

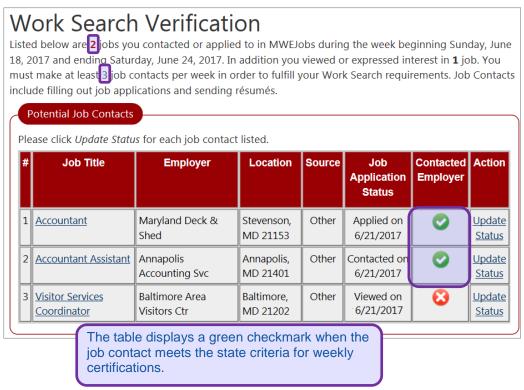
## **Work Search Log Instructions**

When you access the **Work Search Log** wizard from your dashboard, the system displays your work search activity for the certification week. If you had been actively using the system, most likely you would already have sufficient job contacts to meet the work search requirement.

Select Services for Individuals > Unemployment Services > Work Search Log from the Navigation menu

When reviewing your potential job contacts, you can easily update the contact status, or add a new job contact, if necessary. If you merely viewed the job in the system, it will display with a red X to indicate the job does not meet the criteria for the certification.

Have you searched for jobs on the system? When you have used the system to search for jobs during your certification week, your activity is presented on the summary screen. The dates displayed at the top of the page indicate the dates considered for the job contacts.



Reviewing Potential Job Contacts to Ensure They Meet State Requirements

**Do you need more job contacts?** Above the table, you will see a running count in red of the number of contacts you have made along with the state requirement you must meet. Your state requirement may change. Be sure to verify the requirements displayed on this screen each week.



All acceptable job contacts show a large green check mark in the Contacted Employer column. If you viewed and contacted the employer during the certification week, the job contact will already be included in your total.

The X indicates this job contact does not meet the state requirement. Since all Viewed jobs display for any given certification week, the list may be quite long. However, if you only viewed a job in the system, it will not count toward your weekly total. If you see a job where you actually contacted the employer, click the corresponding <u>Update Status</u> link.

On the **Application Information** panel, respond Yes to **Did you contact this employer?** and enter a date. Since your contact dates must fall within the certification week, the date fields only accept dates within that week.

Use the calendar tool which only displays certification week dates, and the Days of the Week links (Sun Mon Tues Wed Thu Fri Sat) which only populate certification week dates.

To save your updates, click Save and verify the job contact now displays with a green checkmark.

**Do You Need to Add a New Job Contact?** If you still have not met the state requirement, you should complete a blank (offline) job contact record. Answer Yes to the question in the **Additional Job Contacts** screen, then click **Next.** The system displays a blank job contact record for you to complete. *(See next section)* 

Have you finished entering job contacts? If so, answer *No* to the question in the Additional Job Contacts screen, then click Next to advance.

## **Complete a Job Contact Record**

If you did not complete sufficient job search activity in the system during the week, you now have an opportunity to enter an offline job contact record made during the certification week. These are called offline job contacts because they reference a job opportunities not found in the system.

You can also complete offline job contacts in the system during the certification week. That way, they will automatically display in your list of job contacts during your weekly certification, making it easier to complete the certification process.

Use the **Employer Information** screen to enter the employer information. Whenever possible, select your employer by using the Auto-Complete Dropdown Menu.

To use the Auto-Complete Dropdown Menu, begin by typing an employer name (at least three letters) and then pause. View the employers in the drop-down menu. If necessary, type more letters to shorten the list. Identify your employer name and address from the list and select the employer using the cursor. Once you make your selection, the other fields will auto-fill based on the data available in the system for that employer. Review the prefilled contact information and make any necessary edits or additions. (If data is unavailable, you must complete the required fields).

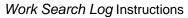


e: 'c ı have only verified	2 employer contacts. Failure to select at least 3 job contact	scould result in denial of benefits.
Employer Informa	Next >>	Be sure to respond Ye when you need to enter
* Employer:	Phillips Seafood × Phillips Seafood Hse-Ocean Cty - Ocean City, 21842 (	more job contacts to meet this state requirement.
*Zip:	21842	
* City: * State:	Ocean City Maryland	
Applica	ion Information	
* Your in	erest level for this job:	
* Did you	contact this employer? • Yes • No	
* First	Contacted Employer Representative: 06/21/2017	<u>Sun Mon Tues Wed Thu Fri Sat</u>

Completing a Blank Job Contact Record

Use the **Job Title** screen to find an occupational match for the position. Be sure to use the auto-complete feature when entering the Job Title. The two steps below describe how to use the auto-complete feature.

To enter your Job Title, begin typing then use the auto-complete drop-down menu to select a job title from the list. You need to type a minimum of three letters before the auto-complete drop-down menu displays. Once you have selected a job title, the system automatically populates the Occupation Title and Code.





