



Work Search Requirement Frequently Asked Questions

Why am I being required to job search?

At the onset of the pandemic, self-attested job attachments or individuals reporting on their own that they are expected to return to their place of work were accepted. These job attachments will be ending on August 15, 2020. This will not result in ineligibility, however, to remain on the benefit you will be required to register for work as well as make and report at least four job contacts each week to receive your benefits.

Am I required to register for work?

Yes, unless otherwise instructed, you are required to complete all steps of the work registration for job placement assistance with Workforce Services. Your work registration will need to be updated each time you create a new claim or reopen an existing claim. The registration method is online at jobs.utah.gov, select "Sign In" (in the upper right-hand corner) then "my Unemployment" and choose "Register for Work." Failure to register within 10 working days of your application for benefits or the ending of your job attachment could result in a denial of benefits.

By registering with Workforce Services, you gain access to more than 20,000 job openings and are provided with referrals to a variety of online, self-paced workshops that can aid your reemployment efforts.

Please use the additional guides to help with work registration available at jobs.utah.gov/covid19/covidui.html under the Employee Resources section..

What is the work search requirement?

A primary component of your re-employment plan is to contact employers. Unless a Workforce Services representative instructs otherwise, you are required to make a good faith effort to seek full-time work each week that you claim unemployment benefits, even if you are employed part-time or attend school. You should make at least four new full-time job contacts each week.

What is a job contact?

A job contact means a reasonable contact or action where a clear path to reemployment can be demonstrated, such as filling out an application, submitting a resume, networking, attending job related workshops or interviews. A new contact means contacting an employer you have not contacted before, or contacting a previously contacted employer on a newly listed job opening. You are required to keep a detailed record of your work search activities, and will be required to



provide this information on your weekly claim. You may also be selected at any time for an audit or eligibility review during which you will be asked to provide this information.

What information should I keep when job searching?

Your record of employer contacts should include the following:

- Date of contact
- Name of company or other identifying information, such as job reference number
- Company address, phone number, email, web link, or person contacted
- Position title
- Method of contact
- Results of contact

A sample table is located at the back of the [Claimant Guide](#) you have been provided. It is important for you to be able to show you are taking proactive steps to obtain full time employment by reaching out and contacting new employers. Failure to provide this information may result in a denial of benefits, delayed payment or possible overpayments and penalties.

If I am “high risk” to COVID-19, am I still required to job search?

Yes, you must be physically and mentally able to work full-time. If you are ill, injured, on a leave of absence or unable to work for any other reason, you may not be eligible for benefits for that period of time.

While being high risk may limit the jobs that are available to you, there continue to be jobs available for those that are high risk. You are required to report that you are not available for work when any condition exists that could prevent you from working, accepting work or seeking full-time work.

You must be immediately available to accept full-time work. You cannot place unreasonable restrictions on the hours you will work, the wage you will accept, or the distance you will travel to work.

Where can I get help job searching?

Workforce Services offers many tools and services online at jobs.utah.gov and through each of our Employment Centers state-wide. These services include:

- Career counselling
- Job searching
- Resume assistance
- Workshops
- Re-employment services



- Resource referrals
- Labor market information
- Veteran resources
- Training and education resources
- Information on Workforce Services' tools and programs

For the address and phone number of your closest Utah Employment Center go to jobs.utah.gov, scroll to the bottom, and enter your zip code under the “Find a DWS location” box in the bottom left hand corner.

Instructional Video

Please use the instructional overview videos to help with work registration available at jobs.utah.gov/covid19/covidui.html under the Employee Resources section.