

# Work Search Log Instructions

When you access the **Work Search Log** wizard from your dashboard, the system displays your work search activity for the certification week. If you had been actively using the system, most likely you would already have sufficient job contacts to meet the work search requirement.

 Select **Services for Individuals** ▶ **Unemployment Services** ▶ **Work Search Log** from the Navigation menu

When reviewing your potential job contacts, you can easily update the contact status, or add a new job contact, if necessary. If you merely viewed the job in the system, it will display with a red X to indicate the job does not meet the criteria for the certification.

**Have you searched for jobs on the system?** When you have used the system to search for jobs during your certification week, your activity is presented on the summary screen. The dates displayed at the top of the page indicate the dates considered for the job contacts.

## Work Search Verification

Listed below are **2** jobs you contacted or applied to in MWEJobs during the week beginning Sunday, June 18, 2017 and ending Saturday, June 24, 2017. In addition you viewed or expressed interest in **1** job. You must make at least **3** job contacts per week in order to fulfill your Work Search requirements. Job Contacts include filling out job applications and sending résumés.

Potential Job Contacts



Please click *Update Status* for each job contact listed.

#	Job Title	Employer	Location	Source	Job Application Status	Contacted Employer	Action
1	<a href="#">Accountant</a>	Maryland Deck & Shed	Stevenson, MD 21153	Other	Applied on 6/21/2017	✓	<a href="#">Update Status</a>
2	<a href="#">Accountant Assistant</a>	Annapolis Accounting Svc	Annapolis, MD 21401	Other	Contacted on 6/21/2017	✓	<a href="#">Update Status</a>
3	<a href="#">Visitor Services Coordinator</a>	Baltimore Area Visitors Ctr	Baltimore, MD 21202	Other	Viewed on 6/21/2017	✗	<a href="#">Update Status</a>


The table displays a green checkmark when the job contact meets the state criteria for weekly certifications.

*Reviewing Potential Job Contacts to Ensure They Meet State Requirements*

**Do you need more job contacts?** Above the table, you will see a running count in red of the number of contacts you have made along with the state requirement you must meet. Your state requirement may change. Be sure to verify the requirements displayed on this screen each week.

-  All acceptable job contacts show a large green check mark in the Contacted Employer column. If you viewed and contacted the employer during the certification week, the job contact will already be included in your total.
-  The X indicates this job contact does not meet the state requirement. Since all Viewed jobs display for any given certification week, the list may be quite long. However, if you only viewed a job in the system, it will not count toward your weekly total. If you see a job where you actually contacted the employer, click the corresponding [Update Status](#) link.

On the **Application Information** panel, respond **Yes** to **Did you contact this employer?** and enter a date. Since your contact dates must fall within the certification week, the date fields only accept dates within that week.

-  Use the calendar tool which only displays certification week dates, and the Days of the Week links ([Sun](#) [Mon](#) [Tues](#) [Wed](#) [Thu](#) [Fri](#) [Sat](#)) which only populate certification week dates.


To save your updates, click **Save** and verify the job contact now displays with a green checkmark.

**Do You Need to Add a New Job Contact?** If you still have not met the state requirement, you should complete a blank (offline) job contact record. Answer **Yes** to the question in the **Additional Job Contacts** screen, then click **Next**. The system displays a blank job contact record for you to complete. (See *next section*)

**Have you finished entering job contacts?** If so, answer **No** to the question in the **Additional Job Contacts** screen, then click **Next** to advance.

## Complete a Job Contact Record

If you did not complete sufficient job search activity in the system during the week, you now have an opportunity to enter an offline job contact record made during the certification week. These are called offline job contacts because they reference a job opportunities not found in the system.

-  You can also complete offline job contacts in the system during the certification week. That way, they will automatically display in your list of job contacts during your weekly certification, making it easier to complete the certification process.

Use the **Employer Information** screen to enter the employer information. Whenever possible, select your employer by using the Auto-Complete Dropdown Menu.

To use the Auto-Complete Dropdown Menu, begin by typing an employer name (at least three letters) and then pause. View the employers in the drop-down menu. If necessary, type more letters to shorten the list. Identify your employer name and address from the list and select the employer using the cursor. Once you make your selection, the other fields will auto-fill based on the data available in the system for that employer. Review the prefilled contact information and make any necessary edits or additions. (If data is unavailable, you must complete the required fields).

