



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 des.nc.gov and click on MyNCUIBenefits tab on the home page.
What are DES's work search requirements?	Requirements are: 1. Contact three different employers each week; and 2. Keep a record of work searches.
How often do I need to complete my work search?	You must actively look for and record your job searches each week .
What can I do to fulfill my work search requirements each week?	<ul style="list-style-type: none"> • Contact employers and apply for jobs that match your qualifications, knowledge, abilities, and/or skills. • Participate in reemployment activities.
What kinds of reemployment activities may count as work search contacts? <i>*Note: These must be through your local NCWorks Career Center and/or its partner agencies.</i>	<ul style="list-style-type: none"> • Workshops • Self-assessments • Career fairs
What is an acceptable work search contact?	<ul style="list-style-type: none"> • Submitting a job application, resume, letter of interest, etc. • Phone conversation with an employer. • In-person meeting or interview with an employer (also includes contact at job fairs or similar events). • Blind advertisement (i.e., an ad that does not give the company name). • A reemployment activity can count toward one of your three weekly employer contacts. • Initial registration with NCWorks.gov (can only count once).
What is an unacceptable work search contact?	<ul style="list-style-type: none"> • Contacting the same employer regarding the same job more than once during a week with no change in the status of an application for a job. • Contacting an employer regarding a job despite lacking required qualification, knowledge, ability or skill to perform the duties. • Leaving a message for an employer.
Do I have to upload documents with my work searches?	Document uploads are only required for three contact methods: email, blind ad, and faxes. However, you can upload / remove supporting documents for each work search contact.
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. This will provide you with a confirmation number which acts as proof that you did your work search that week.

