

# What are My Unemployment Insurance Work Search Requirements?

IDAHO  
DEPT. OF LABOR

## If you are receiving unemployment benefits, you should develop a realistic plan to become re-employed.

You are required to make a good faith effort to seek full-time work each week you claim benefits, even if you are employed part time. We require at least two employment contacts per week. Never assume that you are not required to look for work.

You are also required to register for work at [idahoworks.gov](http://idahoworks.gov).

## How do I report my work search?

When you file your weekly certification at [labor.idaho.gov/claimantportal](http://labor.idaho.gov/claimantportal), you will be asked to enter your work search contacts. We will ask how you applied for the position and for the companies' contact information. You can save yourself some time by using our [work search log](#) to gather the information so you have it ready when you file your weekly certification application.

## Do I have to look for work if I have a seasonal job?

It depends. Seasonal employees are not automatically exempt from seeking work. Job-attached designations for seasonal workers are limited to 16 weeks of reduction of hours or layoff. This is applied statewide – with no exceptions to the rule.

If claimants do not have a definite return-to-work date within 16 weeks of their layoff or reduction in hours, they must look for work. This doesn't mean you can't go back to your previous employer, but you will need to look for work during the time you are off, maybe in an occupation that is busy during a time opposite your normal industry. For example, someone who works as a U.S. Forest Service lookout in the summer could go to work driving a school bus in the fall and winter months.

Remember, if you file your claim and you are instructed to look for work, you are not coded in the system as job-attached. You will be expected to seek work unless otherwise instructed. Please call us at (208) 332- 8942 with questions.

## Do I have to look for work if I belong to a union?

It depends. Union members are not automatically exempt from seeking work. Your work search requirements could be waived if you are an active member of a union that regularly refers you to full-time work. You will be asked questions regarding union membership during the claim application process to determine your proper work search responsibilities.

## What if the online weekly report is asking for my work search contacts, but I am job-attached?

Continue to complete your weekly certification and enter the reason you did not complete your work search contacts. You are expected to seek work as you certify to when you file your unemployment claim. If you are unsure about your job-seeking requirements, contact us at (208) 332-8942. Never assume you are job attached.

## Where does it tell me I have to look for work and keep a record of my contacts?

We have tried to ensure the information is easy to understand and accessible throughout the claim filing process. Work search requirements are listed in a couple of places.

Idaho Department of Labor

[labor.idaho.gov](http://labor.idaho.gov)



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1. There is an acknowledgement page that must be completed acknowledging work search requirements during your claim application process.
2. The information is on pages 8 and 9 of the [Rights & Responsibilities pamphlet](#) mailed to claimants after they file their claim.

We have also included the information on Web pages such as the [Work Search Requirements](#), [Frequently Asked Questions](#) and on other blog [posts](#).

## What is an acceptable work-search activity or job contact?

To ensure you have met your work search requirements you should:

- Submit an application, resume, cover letter or letter of interest.
- Interview for a position.
- Meet with an Idaho Department of Labor staff member for work search assistance.
- Attend a Labor local office or employer-sponsored workshop.
- Attend a job seeker event such as: job fair, virtual job fair, hiring event, networking opportunity event or jobclub event.
- Attend an interview preparation class or participate in a mock interview.
- Register with a staffing service, recruiter or placement agency.
- Use employer-provided placement services.
- Complete employer-required prerequisites for a job, such as background check, drug testing, etc.
- Network or meet with others in your career field in an attempt to obtain work.
- Attend a mandatory reemployment assessment (RESEA) interview.

## What is NOT accepted as a work-search activity or contact?

Your work search effort will not meet unemployment insurance requirements if you:

- Contact your most recent employer.
- Repeat employer contacts.
- Check on a position for which you have already applied.
- Apply for work you are not qualified for (i.e. do not have the skills or education to perform the job).
- Fail to apply as directed by employer (i.e. failing to submit an online application when an employer tells you to apply online).

## Is there anything else I have to do?

Ensure the contact information you list on your weekly certification is complete. Enter the employer and position, date of contact, address, website, phone number, name of the person with whom you made contact and any other information you can gather. We may audit your job search efforts and verify your contacts.

You also may be required to participate in an in-person reemployment assessment (RESEA) interview with a workforce consultant at your local Idaho Department of Labor office. The interview is designed to help you return to work in the shortest time possible. If you are selected to participate, you will be notified by mail. Failure to participate will result in your benefits being stopped.

## Make your contacts count

Remember, you are required to register for work at [idahoworks.gov](http://idahoworks.gov). Call or visit your nearest local office for work search help. We offer many [free services](#), including [workshops](#) on specific work search topics. Find all the locations for Labor local and mobile offices at [labor.idaho.gov/officedirectory](http://labor.idaho.gov/officedirectory).

## Unemployment references

Unemployment can be complicated, but we have tools to help you. For more information on your unemployment insurance rights and responsibilities, visit [labor.idaho.gov/uitips](http://labor.idaho.gov/uitips).