**Additional Job Contacts**

\* Did you apply for jobs or contact other employers during the week beginning Sunday, June 18, 2017 and ending Saturday, June 24, 2017?  
 Yes  No

Note: You have only verified **2 employer contacts**. Failure to select at least **3 job contacts** could result in denial of benefits.

Next >>

**Employer Information**

\* Employer:    
**Phillips Seafood Hse-Ocean Cty - Ocean City, 21842 (14101 Coastal**

\* Address of Record:

\* Zip:

\* City:

\* State:

**Application Information**

\* Your interest level for this job:

\* Did you contact this employer?  Yes  No

\* First Contacted Employer Representative:   [Sun](#) [Mon](#) [Tues](#) [Wed](#) [Thu](#) [Fri](#) [Sat](#)

Be sure to respond Yes when you need to enter more job contacts to meet this state requirement.

### Completing a Blank Job Contact Record

Use the **Job Title** screen to find an occupational match for the position. Be sure to use the auto-complete feature when entering the Job Title. The two steps below describe how to use the auto-complete feature.

To enter your Job Title, begin typing then use the auto-complete drop-down menu to select a job title from the list. You need to type a minimum of three letters before the auto-complete drop-down menu displays. Once you have selected a job title, the system automatically populates the Occupation Title and Code.

**Job Title**Live Chat

**Job Title**

Please enter a job title below for this offline job application. As you are entering the job title, you may see a list of common job titles similar to what you are entering. If you see your job title in the list, select it.

\* Job Title:   

**Hair Salon Manager**  
Hair Sample  
Matcher

**Job Occupation**

Please select the occupation that best matches your job title. You may either select from the Suggested Occupations drop-down list, which is populated based on the job title above, or you can search for an occupation using the search link.

Suggested occupation(s):

[\[ Search for an occupation \]](#)

\* Occupation Title: **First-Line Supervisors of Personal Service Workers**

\* Occupation Code: **39102100**

*Job Title Screen – Auto-Complete Dropdown*

**Select the Matching Occupation.** If the system was unable to find an exact match for the job title you entered, you must select an occupation from the list of suggested occupations. Your selection will automatically populate the Occupation Title and Occupation Code fields.

**No Matching Occupations?** If you cannot identify an appropriate occupational title, click the [Search for an occupation](#) link. You will be able to search the O\*Net database of occupations. When you select one, it automatically populates Occupation Title and Occupation Code fields.

Use the **Application Information** screen to indicate when you contacted the employer and how far the contact progressed. If you indicate that you did not contact the employer, the job contact will not be included in your total for the week. Also, since your contact dates must fall within the certification week, the date fields only accept dates within that week.

- 💡 Use the calendar tool which only displays certification week dates, and the Days of the Week links ([Sun](#) [Mon](#) [Tues](#) [Wed](#) [Thu](#) [Fri](#) [Sat](#)) which only populate certification week dates.

Application Information

\* Your interest level for this job:

\* Did you contact this employer?  Yes  No

\* First Contacted Employer Representative:  [Sun](#) [Mon](#) [Tues](#) [Wed](#) [Thu](#) [Fri](#) [Sat](#)

Your current status for this job:

