

## Weekly Work Search Notice

### UCB-12

**Beginning immediately, you must perform at least four work search actions in each week you want to be paid unemployment benefits.**

The following may count as a work search action:

- Supplying a resume directly to an employer
- Filling out and submitting an application to an employer
- Taking a civil service exam
- Completing WI Job Service mandatory work registration
- Participating in a non-mandatory DWD reemployment service
- Attending a non-DWD workshop/class focused on reemployment
- Registering for work with a placement facility
- Posting a resume on an employment website such as Monster.com
- Registering with a headhunter
- Meeting with a career counselor

The following **do not count** as a work search action:

- Viewing job leads (via jobcenterofwisconsin.com, classified ads or another source) generally does not count as a work search action.
- Subsequent/duplicate posting of your resume on a job search website such as Monster.com generally does not count as a work search action (unless doing so is part of the application process for a specific job).
- Submitting an application to the same employer within a 4-week period (unless a new job is posted or available).

Your local Job Center receives job opening information from employers that is updated on a daily basis. You are encouraged to make frequent visits to the Job Center where you can view, select and apply for job openings for which you are qualified and take advantage of the services that can help you in your job search. For the address of the Job Center closest to your home, go to <http://www.wisconsinjobcenter.org/directory> or call 1-888-258-9966.

You are required to keep a record of your work search actions for one year. The Department may request evidence of your work search at any time. If you file your weekly claim certifications online, you are required to report work search actions as part of completion of the claim. The Department will keep copies of work search records you submit online. If you do not file your claim online and do not submit your work search actions online, use the form on the back of this document to keep track of your work search actions. The law provides penalties and benefit reductions for false statements about your work search actions.

If you have any questions about your work search, refer to the online Handbook for Claimants or call a Claims Specialist.

**This is your record. Do not ask any employer to sign this form.**

When you run out of space, you can print additional pages of the work search report form from the Internet at <http://unemployment.wisconsin.gov>. If you do not have access to the Internet, keep your work search record on a separate piece of paper. Be sure to include all of the required information.

**Do not mail in this form unless you are asked to do so.**

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

UI Week No. \_\_\_\_\_ From Sunday \_\_\_\_\_ through Saturday \_\_\_\_\_

Date of Work Search Action \_\_\_\_\_ Work Search Action Taken \_\_\_\_\_

Company/Employer \_\_\_\_\_ Contact Method (e.g., in person/mail/phone) \_\_\_\_\_

Address/website/phone \_\_\_\_\_ Position applied for \_\_\_\_\_

Person Contacted (name/position) \_\_\_\_\_ Result \_\_\_\_\_

Date of Work Search Action \_\_\_\_\_ Work Search Action Taken \_\_\_\_\_

Company/Employer \_\_\_\_\_ Contact Method (e.g., in person/mail/phone) \_\_\_\_\_

Address/website/phone \_\_\_\_\_ Position applied for \_\_\_\_\_

Person Contacted (name/position) \_\_\_\_\_ Result \_\_\_\_\_

Date of Work Search Action \_\_\_\_\_ Work Search Action Taken \_\_\_\_\_

Company/Employer \_\_\_\_\_ Contact Method (e.g., in person/mail/phone) \_\_\_\_\_

Address/website/phone \_\_\_\_\_ Position applied for \_\_\_\_\_

Person Contacted (name/position) \_\_\_\_\_ Result \_\_\_\_\_

Date of Work Search Action \_\_\_\_\_ Work Search Action Taken \_\_\_\_\_

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