

WORK SEARCH ACTIVITY LOG

The Massachusetts Department of Unemployment Assistance (DUA) requires that as a condition of eligibility you **must**:

- Make at least 3 work searches per week. Each work search must be conducted on a different day;
- Keep a detailed written log of your work search activities. Remember to bring printed completed copies of all Work Search Activity Logs to your Career Center appointments;
- Provide your work search information to DUA upon request.

This log is provided to help you track your work search activities. Most likely you have done more, but you only need to list one activity on three (3) different days for each week claimed. If you need additional logs, you can download a copy at www.mass.gov/dua/worksearch or obtain a copy at your local Career Center.

PRINT A COPY OF WORK SEARCH ACTIVITY LOG (this form) PRI OR TO SUBMI SSION.

Name _____ Social Security Number _____
 Previous Occupation _____ Occupation of Interest _____
 Previous Pay Rate \$ _____ Minimum Acceptable Pay Rate \$ _____

Week beginning Sunday: 11 / 02 / 14 through Saturday: 11 / 08 / 14

| DATE | POSITION | PAY RATE | EMPLOYER/ ADDRESS/ TELEPHONE | JOB ID OR PERSON CONTACTED | HOW CONTACTED: (WEB, PHONE, MAIL, JOB FAIR, NETWORKING, ETC.) | RESULTS |
|------------|------------------|-------------------|------------------------------------------------------------|-----------------------------------|---------------------------------------------------------------|---------------------------|
| 11/ 3 / 14 | Analyst | \$52,000 per year | ABC Research, Incorporated Jobt own, MA 508-774-9876 | Jen Smit h | Informational Phone Int erview | Made Net work Cont act |
| 11/ 5 / 14 | Cook | \$12 per hour | Joe's Diner Anyt own, MA 508-791-1110 | Joe Jones | Walk-in | No openings |
| 11/ 7 / 14 | Personal Trainer | \$25 per hour | Personal Best Training | Cont act Name or Job ID Number | Web | Closed |

Week beginning Sunday: ___/___/___ through Saturday: ___/___/___

| DATE | POSITION | PAY RATE | EMPLOYER ADDRESS/ TELEPHONE | PERSON CONTACTED | HOW CONTACTED: (WEB, PHONE, MAIL, JOB FAIR, NETWORKING, ETC.) | RESULTS |
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