

# Work Search Requirements for WorkSource Desk Aid

## Requirements Overview

### Claimants must be:

1. Able to work;
2. Available for work; and
3. Actively seeking work.

## Regular UI and PEUC Work Search Requirements

### Beginning July 4, 2021 all Regular UI and PEUC claimants must:

1. Make at least three employer contacts each week; OR
2. Participate in at least three approved activities; OR
3. Combine employer contacts and approved activities for a total of three.

### Work Search instructions for claimants on [esd.wa.gov](https://esd.wa.gov):

1. [English instructions](#)
2. [Spanish instructions](#)

## PUA Work Search Requirements

### Beginning July 4, 2021 all PUA claimants must:

1. Make at least one employer contact each week; OR
2. Participate in at least one approved activity.

### PUA Claimants Who Were Self-Employed or Business Owners Before the Pandemic

1. Must demonstrate they are actively working to resume self-employment;
2. Must report those activities when filing weekly claims;
3. Must meet all other PUA eligibility requirements.

### Additional approved job search activities for self-employed PUA claimants include:

1. Advertising their business to new and reasonably available customers;
2. Bidding on jobs;
3. Contacting potential clients, including former or potential clients;
4. Attending a webinar or workshop to develop business-related skills or to learn a new marketable trade;
5. Accessing small business services (i.e. [www.business.wa.gov](https://www.business.wa.gov), [www.sba.gov](https://www.sba.gov), etc.)

## Approved Work Search Activities

To see a complete list of approved work search activities and how to document them in the job search log, go to <https://esd.wa.gov/unemployment/job-search-requirements>.

Help the claimant find [workshops and hiring events](#) at WorkSourceWA.com.

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## How Employer Contacts Can Be Made

1. In-person or virtual;
2. Internet;
3. Application;
4. Resume;
5. Email;
6. Fax;
7. Letter;
8. Phone;
9. Self-Service Kiosk.

## Job Search Log

Claimants must use the Job Search Log tool or other file to record their weekly job searches.

### The log is located at:

- Esd.wa.gov
  - [English Job Search Log](#)
  - [Spanish Job Search Log](#)
- WorkSource offices
- Unemployed Worker Handbook Appendix ([English](#)) ([Spanish](#))

## Invalid Job Search Contacts

1. Browsing job listings on an employer's website without submitting an application;
2. Job search contacts with employers the claimant knows are not hiring;
3. Submitting a state application without a specific announcement number;
4. Applying for a job online where the employer's name and/or contact information are not provided; or
5. Doing the same job search activity more than once and counting it as separate activities.

## View Weekly Claim Job Search Records in UTAB

To view job search records from weekly claims filed in eServices:

Customer springboard > Registration tab > Claims sub-tab > Claim ID hyperlink > Account springboard > Other tab > Queries sub-tab > Weekly Claim Job Search Log

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## Changes Since the Pandemic Period

### **Work Search Was Waived**

March 8, 2020 – July 3, 2021

### **Starting July 4, 2021**

All claimants must look for work.

### **Standby**

As of July 4, 2021, the number of standby weeks used on current claims will reset to zero. The first compensable week standby is allowed after July 4, 2021 will count as the first standby week used on the current claim.