Job Title	🖉 Live Chat				
Job Title					
Please enter a job title below for this offline job application. As you are entering the job title, you may see a list of common job titles similar to what you are entering. If you see your job title in the list, select it.					
* Job Title: Job Occupation	Hair Sa Hair Salon Manager Hair Sample Matcher				
Please select the occupation that best matches your job title. You may either select from the Suggested Occupations drop-down list, which is populated based on the job title above, or you can search for an occupation using the search link.					
Suggested occupation(s):					
	First-Line Supervisors of Personal Service Workers <b>v</b>				
[ Search for an occupation ]					
* Occupation Title:	First-Line Supervisors of Personal Service Workers				
* Occupation Code:	39102100				

Job Title Screen – Auto-Complete Dropdown

**Select the Matching Occupation.** If the system was unable to find an exact match for the job title you entered, you must select an occupation from the list of suggested occupations. Your selection will automatically populate the Occupation Title and Occupation Code fields.

**No Matching Occupations?** If you cannot identify an appropriate occupational title, click the <u>Search for</u> <u>an occupation</u> link. You will be able to search the O\*Net database of occupations. When you select one, it automatically populates Occupation Title and Occupation Code fields.

Use the **Application Information** screen to indicate when you contacted the employer and how far the contact progressed. If you indicate that you did not contact the employer, the job contact will not be included in your total for the week. Also, since your contact dates must fall within the certification week, the date fields only accept dates within that week.

Use the calendar tool which only displays certification week dates, and the Days of the Week links (Sun Mon Tues Wed Thu Fri Sat) which only populate certification week dates.



Application Information						
*Your interest level for this job:	Interested <b>v</b>					
* Did you contact this employer?	🖲 Yes 🔍 No					
* First Contacted Employer Representative: 06/26/2017 💼 Sun Mon Tues Wed Thu Fri Sat						
Your current status for this job:	Applied for Job	06/27/2017 📋 Sun Mon Tues Wed Thu Fri Sat				
	Scheduled First Interview	mm/dd/yyyyy 🛗 Sun Mon Tues Wed Thu Fri Sat				
	Attended First Interview	mm/dd/yyyyy 📋 Sun Mon Tues Wed Thu Fri Sat				
	Hired (Start Date)	mm/dd/yyyyy 📋 Sun Mon Tues Wed Thu Fri Sat				
	Not Hired or Refused Offer (Notify Date)	mm/dd/yyyy 🛗 Sun Mon Tues Wed Thu Fri Sat				
	Job Termination (Last Day)	mm/dd/yyyy 📋 Sun Mon Tues Wed Thu Fri Sat				

Entering Application Information for the Job Contact

## **Report Earnings**

If you had earnings from an employer during the certification week, check the *Hired* checkbox. Even if you have worked for this employer in the past, either part-time or full-time, you must check *Hired* in order to enter your earnings from this employer. If you had earnings from another employer, add the employer as a Job Contact and then enter the earnings.



	Application Information				
	* Your interest level for this job:				
	* Did you contact this employer? <ul> <li>Yes</li> <li>No</li> </ul>				
	* First Contacted Employer Repre	sentative: 06/28/2017	Sun Mon Tues Wed Thu Fri Sat		
	Your current status for this job:	Applied for Job	06/28/2017 🛗 Sun Mon Tues Wed Thu Fri Sat		
Hired Information		Scheduled First Interview	06/29/2017 📋 Sun Mon Tues Wed Thu Fri Sat		
* Salary:	\$ 200.00	✓ Attended First Interview	06/30/2017 🛗 Sun Mon Tues Wed Thu Fri Sat		
*Salary Type:	Day	✓ Hired (Start Date)	06/30/2017 📋 Sun Mon Tues Wed Thu Fri Sat		
Hourly Wage:	\$25.00	<ul> <li>Not Hired or Refused</li> <li>Offer (Notify Date)</li> </ul>	mm/dd/yyyyy 📋 Sun Mon Tues Wed Thu Fri Sat		
Earned Money		☐ Job Termination (Last Day)	mm/dd/yyyyy 🛗 Sun Mon Tues Wed Thu Fri Sat		
Gross Amount Earned: \$ 200.00 <u>Calculate Gross Earnings and Hours</u> Please remember that you must report <i>Gross Earnings</i> , the total amount before deductions.		Whenever you check <i>Hired</i> on the Application Information panel, you must complete the Hired Information and Earned Money sections.			
Notes Please enter any notes about this job that you would like to provide. One-day job only.					
[ Spell Check ]					
Sa	ave Cancel				

Entering Earnings Information for an Employer