

# 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](http://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](http://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](http://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](http://secure.esd.wa.gov)  
Available: 24/7



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