

Connecticut Department of Labor Unemployment Insurance Work Search Record

¡IMPORTANTE! Este document(s) contiene información importante sobre sus derechos, obligaciones y/o beneficios de compensación por desempleo. Es muy importante que usted entienda la información contenida en este document.

Name: _____ Week Ending Date: _____

You must look for work while claiming unemployment compensation benefits

For each week you claim benefits, you must conduct three (3) work search activities during the week for which you are filing, and keep a detailed record of these activities. **The work search efforts must include at least one employer contact.**

If you fail to provide detailed information of acceptable work search efforts when requested, you may be disqualified from receiving unemployment benefits for the weeks in question.

Also please note, you may be randomly selected for an audit of your unemployment claim. You must be able to provide the auditor with all information about your job search efforts as described within. Failure to provide this information could result in your being retroactively denied for unemployment and liable to repay the benefits you received.

Efforts must include one of the following combinations of 3 work search activities:

- **3 employer contacts, or**
- **2 employer contacts plus 1 other work search activity, or**
- **1 employer contact plus 2 other work search activities.**

Activity Date	Employer Name, Address/Website, Telephone Number (at least one from this type of effort)	Contact Method (in-person, mail, internet, phone, video conference, etc.)	Name of Person Contacted/Job Order No.	Job/Position Applied for	Status (waiting/pending, not hired/hired, interviewed)

Activity Date	Employer Name, Address/Website, Telephone Number (at least one from this type of effort)	Contact Method (in-person, mail, internet, phone, video conference, etc.)	Name of Person Contacted/Job Order No.	Job/Position Applied for	Status (waiting/pending, not hired/hired, interviewed)

Activity Date	Workshop, job fair, job interview, reemployment service, create and upload resume, etc.	Service Provider/Contact person	Place of activity (location, virtual)	Any Other Details/Comments

If you have more efforts to report, use additional pages. If you made no efforts this week, record why.