



## It is Important to Complete Your Weekly Job Search Log

When you are collecting unemployment benefits, the law states that you must make reasonable efforts to find employment each week. As a reminder, keep a weekly record of all the employers you contact, including:

- ✓ Employer's name and address
- ✓ Method of contact
- ✓ Date of contact
- ✓ Type of work you looked for
- ✓ Contact person
- ✓ Telephone number

Also please note, you may be randomly selected for an audit of your unemployment claim. You must be able to provide the auditor with all information about your job search efforts as described above. Failure to provide this information could result in you being retroactively denied for unemployment and liable to repay the benefits you received.

### Weekly Job Search Log

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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