

# UNEMPLOYMENT INSURANCE AGENCY

## WORK SEARCH ACTIVITIES LIST

### Make job search activities work for you

These job search activities provide great ideas to make your job search more successful. Save all confirmation emails or documentation to prove your work search activity.

Valid Work Search Activity	Documentation
Employer contact (application, informational interview, job interview).	Job title or reference number, employer or business name, information on how you made the contact (in-person, online, phone, email, or other) employer or business contact information.
Set up a new account or update the one you have on job search sites such as MiTalent.org, Indeed, LinkedIn, CareerBuilder, Monster, Google Careers, or others. You can only use this activity once in a benefit year, however, you can utilize these sites for job search throughout your time receiving benefits.	Screen shot of your account page.
Upload your resume at <a href="https://www.michigan.gov/leo/0,5863,7-336-94422_95539---,00.html">MiTalent.org</a> and make it searchable for employers. You can only use this activity once in a benefit year, however, you can utilize MiTalent.org for job search throughout your time receiving benefits.	Screen shot or copy of your resume. Print with date.
Attend either virtual or in-person job search seminars workshops or courses that help improve skills for finding employment.  This may include training, such as digital literacy, GED, or ESL, when the training is job-related, and the individual remains available for work.	Name of the workshop, date, time, and location.  A printout of the registration and attendance for a seminar. If at an MWA, use sign in sheet or other confirmation from MWA staff. Other classes (GED, ESL) can use attendance sheet or call instructor for verification.  Includes the courses from WD website : <a href="https://www.michigan.gov/leo/0,5863,7-336-94422_95539---,00.html">https://www.michigan.gov/leo/0,5863,7-336-94422_95539---,00.html</a>
Participate in an in-person or virtual job fair or hiring event sponsored by MWA and contact at least one employer.	Name of the event, date and information about where or how you attended, name of employer. Registration paperwork (email, sign in sheet, other).
Using resources available at a Michigan Works office such as obtaining job postings for jobs listed by local employers and one contact made.	Date, and how or where you attended. List of postings provided and at least one contact made.
Participate in a Reemployment Services and Eligibility Assessment (RESEA) initial or follow-up appointment.	Name of activity, date, and where or how completed.

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Valid Work Search Activity	Documentation
Search for job openings on job search sites such as MiTalent.org, Indeed, LinkedIn, CareerBuilder, Monster, Google Careers, or others. The same site can only be used for work search once a month.	Link to or a screen shot of your profile or a confirmation email from the site used.
Register for work with a private employment agency, recruiter or headhunter service.	Screen shot the page documenting your registration; or confirmation from the employment agency.
Participate in job search related webinars or course sponsored by placement agencies, including educational institutions.	Link to or screen shot of page documenting completion.
Attend an in-person or virtual job fair or hiring event and make contact with at least one employer.	Registration letter or email from job fair representative; Employer or business name, information on how you made the contact (in-person, online, phone, email, or other) employer or business contact information.
Participate in virtual or remote job shadowing.	Copy of a letter or email from the person/company you shadowed.
Participate in private sector paid or unpaid work experience or internship.	Letter or email from employer.
Participate in private on-the-job training (OJT). If this is a paid OJT, earnings must be reported during certification.	Name of company, position type of activity and where or how completed.
Complete an online interest inventory (e.g., Strong, My Next Move, Myers/Briggs).	Link to or screen shot of your results.
Complete ACT WorkKeys assessment.	Link to or screen shot of your results.
Obtain a National Work Readiness Credential.	Screen shot or scanned copy of certificate.
Participate in an occupational skills or computer course.	Screen shot or copy of your registration receipt.
Participate in LinkedIn Learning certified courses, or courses on a similar online learning platform that issue certificates of completion.	Link to or screen shot of the course completion page.
Enroll in the Clean Slate Program through your local Michigan Works. You can only use this activity once in a benefit year.	Copy of your enrollment in the program.

## Help With Work Search Activities and Getting Back to Work

- Registering for and attending Virtual Job Fair events supported by the Michigan Department of Labor and Economic Opportunity count as official work search activities required by the Unemployment Insurance Agency. Check out upcoming Virtual Job Fairs by visiting Pure Michigan Talent Connect's Career Events website.
- Working with staff at your local Michigan Works! office is a great way to get your work search activities completed and documented! Visit [michiganworks.org](http://michiganworks.org).