



You will need to enter your work search activities online into MyNCUIBenefits before you can access and file your weekly certification. Providing this information online, instead of by paper, ensures claims are correct and speeds up the process of getting your unemployment benefits.

Question	Answer
How do I file my weekly work search online?	Go to <a href="https://des.nc.gov">des.nc.gov</a> . Click on the MyNCUIBenefits sign-in link on the home page. Sign into your account to access the dashboard; click on Weekly Certification/ Work Search link.
What do I need to do to meet my work search requirements each week?	<ul style="list-style-type: none"><li>• Register with <a href="https://ncworks.gov">NCWorks.gov</a>.</li><li>• Reach out to at least three job contacts each week and apply for jobs that match your qualifications, knowledge, abilities, and/or skills. Each week, one of your contacts can be participation in a reemployment activity.</li><li>• Keep a record of your work search activities and job contacts.</li></ul>
How often do I need to complete my work search?	You must actively look for work and record your job contacts <b>each week</b> .
What details will I need to provide for each of my three weekly work searches?	<ul style="list-style-type: none"><li>• Date of employer contact or reemployment activity</li><li>• Company or activity name</li><li>• Contact method (e.g., in person, by phone, by email, online). Contact information is needed based on the method of contact:<ul style="list-style-type: none"><li>o In person - physical address</li><li>o By phone - phone number</li><li>o By email - email address</li><li>o Online - website address</li></ul></li></ul>
What kinds of reemployment activities may count as job contacts? *Note: These must be through your local NCWorks Career Center and/or its partner agencies.	<ul style="list-style-type: none"><li>• Training opportunities</li><li>• Career counseling</li><li>• Skills assessment</li><li>• Job clubs and/or networking groups</li><li>• Career fairs</li></ul>
What is an <b>acceptable</b> work search contact?	<ul style="list-style-type: none"><li>• Submitting a job application, resume, letter of interest, etc.</li><li>• In-person meeting or interview with an employer (also includes contact at job fairs or similar events, or video interviews).</li><li>• Send an email to an employer.</li><li>• A reemployment activity can count toward one of your three weekly employer contacts.</li><li>• Initial registration with NCWorks.gov (can only count once).</li></ul>



Question	Answer
What is an example of an <b>unacceptable</b> work search contact?	Leaving a voicemail message for an employer.
What are DES's work search requirements?	Requirements are: 1. Contact three different employers each week; and 2. Keep a record of work searches.
Do I have to upload documents with my work searches?	Supporting documentation can be uploaded; however, it is not required.
Can I apply for different jobs with the same employer within the same week?	Yes, you can contact the same employer for different jobs. You need to reach out to at least three job contacts each week, which can be different employers or the same employer for different positions. Applying for the same job multiple times is allowed but not recommended.
How does my work search impact my weekly certification?	Each week, you'll need to answer questions about your job searches and maintain your work search record. Failure to comply can impact benefit eligibility. Those using the Work Search Repository who fail to comply will have an issue raised preventing payment. Those not using the repository would experience an issue resulting in overpayment.
What happens if I do not record my work search activities?	Failure to comply can impact benefit eligibility. Those recording their work search activities online in MyNCUIBenefits who fail to comply will have an issue raised preventing payment. Those not using the repository would experience an issue resulting in overpayment.
How can I print a confirmation that I completed my work search on a given week?	Use the printer icon that you see after you enter your required weekly work search activities. This will provide you with a confirmation number which acts as proof that you did your work search that week.  <i>Note: This only applies to those recording their work search activities online through MyNCUIBenefits.</i>

