

Nevada's Unemployment Insurance work search requirements



DETR
Nevada Department of Employment,
Training and Rehabilitation

Did you know you are required to keep a record of your work search activities each and every week you file for benefits?

What is considered an acceptable Work search activity? Some acceptable work search activities would be to use the employment resources that are available at your local JobConnect office or Career Center. Another acceptable work search activity is to visit a job site or the employer's place of business and submit an application in person. Other acceptable methods would be to attend job search seminars or job fairs, interviews, applying for work with a former employer, or by using business directories, online job matching services, referrals for work, and the telephone directory.

What is not considered an acceptable work search activity? An unacceptable work search activity would include duplicate postings of your resume on a job search website, submitting your application repeatedly to the same employer even though work is not available, or listing a job lead you just viewed on a website with no action taken.

Work search records can be found online at:
<http://ui.nv.gov>

Or Call
Northern Nevada
775.684.0350
Southern Nevada
702.486.0350
Long Distance or Interstate
888.890.8211

1. What are the work search requirements to remain eligible to receive UI Benefits in Nevada? After you file for and are determined monetarily eligible to receive unemployment benefits, you must continue to make an active effort each week to find suitable employment while receiving benefits.

2. What happens if I do not look for work during a week that I filed a weekly claim for benefits? Failure to conduct a thorough work search (through seeking and applying for employment) may affect your eligibility and may result in a denial of benefits.

3. How do I look for work each week? You can seek work by visiting a job site and completing a job application in person with employers who may be reasonably expected to have openings. Other methods of seeking work include, but are not limited to: submitting a job application and/or resume in response to a public notice or want ad; or to employers who may reasonably be expected to have openings.

4. What are the work search requirements for Nevada? You **MUST** make a good faith effort to seek work the majority of each week you file for Unemployment Insurance Benefits and you must keep a detailed written record of the employers you contact each week. You should keep emails, confirmation pages, and any electronically submitted information as proof of your efforts. You may be asked to provide this work search periodically. Failure to provide your work search records when requested may result in a denial of benefits.

5. How do I maintain a work search record? We recommend you use our work search record available online at <http://ui.nv.gov>. You **MUST** provide your written work search record and any supporting documents as proof of work search efforts. Each record must include, at a minimum a date of contact, business name, employer's contact name, phone number and address, type of work seeking, method of contact, and the results of the activity.

6. Do I need to register for work at a Nevada JobConnect in order to receive UI benefits? If you are a Nevada Resident, you must register for work with a JobConnect office to be eligible to collect UI benefits. If you are a member of a hiring hall union, you do not need to register with your local JobConnect office. However, you must seek work as prescribed by your union.

7. Do I need to register for work if I do not live in Nevada? If you live out side of Nevada, you are required to register for work with the employment office where you reside. You may be asked to provide proof of registration, and failure to provide proof may result in a denial of benefits.

8. At what point do I need to begin looking for work? Your work search **MUST** begin the week in which your claim was filed.

9. Will Nevada check my work search records? Yes, Nevada verifies work search activities. We may ask for evidence of your work search efforts at any time, including a work search record and supporting documentation. You must, therefore, keep an accurate and detailed record of your weekly work search activities including confirmation pages of online applications.

10. What happens if I cannot provide evidence of my work search activities? You are required to keep a record of your work search actions for two years. The Department may request evidence of your work search at any time and if you do not have all the details of your work search, you **MUST** provide an acceptable explanation as to why the information is not available. Failure to provide evidence of your work search may result in a denial of benefits until the requirements of the law have been met.