

Weekly job search requirements

Each week you claim unemployment benefits, you need to complete three approved job search activities and keep a detailed record. You need to do these activities within the claim week. You cannot carry them over from week to week.

You need to look for work unless we tell you otherwise.

Go to esd.wa.gov/job-search-requirements to learn about approved activities and how to track them. Examples include:

- Applying for a job that fits your skills and qualifications.
- Interviewing for a job.
- Participating in reemployment services at your local WorkSource office.
- Watching a video on a job search topic, such as how to write a cover letter.

You can use our form at esd.wa.gov/job-search-log or any that works for you. Make sure your log includes all the details outlined on our form. Please write or type clearly.

Be ready for job search log review

We may ask for your job search log at any time, even after you have stopped filing your weekly claims. Keep these records for at least 30 days after the end of your benefit year or 30 days after you stop receiving benefits, whichever is later.

We might deny your benefits for any week you do not meet job search requirements. If you were already paid for those weeks, you may have to pay us back.

Go to esd.wa.gov/job-search-requirements to find examples of when we waive the job search requirements.

If we waive your job search requirements, we will send you a confirmation letter with waiver dates and the date when you need to restart job search requirements.

CONTACT 1 Contact Date (MM/DD/YYYY): _____

What kind of activity did you do? Choose one:
☐ Employer contact ☐ WorkSource activity ☐ Other activity

If this was an **employer contact**, please provide the following:

Job title or job reference number: _____

Employer or business name: _____

How did you make the contact?
☐ In-person ☐ Online ☐ By phone ☐ By Email ☐ By mail
☐ Other: _____

Type of contact (Choose one)
☐ Application/resume ☐ Interview ☐ Inquiry

Employer or business contact information:

Address: _____

City: _____ State: _____

Website or email address: _____

Phone number: _____

If this was an approved **WorkSource activity**, please provide the following information:

What activity did you complete: _____

What documentation do you have: _____

Where did you complete this activity?

Office name: _____

City: _____ State: _____

If this was an approved **other activity**, please provide the following information:

What activity did you complete: _____

What documentation do you have: _____

Job search activity log example



eServices
secure.esd.wa.gov
Available: 24/7



Phone
800-318-6022 toll-free
Monday – Friday, 8 a.m.-4 p.m.

The Employment Security Department is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. We provide free help in many languages. People who need hearing or speech help can dial 711 for the Washington Relay.