

6/28/2021



Dear:



**You must schedule and attend an appointment** with a WorkSource employment specialist no later than July 19, 2021. You can attend in person, online or by phone.

**The appointment will help you look for work, as required**

As a result of the pandemic, Gov. Inslee and the state Legislature temporarily made job searching optional for unemployment claimants. Now, looking for work is required again. Your appointment is required, too. You can attend in person, online or by phone.

Time slots fill up quickly, so don't wait! You must schedule and attend the appointment. If you don't, we may deny your unemployment benefits and you may have to repay some or all of the benefits you received. The in-person, online or phone appointment takes about an hour.

**Spanish: Usted debe asistir a esta cita. Si prefiere una sesión en español, por favor llame 360-570-4287.**

**WorkSource works!** Research shows that people who use WorkSource get back to work sooner and earn higher wages than people who don't. During your appointment, we will help you with your resume, retraining information, job referrals, and more. Watch a video about WorkSource at <https://www.esd.wa.gov/resea-help>.

**What you need to do**

1. **Schedule your appointment.** For help, go to <https://www.esd.wa.gov/resea-help>
  - o Visit <https://scheduler.esd.wa.gov>. Or, if you need to call us to schedule your appointment, call 360-570-4287. You can reach us 9 a.m. to 5 p.m. Monday – Friday.
  - o If you need an interpreter or special help, call or email WORKSOURCE THURSTON COUNTY at 360-570-4287 or ESDGPWSThurstonRESEA@ESD.WA.GOV. Do this **before** you schedule an appointment.

**Read more on the back**

- If you have returned to work part time: You still need to schedule and attend the appointment in person, online or by phone.
- If you have returned to work full time: You don't need to schedule the appointment, but before the deadline, you **must** call 360-570-4287 or email ESDGPWSThurstonRESEA@ESD.WA.GOV. Give us: your employer's name, address, phone number and the date you started work.

## 2. Prepare for your appointment

- Be ready to provide your two most recent weeks of completed job search logs or records.
- Bring your resume, if you have one.
- Arrange for childcare, even if you choose to attend online or by phone. The meeting takes about an hour, and we need your attention.
- To make the best use of time with the employment specialist, create an account at <https://WorkSourceWA.com>. For help on WorkSourceWA.com, select **JOB SEEKER**.

## 3. Attend your appointment!

- For virtual appointments: Check your email for a link to log on.
- For phone appointments: Be available and ready for our call at the time of your appointment.
- If you do not attend in person, online or by phone, the Employment Security Department will send you a questionnaire via eServices or mail to ask why. We'll decide if you had a good reason and if you have been looking for work as required. If we find you did not have a good reason, you may have to repay some or all of the unemployment benefits you received.

## 4. Avoid rescheduling, if possible

If you must reschedule, you are still required to attend the appointment in person, online or by phone no later than July 19, 2021. We cannot extend your deadline. If you reschedule, you will get the same questionnaire mentioned in #3. To find more information about rescheduling, go to <https://www.esd.wa.gov/resea-help>.

We look forward to speaking with you at your appointment. Our employment specialists are here to help you!