

How do I know if my work search actions are acceptable?

If you collect unemployment insurance benefits, you are given a work search status. Your status is either *Employer Attached* or *Work Seeking*.

If your status is *Work Seeking*, you must complete five (5) work search actions per week.

You must report your work search activities in your weekly certifications. Please give enough information that the Idaho Department of Labor can verify your actions. If you don't give enough information, your benefits may be delayed or denied.

ACCEPTABLE ACTIONS

- **Submitting an application, resume, cover letter or letter of interest to an employer.**
- **Interviewing for a position.** Interviewing with an employer who you have used for another action is acceptable.
- **Getting work search help from Idaho Labor.** Attend an interview preparation class. Participate in a mock interview. Or meet with a staff member one-on-one.
- **Attending a RESEA Interview.** If selected, you must attend this interview to qualify for benefits. You can use this interview as a valid work search action for the week in which it is completed.
- **Attending a Job Seeker event** such as a job fair, virtual job fair, hiring event or employer-sponsored workshop/ recruitment activity.
- **Registering with a staffing service,** recruiter or placement agency.
- **Using placement services** that offer professional job seeker help.
- **Completing employer-required assessments or tests for a job.** Examples include a background check, drug test, civil service exam, eSkills test or typing test.
- **Marketing yourself to an employer** through an elevator pitch, LinkedIn profile or online job board.
- **Completing a job search assessment** like a personality, skills or interests assessment.

UNACCEPTABLE ACTIONS

- **Simply asking a business if they are hiring or for an application.** Calling, emailing or visiting a business to ask if they are hiring or if you can have an application is not enough to qualify as a work search action. If you find out the employer is hiring and follow up by submitting a resume or application, then this would be a valid work search action.
- **Searching for work but not finding anything to apply for.** Reporting that you haven't found any job to apply for is not acceptable. Reporting that you failed to apply for any jobs because you don't qualify for them is also unacceptable.

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If you need help looking for jobs to apply for, go to idahoworks.gov. Set up an account if you have not already done so.

- **Seeking self-employment or 1099 gig work.** You must look for work with an employer who will pay you wages.
- **Failing to apply as instructed.** If you fail to follow application instructions, this action is unacceptable.

For example, an employer may only accept online applications. If you fail to apply online, you may not use that employer for an action.

You must also follow up on any job referrals you receive from the Idaho Department of Labor. If you don't apply for the job, the referral is not an acceptable work search action.

- **Following up with a past action or repeating employer actions.** Repeated actions for the same position are not acceptable. However, it is good practice to check back with employers.
- **Checking in with a staffing agency.** The initial application is acceptable. Repeated follow-ups with the same staffing agency are not acceptable actions.
- **Contacting your part-time employer or your most recent employer.**
- **Applying for work you are not qualified for.** You must have the skills or education to do the job. Otherwise, the application is not an acceptable action.

UNEMPLOYMENT REFERENCES

For more information, visit labor.idaho.gov/uitips.

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.