Cooks  
\* **Occupation Code:** 35101100

## Application Information

\* **Your interest level for this job:**

\* **Did you contact this employer?**  Yes  No

\* **First Contacted Employer Representative:**

**Your current status for this job:**

**Applied for Job**

**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.

### Contact Information

**Initial Contact Method:**

**Contact Title:**

**Contact First Name:**

**Contact Last Name:**

**Contact Phone:**  -  -  on these fields only the ones with the \* needs to be completed and is determined by your choice from (Initial Contact Method)

**Contact E-mail:**

**Contact Website:**

### Application Information

\* Your interest level for this job:

\* Did you contact this employer?  Yes  No

This must always be "yes" for it to save as a contact. Contact in this case means you apply for the job not necessarily speak with someone

Menu My Dashboard Sign Out Services for Individuals Guest Access Services for Employers Qu

**\* First Contacted Employer Representative:**

08/25/2019 [Sun Mon Tues Wed Thu Fri Sat](#)

Your current status for this job:

- Applied for Job** 08/25/2019 [Sun Mon Tues Wed Thu Fri Sat](#)
- Scheduled First Interview** mm/dd/yyyy [Sun Mon Tues Wed Thu Fri Sat](#)
- Attended First Interview** mm/dd/yyyy [Sun Mon Tues Wed Thu Fri Sat](#)
- Hired (Start Date)** mm/dd/yyyy [Sun Mon Tues Wed Thu Fri Sat](#)
- Not Hired or Refused Offer (Notify Date)** mm/dd/yyyy [Sun Mon Tues Wed Thu Fri Sat](#)
- Job Termination (Last Day)** mm/dd/yyyy [Sun Mon Tues Wed Thu Fri Sat](#)

**Notes**

Please enter any notes about this job that you would like to provide.

[\[ Insert Sample Text \]](#) [\[ Clear Text \]](#) [\[ Remove All Formatting \]](#)

**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.

[\[ Change Job Contacts \]](#)

I acknowledge that the information on this page is true and accurate.