

# Work Search Action Log

ONLY SEND COPY IF REQUESTED

SSN: \_\_\_\_\_

Name: \_\_\_\_\_

**For Week Ending:** \_\_\_\_\_  
(use Saturday date)

To continue receiving benefits you must:

- Perform at least 4 work search actions each week
- Keep a record of your work search actions
- Keep acceptable proof of work search actions for 52 weeks

The department may request acceptable proof of your work search actions at any time.

Falsely reporting any information on your work search record may be an act of concealment (see [Part 7: Fraud and Quality Control](#)).

List work search actions performed below. All columns should be filled in with enough detail to allow verification of the work search action by the department.

<b>Date of Action</b>	<b>Work Search Action Performed</b>	<b>Business/Employer name</b>	<b>Name and title of person contacted</b> (if known)	<b>Method of contact</b> (e.g., in person, phone, fax, email, website)	<b>Contact information</b> (e.g., address, phone number, email, website/URL, fax number)	<b>Result of contact</b> (e.g., interview, waiting for response, not hired)
02/21/2019	Applied for Clerk position	ABC Industries	John Smith, HR Director	Email	j.smith@abcinc.com	Set up interview
02/22/2019	Attended résumé preparation workshop	Job Center of WI	Jane Doe, Coordinator	In person	200 Job Center Lane, City, WI	Completed workshop

Your local Job Center receives job opening information from employers that is updated daily. You are encouraged to make frequent visits to the Job Center where you can view, select and apply for job openings for which you are qualified and take advantage of the services that can help you in your job search. For the address of the Job Center closest to your home, go to <https://JobCenterofWisconsin.com/directory> or call 1-888-258-9966.