

# WORK SEARCH ACTIVITY LOG

The Massachusetts Department of Unemployment Assistance (DUA) requires that as a condition of eligibility you **must**:

- 1) engage in a minimum of three (3) work search activities per week:
  - on three (3) separate days;
  - utilizing three (3) different job search methods (*i.e., web search such as JobQuest, workshops, networking, job fairs, etc.*);
- 2) you may be randomly selected to provide proof of your job search activities (using this form) to continue your eligibility for unemployment benefits;
- 3) remember to bring printed completed copies of all Work Search Activity Logs to your Career Center appointments.

This log is provided to help you track your work search activities. Most likely you have done more, but you only need to list one activity on three (3) different days for each week claimed. If you need additional logs, you can download a copy at [www.mass.gov/dua/worksearch](http://www.mass.gov/dua/worksearch) or obtain a copy at your local Career Center.

## PRINT A COPY OF WORK SEARCH ACTIVITY LOG (this form) PRIOR TO SUBMISSION.

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Previous Occupation \_\_\_\_\_ Occupation of Interest \_\_\_\_\_

Previous Pay Rate \$ \_\_\_\_\_ Minimum Acceptable Pay Rate \$ \_\_\_\_\_

Week beginning Sunday: 1 / 8 / 13 through Saturday: 1 / 14 / 13

DATE	POSITION	PAY RATE	EMPLOYER/ADDRESS/TELEPHONE	JOB ID OR PERSON CONTACTED	HOW CONTACTED: (WEB, PHONE, MAIL, JOB FAIR, NETWORKING, ETC.)	RESULTS
1/9/13	Analyst	\$52,000 per year	ABC Research, Inc. Johntown, MA 508-774-9876	Jen Smith	Informational Phone Interview	Made Network Contact
1/11/13	Cook	\$12 per hour	Joe's Diner Anytown, MA 508-791-1110	Joe Jones	Walk-in	No-openings
1/13/13	Personal Trainer	\$25 per hour	Company Confidential	Contact Name or Job ID Number	Web	Closed

Week beginning Sunday: \_\_\_/\_\_\_/\_\_\_ through Saturday: \_\_\_/\_\_\_/\_\_\_

DATE	POSITION	PAY RATE	EMPLOYER ADDRESS/TELEPHONE	PERSON CONTACTED	HOW CONTACTED: (WEB, PHONE, MAIL, JOB FAIR, NETWORKING, ETC.)	RESULTS

Week beginning Sunday: \_\_\_/\_\_\_/\_\_\_ through Saturday: \_\_\_/\_\_\_/\_\_\_

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