<input checked="" type="checkbox"/> Applied for Job	<input style="width: 100%;" type="text" value="06/27/2017"/>	<a href="#">Sun</a> <a href="#">Mon</a> <a href="#">Tues</a> <a href="#">Wed</a> <a href="#">Thu</a> <a href="#">Fri</a> <a href="#">Sat</a>
<input type="checkbox"/> Scheduled First Interview	<input style="width: 100%;" type="text" value="mm/dd/yyyy"/>	<a href="#">Sun</a> <a href="#">Mon</a> <a href="#">Tues</a> <a href="#">Wed</a> <a href="#">Thu</a> <a href="#">Fri</a> <a href="#">Sat</a>
<input type="checkbox"/> Attended First Interview	<input style="width: 100%;" type="text" value="mm/dd/yyyy"/>	<a href="#">Sun</a> <a href="#">Mon</a> <a href="#">Tues</a> <a href="#">Wed</a> <a href="#">Thu</a> <a href="#">Fri</a> <a href="#">Sat</a>
<input type="checkbox"/> Hired (Start Date)	<input style="width: 100%;" type="text" value="mm/dd/yyyy"/>	<a href="#">Sun</a> <a href="#">Mon</a> <a href="#">Tues</a> <a href="#">Wed</a> <a href="#">Thu</a> <a href="#">Fri</a> <a href="#">Sat</a>
<input type="checkbox"/> Not Hired or Refused Offer (Notify Date)	<input style="width: 100%;" type="text" value="mm/dd/yyyy"/>	<a href="#">Sun</a> <a href="#">Mon</a> <a href="#">Tues</a> <a href="#">Wed</a> <a href="#">Thu</a> <a href="#">Fri</a> <a href="#">Sat</a>
<input type="checkbox"/> Job Termination (Last Day)	<input style="width: 100%;" type="text" value="mm/dd/yyyy"/>	<a href="#">Sun</a> <a href="#">Mon</a> <a href="#">Tues</a> <a href="#">Wed</a> <a href="#">Thu</a> <a href="#">Fri</a> <a href="#">Sat</a>

*Entering Application Information for the Job Contact*

## Report Earnings

If you had earnings from an employer during the certification week, check the *Hired* checkbox. Even if you have worked for this employer in the past, either part-time or full-time, you must check *Hired* in order to enter your earnings from this employer. If you had earnings from another employer, add the employer as a Job Contact and then enter the earnings.

**Application Information**

\* Your interest level for this job:

\* Did you contact this employer?  Yes  No

\* First Contacted Employer Representative:  [Sun](#) [Mon](#) [Tues](#) [Wed](#) [Thu](#) [Fri](#) [Sat](#)

Your current status for this job:

<input checked="" type="checkbox"/> Applied for Job	<input type="text" value="06/28/2017"/>	<a href="#">Sun</a> <a href="#">Mon</a> <a href="#">Tues</a> <a href="#">Wed</a> <a href="#">Thu</a> <a href="#">Fri</a> <a href="#">Sat</a>
<input checked="" type="checkbox"/> Scheduled First Interview	<input type="text" value="06/29/2017"/>	<a href="#">Sun</a> <a href="#">Mon</a> <a href="#">Tues</a> <a href="#">Wed</a> <a href="#">Thu</a> <a href="#">Fri</a> <a href="#">Sat</a>
<input checked="" type="checkbox"/> Attended First Interview	<input type="text" value="06/30/2017"/>	<a href="#">Sun</a> <a href="#">Mon</a> <a href="#">Tues</a> <a href="#">Wed</a> <a href="#">Thu</a> <a href="#">Fri</a> <a href="#">Sat</a>
<input checked="" type="checkbox"/> Hired (Start Date)	<input type="text" value="06/30/2017"/>	<a href="#">Sun</a> <a href="#">Mon</a> <a href="#">Tues</a> <a href="#">Wed</a> <a href="#">Thu</a> <a href="#">Fri</a> <a href="#">Sat</a>
<input type="checkbox"/> Not Hired or Refused Offer (Notify Date)	<input type="text" value="mm/dd/yyyy"/>	<a href="#">Sun</a> <a href="#">Mon</a> <a href="#">Tues</a> <a href="#">Wed</a> <a href="#">Thu</a> <a href="#">Fri</a> <a href="#">Sat</a>
<input type="checkbox"/> Job Termination (Last Day)	<input type="text" value="mm/dd/yyyy"/>	<a href="#">Sun</a> <a href="#">Mon</a> <a href="#">Tues</a> <a href="#">Wed</a> <a href="#">Thu</a> <a href="#">Fri</a> <a href="#">Sat</a>

**Hired Information**

\* Salary: \$

\* Salary Type:

Hourly Wage: \$25.00

**Earned Money**

Gross Amount Earned:  
\$  [Calculate Gross Earnings and Hours](#)

*Please remember that you must report **Gross Earnings**, the total amount before deductions.*

**Notes**

Please enter any notes about this job that you would like to provide.

[\[ Spell Check \]](#)

Whenever you check *Hired* on the Application Information panel, you must complete the Hired Information and Earned Money sections.

*Entering Earnings Information for an Employer*