



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

### 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. To ensure you are paid on time, you should enter your work searches online through MyNCUIBenefits. You must enter your work searches and job contacts into your MyNCUIBenefits account before you are able to file your weekly certification.

To get benefits, you must:

- **Register with [NCWorks.gov](https://www.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 an approved 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. While the system will save your work search records, we also encourage you to save your own copies for two 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.

### How to Correct Errors in Your Work Search Record:

If you need to correct any errors in a work search you have already submitted, you must complete and upload this form to your MyNCUIBenefits account. You should only upload this form if you need to fix a mistake in your online record.

To submit your form and any other documents online:

1. Log in to your MyNCUIBenefits account at [des.nc.gov](https://des.nc.gov).
2. Select the **Documents** tab.
3. Scroll down the page to select the **Upload Documents** button on the right-hand side.
4. Click **Browse** to upload your documents.
5. Select the button next to the Claim ID that relates to the upload.
6. Click **Save**.

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## Work Search Activity Correction Form

**You should key in your work searches online.** Only use this form if you need to correct errors or to keep an unofficial record. Extra blank forms are available on [des.nc.gov](http://des.nc.gov).

**For each contact, you must include:**

- Date of job contact or reemployment activity.
- Company or activity name.
- Contact method (e.g. in person, by phone, by email, online). Contact information is needed based on the method of contact:
  - In person - physical address
  - By phone - phone number
  - By email - email address
  - Online - website address

<b>Name:</b>		
<b>Claimant ID:</b>		
<b>Week Beginning Sunday (Date): _____ Ending Saturday (Date): _____</b>		
<b>1. Date of Contact or Activity:</b>	<b>Company or Activity:</b>	<b>Contact Information:</b>
	<b>Contact Method:</b>	
<b>2. Date of Contact or Activity:</b>	<b>Company or Activity:</b>	<b>Contact Information:</b>
	<b>Contact Method:</b>	
<b>3. Date of Contact or Activity:</b>	<b>Company or Activity:</b>	<b>Contact Information:</b>
	<b>Contact Method:</b>	

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 (3) job contacts each week and keep a record**. You may satisfy one of your three weekly contacts by participating in an approved 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](https://www.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.*