

What are my unemployment insurance work search requirements?

If you are collecting unemployment benefits, you must plan to become employed full time.

You must make an honest effort to seek full-time work each week you claim benefits. Seek work even if you work part time. You must complete at least five (5) work search actions per week.

Always assume that you must look for work. You must also register a job seeker account at IdahoWorks.gov.

WHAT IS A WORK SEARCH STATUS?

Your work search status defines what you must do to be eligible for benefits. There are three main categories of work search:

1. Work Seeking.
2. Employer (Job) Attached.
3. Union Attached.

If you are *Work Seeking*, you must report five (5) work search actions each week you file a weekly certification.

If you are *Employer* or *Union Attached*, you must maintain regular contact with your employer or union. You must be able and available to accept work when work becomes available.

Please note: *Employer* and *Union Attached* individuals must also file a weekly certification to get benefits.

WHERE CAN I FIND MY WORK SEARCH STATUS?

Your work search status will be given to you when you submit your claim. You can find this information on your *Claimant Portal* home page. You will also be sent a letter about your work search status and requirements after you file your claim.

IF I AM WORK SEEKING, HOW DO I REPORT MY WORK SEARCH ACTIONS?

You will report your five (5) work search actions on your weekly certification. File at labor.idaho.gov/claimantportal.

We will ask how you applied for the positions and for the companies' contact information. **Use our [Work Search Log](#)** on our publications page to gather this information. Then you will have it ready when you file your weekly certification.

DO I HAVE TO LOOK FOR WORK IF I HAVE A SEASONAL JOB?

Seasonal employees must sometimes seek work. **If you don't have a definite return-to-work date within 16 weeks** of your layoff or reduction in hours, you must look for work. This is a statewide rule. There are no exceptions to the rule.

You can go back to your former employer, but you must look for work during the time you are off. You may look for work in a job that is busy during a time opposite of your normal industry. For example, someone who works as a U.S. Forest Service lookout in the summer could work driving a school bus in the fall and winter months.

Remember: If you file your claim and are told to look for work, you are NOT job attached. You must seek work unless told otherwise. For questions, please call us at **208-332-8942**.

DO I HAVE TO LOOK FOR WORK IF I BELONG TO A UNION?

Union members must sometimes seek work. **If you are not an active member of a union that regularly refers you to full-time work**, you must seek work.

You will be asked questions about your union membership during the claim application process. Based on your answers, you may have to seek work.

WHAT IF THE WEEKLY CERTIFICATION ASKS FOR MY WORK SEARCH ACTIONS BUT I AM JOB ATTACHED?

Never assume you are job attached.

Continue to file your weekly certification. Include the reason you did not complete your work search actions. If you are unsure about your requirements, call us at **208-332-8942**.

WHAT IS AN ACCEPTABLE WORK SEARCH ACTION?

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

- Submit an application, resume, cover letter or letter of interest.
- Complete an interview for a position.
- Schedule and attend an appointment with a Workforce Consultant at the nearest local Labor office.
- Go to a Labor local office or employer-sponsored workshop in person or online.
- Attend a job search event like a job fair, virtual job fair, hiring event, recruitment activity or employer sponsored workshop.
- 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 test or assessment, such as a background check or drug test, or a civil service exam.
- Market yourself to an employer through an elevator pitch, LinkedIn profile or online job board, such as Indeed, ZipRecruiter or Monster.
- Complete a job search assessment like a personality, skills or interests assessment.
- Meet with others in your career field to try and obtain work.
- Attend a mandatory reemployment assessment (RESEA) interview.

WHAT IS NOT ACCEPTED AS A WORK SEARCH ACTION?

Your work search effort will **NOT** meet requirements if you:

- Simply ask a business if they are hiring.
- Contact your most recent employer.
- Pursue self-employment or 1099 gig work.
- Repeatedly contact an employer.
- Check on a position for which you have already applied.
- Apply for work that you don't have the skills or education to perform.
- Fail to apply as directed by employer.

IS THERE ANYTHING ELSE I HAVE TO DO?

Ensure the contact information you list on your weekly certification is complete. You should include:

- Employer and position.
- Date of action.
- Employer address, website and phone number.
- Name of the person with whom you made contact.
- Any other information you can gather.

We may review your job search efforts and verify your actions.

You may also be required to attend a reemployment assessment (RESEA) interview with a workforce consultant. The interview is meant to help you return to work as soon as possible. If you are chosen to attend, you will be notified by mail. If you fail to participate, your benefits will be stopped.

UNEMPLOYMENT REFERENCES

Don't forget. You must register for a job seeker account at IdahoWorks.gov. Find answers to common questions on the department's [FAQ page](#).

Make an appointment with an unemployment insurance navigator for help using or understanding the unemployment insurance system. Visit the local or mobile office directory for dates, times and locations at labor.idaho.gov/officedirectory.