



**North Carolina Department of Commerce
Division of Employment Security
Unemployment Insurance**



Work Search Record

Claimant
Claimant ID

Work Search Requirements for Unemployment Benefits

To get unemployment benefits, you must actively look for work and record your job searches each week. Your work search begins the week that you apply for benefits. Failure to provide a work search record may result in an overpayment.

To get benefits, you must:

- **Register with NCWorks.gov.** You can use NCWorks to search and apply for jobs and find training opportunities.
- **Reach out to at least three (3) job contacts each week.** You may satisfy one of your job contacts by attending a reemployment activity (job fair, workshop, etc.) offered by an NCWorks Career Center or a partner agency.
- **Keep a record of your work searches.** You must keep a record of your work search activities every week while you are claiming unemployment benefits. Keep your records for five (5) years. DES may conduct reviews of your work search to include verifying your employer contacts. If DES cannot verify your work search, your benefits may be denied or delayed. You may also have to repay any benefits received.

Work Search Activity Form

You may use this form to keep a record of your work search activities. Extra blank forms are available on des.nc.gov. For each contact, you must include:

- Date of job contact or reemployment activity.
- Company or activity name.
- Contact method (*list in the **Contact Information** box)
 - In person - physical address
 - By phone - phone number
 - By email - email address
 - Online - website address

Week #: _____ Beginning Sunday (Date): _____ Ending Saturday (Date): _____		
1. Date of Contact or Activity:	Company or Activity:	Contact Information*
	Contact Method:	
2. Date of Contact or Activity:	Company or Activity:	Contact Information*
	Contact Method:	
3. Date of Contact or Activity:	Company or Activity:	Contact Information*
	Contact Method:	

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Week #: _____ Beginning Sunday (Date): _____ Ending Saturday (Date): _____		
1. Date of Contact or Activity:	Company or Activity:	Contact Information:
	Contact Method:	
2. Date of Contact or Activity:	Company or Activity:	Contact Information:
	Contact Method:	
3. Date of Contact or Activity:	Company or Activity:	Contact Information:
	Contact Method:	

Week #: _____ Beginning Sunday (Date): _____ Ending Saturday (Date): _____		
1. Date of Contact or Activity:	Company or Activity:	Contact Information:
	Contact Method:	
2. Date of Contact or Activity:	Company or Activity:	Contact Information:
	Contact Method:	
3. Date of Contact or Activity:	Company or Activity:	Contact Information:
	Contact Method:	

I affirm that I am the person named on this form, and that all the information I've given is true, correct, and complete to the best of my knowledge. I understand that making false statements or willfully misrepresenting any information is against the law and can lead to severe penalties. I also understand that the information I've provided may be checked later.

Claimant's Signature: _____

Date: _____

Work Search Guidelines

To get unemployment benefits, you must **reach out to three job contacts each week and keep a record**. You may satisfy one of your three weekly contacts by participating in a reemployment activity (ex. workshop, self-assessment, career fair) offered by your local NCWorks Career Center and/or their partner agencies.

What can I do to meet my work search requirements each week?

- Contact employers and apply for jobs that match your qualifications, knowledge and/or skills.
- Participate in approved reemployment activities. May count as one of the three required contacts each week.

What are acceptable ways to contact employers?

- **Submit an application, resume, letter of interest, etc.**, through an employer's website or employment websites like NCWorks or Indeed.com.
- **Go to a meeting or interview with the employer.** This can also include contact at job fairs or similar events, or video interviews.
- **Send an email.**
- **Attend a reemployment activity.** This may count as one of your three job contacts.
- **Register with NCWorks.gov.** This only counts once and should be done the week you file for benefits.

What kinds of reemployment activities may count as work search contacts?

- **Training Opportunities** (Offered by NCWorks Career Centers and/or partner agencies)
 - Workshops (ex. resume preparation, interviewing, social media job searches, branding)
 - Industry/Occupational-Specific Training
 - Soft Skills Training
- **Career Counseling**
- **Skills Assessment**
- **Job Clubs and/or Networking Groups** (NCWorks or partner/community-recognized)
- **Career Fair**

If you have questions about a specific reemployment activity not listed, please contact your local NCWorks Career Center.

PLEASE SEE REVERSE

How to Record Your Work Search Activities

You must keep a record of your job contacts each week while you are claiming benefits. DES may ask for your job search information any time for up to five (5) years. Failure to provide proof of your job contacts may result in an overpayment of benefits. See below for an example of how you can complete this form to keep for your records.

Each of your work search records must include:

- Date of employer contact or reemployment activity.
- Company or activity name.
- Contact method (*list in the **Contact Information** box)
 - In person - physical address
 - By phone - phone number
 - By email - email address
 - Online - website address

Example of a Valid Work Search Record

Week #: <u>3</u> Beginning Sunday (Date): <u>5/4/2025</u> Ending Saturday (Date): <u>5/10/2025</u>		
1. Date of Contact or Activity: 5/4/2025	Company or Activity: Al's Plumbing	Contact Information*: careers@alsplumbing.com
	Contact Method: Email	
2. Date of Contact or Activity: 5/7/2025	Company or Activity: Call Center Inc.	Contact Information*: Indeed.com
	Contact Method: Online	
3. Date of Contact or Activity: 5/8/2025	Company or Activity: Career Fair	Contact Information*: NCWorks Career Center 1830 Tillery Pl Ste B Raleigh, NC 27604
	Contact Method: In Person	