## **WORK SEARCH LOG**

You will be asked for your work search information when you file for your weekly benefits.

You are filing for Unemployment Insurance (UI) benefits. You must actively seek work starting with the week in which you filed your claim unless we have instructed you otherwise.

The following is considered a valid work search contact: contact with an employer who may reasonably be expected to have job openings suitable to your skills and training. While receiving UI benefits you are required to make contact with the employer or a person with the authority to hire in order to be considered to have conducted a work search. The method of contact with the employer is appropriate based on the standard for the type of work sought with that employer.

A valid work search contact does not include: contact with the Job Center office unless that is the method the employer has requested, contact with a private employment agency where a fee is charged, or a call to the UI Claim Center.

The work search contact(s) information you provide when filing for your weekly UI benefits may be audited. Failure to report valid work search contact(s) will lead to benefits being denied, which could result in establishing an overpayment. For more information, see the "audit" section of your UI Handbook, or the latest online version at: labor.alaska.gov/esd\_unemployment\_insurance/home.htm.

You will be asked to submit this work search information to job center staff if selected for Reemployment Services and Eligibility Assessment (RESEA) participation. Keep the original document for your records.

Date of contact (mm/dd/yyyy)	Employer/business name	Method of contact Phone/fax number or email address, or website address, or address
		Email Website           Address           City State Phone/fax
		Email Website Address City State Phone/fax
		Email
		Email Website Address City State Phone/fax
		Email
		Email