



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY  
UNEMPLOYMENT INSURANCE AGENCY

SUSAN CORBIN  
DIRECTOR

### WORK SEARCH WORKSHEET

You must actively seek work and report your weekly work search activity during your bi-weekly certification for benefits. **Benefits will not be paid until work search activity is reported for the week.** Use this document to help track your work search activities. The first week is completed as a sample of how to use this form.

Example: Complete this chart to track you work search activities.				
Week ending date: <u>  3/25/2023  </u> (Enter a Saturday date)				
Date of contact	Activity*	Organization/employer/ search engine	Address/website URL/phone/fax	Method of contact
3/14/2023	Application completed	ABC company	<a href="mailto:ABCco@gmail.com">ABCco@gmail.com</a>	Online
3/22/2023	Resume writing workshop	Michigan Works!	Saginaw, MI	In person

Week ending date _____ (Enter a Saturday date)				
Date of contact	Activity *	Organization/employer/ search engine	Address/website URL/phone/fax	Method of contact

Week ending date _____ (Enter a Saturday date)				
Date of contact	Activity *	Organization/employer/ search engine	Address/website URL/phone/fax	Method of contact

\*Work search activities may include but are not limited to the following: Submitting applications, contacting employers, checking resources at employment offices, checking job listings at Michigan Works! Service Centers and attending job fairs or employment workshops.

**DO NOT SEND THIS WORKSHEET TO UIA TO DOCUMENT YOUR WORK SEARCH ACTIVITIES.**

Use of this worksheet is optional.

## Searching for Work

### Inform UIA of Your Work Search Activities

You are required to actively seek work and report at least one weekly work search activity during your bi-weekly certification for benefits. Your benefits will not be paid until you report your work search activity for the week to UIA.

- Enter your work search activity in your Michigan Web Account Manager (MiWAM) account at [www.michigan.gov/uia](http://www.michigan.gov/uia), or
- Certify with the Michigan Automated Response Voice Interactive Network (MARVIN) by calling 1-866-638-3993. After completing the automated questions, you must stay on the line to be connected with an UIA agent to provide your work search information for each week. You must provide your work search activity for each week prior to benefits being released.

To avoid a delay in your certification processing by holding for an agent, you can complete your certifications online through your MiWAM account.

Work search activities include, but are not limited to:

- Contacting employers
- Checking resources at employment offices
- Checking job listings at Michigan Works! or MiTalent Connect
- Attending job fairs or employment workshops

The record of activities must include the following information:

- Date of Contact - The date of your work search activity must fall within the week ending date (Sunday through Saturday) for each week.
- Activity – Enter the work search activity for the week you are claiming benefits. One is required, but additional can be entered. Allowable work search activities may include submitting applications, contacting employers, checking resources at employment offices, checking job listings at Michigan Works!, attending job fairs or employment workshops.
- Name of Employer/Organization/Search Engine - Write the name, if known, or the online job search site, or employment service or agency that was contacted. If the search was done online and the employer was not specified, enter the name of the search engine, employment service or employment agency. Enter the Michigan Works! agency that you used for your work search activity.
- Employer Address/Online Location - Enter the location where work was sought, including the physical address or online website address. If the contact was made by telephone or fax, include the phone number used.
- Method of Contact - Enter how contact was made (e.g., Online, email, in person,