

# TIPS FOR COMPLETING YOUR **WORK SEARCH REQUIREMENTS**

You must actively search for work and keep records of your work search activities in order to be eligible for **Unemployment Insurance (UI) benefits**.



## WHAT ARE VALID WORK SEARCH ACTIVITIES?

Below is a list of valid work search activities that will help you return to work and meet your UI benefit requirements:

- ✓ Applying for a job with your previous employers or with companies who have openings in your field of work
- ✓ Making telephone calls, emailing or in-person visits to employers that have job openings
- ✓ Responding to “wanted ads” and “job listings” in your field of work
- ✓ Going on interviews with employers (virtually or in person), and, following up by asking for feedback on your interview
- ✓ Registering and actively searching for jobs on job websites, with a union hiring hall or career placement facility
- ✓ Registering with a professional organization, job placement facility, private employment agency, employer’s placement facility, or temporary work agency
- ✓ Creating a personal user profile on employment networking platforms such as LinkedIn
- ✓ Applying for or taking an exam for openings in government civil service
- ✓ Creating a reemployment plan or a resume
- ✓ Using online career tools or reemployment services at an ARIZONA@WORK office, or completing similar online or self-service activities
- ✓ Following through with job referrals or job development opportunities provided by workforce or UI staff
- ✓ Applying for and/or participating in employment and training services provided by partner programs at an ARIZONA@WORK location
- ✓ Participating in work-related networking events such as job fairs and industry association events



**Keep a detailed record of your work search activities.** DES is authorized to audit your work search activities for up to two years from the effective date of your unemployment claim to confirm that you have met all eligibility requirements for each week that you claim benefits.



## TO KEEP A DETAILED RECORD OF YOUR WORK SEARCH ACTIVITIES, KEEP DOCUMENTATION OF:



- ✓ Employers contact information including their business name, address, phone number and/or email address
- ✓ Name and title of the person you contacted
- ✓ Any online career tools and resources utilized
- ✓ Confirmation of online job board submissions
- ✓ Copies of emails or website confirmations you received from prospective employers
- ✓ The names, dates, and locations of any networking events you attended
- ✓ Specifics of any job-related activities you participated in and actions you took
- ✓ The type of work you looked for
- ✓ How you applied for the position

Work search can and should include a mixture of activities, including contacting employers and interviewing for jobs. The more activities you complete, the sooner you will return to work.

To learn more about Arizona's Work Search Requirements, visit [des.az.gov/work-search](https://des.az.gov/work-search).



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