



CTDOL Unemployment Insurance Work Search Record

You must look for work while claiming unemployment compensation benefits. For each week, you must do 3 work search activities. **The work search activities must include at least 1 employer contact.** Please keep a weekly record of all employers you contact and activities you complete and remember to keep screenshots of online activity you do to look for work. Please keep your records of work search activities for 3 years.

Work Search Activities for Week of Sunday (date) _____ to Saturday (date) _____

Activity Date	Employer Name, Address/Website, Telephone Number	Contact Method (in-person, phone, job interview, mail, video, video conference)	Name of Person Contacted/Job Order No.	Job/Position Applied for	Status (waiting/pending, not hired/hired, interviewed)

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

If you have more activities to report, please include additional pages. If you have no activities to report, explain below.

I do not have any work search activities to report because: