

# 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, use online talent platforms, professional networking sites such as LinkedIn and online job boards like Indeed, CareerBuilder, Monster etc. Remember to document your work search activities by keeping copies of e-mails, flyers, online job postings you've applied for or confirmation of your online application acceptance.

**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 activity 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 activity 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 engage in work search activities 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 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 use online talent platforms, professional networking sites such as LinkedIn and online job boards like Indeed, CareerBuilder, Monster etc. You should be seeking employment with employers who may reasonably be expected to have openings.

**4. What are the work search activity 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 work search activities you perform each week. You should keep emails, flyers, confirmation pages, and any electronically submitted information as proof of your efforts. You may be required to provide this documentation periodically. Failure to provide your work search activity records when requested may result in a denial of benefits.

**5. How do I maintain a work search activity record?** We recommend you use our work search activity record available online at <http://ui.nv.gov>. You **MUST** provide your written work search activity record and any supporting documents as proof of work search activity efforts. Each record must include, at a minimum a date of contact, business name, 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?** You must register for work with a Nevada JobConnect office or register with the State Workforce office where you live 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 state 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 activities **MUST** begin the week in which your claim was filed.

**9. Will Nevada check my work search activity records?** Yes, Nevada verifies work search activities. We may ask for evidence of your work search efforts at any time, including a work search activity 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, e-mails, electronic copies of online job searches. See back for additional information.

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

Work Search Activity	Documentation
<p>Using reemployment services at JobConnect, such as:</p> <ul style="list-style-type: none"> <li>• Obtaining and using labor market and career information,</li> <li>• Participating in instructional workshops (resume, interviewing, job searching, etc.).</li> </ul>	<p>Use of these services is documented in state case management system which is accessible to state UI agency electronically.</p>
<p>Creating a resume and/or uploading resumes to an online job board.</p>	<p>A print out of the resume or a confirmation email from the site used.</p>
<p>Registering for work with:</p> <ul style="list-style-type: none"> <li>• State's labor exchange system,</li> <li>• Placement firms,</li> <li>• Temporary work agencies, or</li> <li>• Educational institutions that have placement offices.</li> </ul>	<p>While a 'basic' registration with the State labor exchange is generally required for UI eligibility, a "full" registration (work history, resume, job preferences, etc.) could be considered a work search activity that is easily verified by electronic crossmatch. Registration with private employment agencies can be documented by providing an electronic or paper copy of the registration form or a copy of an email confirming registration. Some private employment agencies, particularly temporary agencies, are willing to provide an electronic file of their registrants to state UI agencies.</p>
<p>Using on-line career tools, such as:</p> <ul style="list-style-type: none"> <li>• Job match advisors,</li> <li>• Other national job boards, or</li> <li>• My Skills My Future.</li> </ul>	<p>A print out or screen shot of the results from tools used.</p>
<p>Logging in and looking for work:</p> <ul style="list-style-type: none"> <li>• In the state labor exchange, or</li> <li>• In any other online job matching system, or</li> <li>• Job Listing websites such as Indeed, CareerBuilder, Monster, etc.</li> </ul>	<p>A print out of a resume, job application, job posting or confirmation email from the site that was used.</p>
<p>Creating a personal user profile on a professional networking site (e.g., LinkedIn).</p>	<p>A printed screen shot of the profile which could be verified by the state agency through access to LinkedIn or other sites.</p>
<p>Participating in work-related networking events (e.g., job clubs, industry association events).</p>	<p>A registration confirmation, ticket, or name badge showing the name and date of the event.</p>