



Your Efforts to Find Work

If you are filing for and collecting unemployment benefits, the unemployment compensation law states that you must make reasonable efforts to find employment each week. As a reminder, keep a record of all of your employer contacts. Keep track of each effort’s name and address, type of work sought, phone number, contact person, and method of contact.

Keeping a record of weekly employer contacts is important not only for periodic determinations by the American Job Center, but also because some people who file for benefits are randomly selected for an audit of their unemployment claims by the CTDOL's Benefit Accuracy Measurement Unit. You should be able to provide the auditor information regarding your employer contacts for the week being reviewed and the dates the contacts were made. Failure to provide this information could result in a retroactive denial of benefits for that week, and you would be liable to repay the benefits you received.

Work Search Efforts

Date (mm/dd/yyyy)	Employer name and address	
Type of work sought	Phone no./Contact Person, if known	Method of contact

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