

# What is a Work-Search Activity?

Search...



**COLORADO**  
Department of  
Labor and Employment

## **You know that to remain eligible to be paid unemployment benefits, you must actively seek work, but do you know what that means or how to do that?**

In order to meet the requirements, you are to complete work-search activities that may lead to a new job and can be verified. You must complete work-search activities every week you request payment.

### **What is a valid work-search activity?** The list below includes examples of valid work-search activities:

- Applying for a job for which you are reasonably qualified
- Interviewing for a job for which you are reasonably qualified
- Taking an exam required as part of the application process for a new job for which you are reasonably qualified
- Contacting an employer, whom you reasonably believe may have available suitable work, to inquire as to whether the employer is hiring
- Being referred to a job by a state workforce center or other entity which provides similar services
- Adding a resume to an online job board
- Engaging in documented use of online career tools
- Participating in reemployment services at a state workforce center or other location where similar services are provided
- Participating in state-sponsored or other professional job-related education or skills development
- Creating a user profile on a professional networking website
- Participating in networking events related to a job or occupation for which you are reasonably qualified

### **To ensure the activities you complete can be verified by the Division of Unemployment Insurance, keep verifiable information about each activity you complete, such as:**

- Employer contact information (business name, address, phone number, email address)
- Name and title of person contacted
- Documentation of use of an online career tool
- Confirmation of an online job board submission
- Networking event name, date, and location
- Specifics of job-related education or other skills development activity
- Reemployment service in which you participated

You are required to complete work-search activities that are meant to help you return to work. Work search can and should include a mixture of activities, including contacting employers and interviewing for jobs. The more activities you complete, the sooner you will return to work.

### **Tips for Making Sure Your Work-Search Activities are Valid**

- Keep copies of email or website confirmations in either paper or electronic form.
- Contact people with hiring authority when seeking work.
- Always submit an application or resume, unless the employer specifically says they are not being accepted at that time.
- Attend reemployment services that will help you return to work.
- Attend networking events that are related to your field of work and may help you return to work.
- Obtain contact information for any employers you are in contact with at hiring events, job fairs, or networking events.

**Download an example of how to track your activities at [coloradoui.gov/forms](http://coloradoui.gov/forms).**