



# TIPS FOR COMPLETING YOUR WORK SEARCH REQUIREMENTS

To remain eligible to be paid unemployment benefits, you must actively seek work. But what is a valid work-search activity?

**You are required to complete work-search activities that are meant to help you return to work. The list below includes examples of valid work-search activities for claimants receiving UI, PUA or PEUC benefits:**

- Applying for a job with your previous employers or with companies who have openings in your field of work;
- Making contacts or in-person visits to employers that have job openings;
- Responding to “wanted ads” in your field of work;
- Going on interviews with employers (virtually or in-person);
- Registering and actively searching for jobs on jobs websites, or with a union hiring or career placement facility;
- Registering with a professional organization, job placement facility, private employment agency, employer’s placement facility, or a temporary work agency;
- Applying for or taking an exam for an opening in government civil service;
- Creating a reemployment plan or a resume;
- Utilizing online career tools or reemployment services at an ARIZONA@WORK location, or completing similar online or self-service activities;
- Following through on job referrals or job development attempts, as directed by state workforce or UI staff;
- Applying for and/or participating in employment and training services provided by partner programs at an ARIZONA@WORK location;
- Creating a personal user profile on a professional networking site;
- Participating in work-related networking events including job fairs and industry association events

In addition to the above, **if you’re a PUA claimant who was self-employed** prior to your unemployment that was a direct result of COVID-19, you can complete the following activities:

- Report documented efforts to expand your business beyond the services typically performed;
- Report documented efforts to market your business to new and available customers;
- Access small business services with the Arizona Commerce Authority.

# To ensure the activities you complete can be verified by DES, you should keep a log of verifiable information about each activity in case DES needs additional information, such as:

- Employer contact information (business name, address, phone number, email address)
- Name and title of person contacted (Contact people with hiring authority)
- Documentation of online career tool
- Confirmation of an online job board submission and copies of email or website confirmations
- Networking event name, date, and location
- Specifics of job-related activity
- The action you took, type of work you were looking 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, please visit [des.az.gov/work-search](https://des.az.gov/work-search).

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