

What is a Work-Search Activity?

Search...



COLORADO
Department of
Labor and Employment

You know that to remain eligible to be paid unemployment benefits, you must actively seek work, but do you know what that means or how to do that?

In order to meet the requirements, you are to complete work-search activities that may lead to a new job and can be verified. You must complete work-search activities every week you request payment.

What is a valid work-search activity? The list below includes examples of valid work-search activities:

- Applying for a job for which you are reasonably qualified
- Interviewing for a job for which you are reasonably qualified
- Taking an exam required as part of the application process for a new job for which you are reasonably qualified
- Contacting an employer, whom you reasonably believe may have available suitable work, to inquire as to whether the employer is hiring
- Being referred to a job by a state workforce center or other entity which provides similar services
- Adding a resume to an online job board
- Engaging in documented use of online career tools
- Participating in reemployment services at a state workforce center or other location where similar services are provided
- Participating in state-sponsored or other professional job-related education or skills development
- Creating a user profile on a professional networking website
- Participating in networking events related to a job or occupation for which you are reasonably qualified

To ensure the activities you complete can be verified by the Division of Unemployment Insurance, keep verifiable information about each activity you complete, such as:

- Employer contact information (business name, address, phone number, email address)
- Name and title of person contacted
- Documentation of use of an online career tool
- Confirmation of an online job board submission
- Networking event name, date, and location
- Specifics of job-related education or other skills development activity
- Reemployment service in which you participated

You are required to complete work-search activities that are meant to help you return to work. Work search can and should include a mixture of activities, including contacting employers and interviewing for jobs. The more activities you complete, the sooner you will return to work.

Tips for Making Sure Your Work-Search Activities are Valid

- Keep copies of email or website confirmations in either paper or electronic form.
- Contact people with hiring authority when seeking work.
- Always submit an application or resume, unless the employer specifically says they are not being accepted at that time.
- Attend reemployment services that will help you return to work.
- Attend networking events that are related to your field of work and may help you return to work.
- Obtain contact information for any employers you are in contact with at hiring events, job fairs, or networking events.

Download an example of how to track your activities at coloradoui.gov/forms.