

Work Search Activities and Supporting Documentation

Unemployment insurance claimants are required to complete **at least five (5)** work search activities every week **and** keep proof of these activities to qualify for benefits.



Work search activities and job contacts include, but are not limited to, the following examples*:

- Formal Job Application
- Job Interview

Complete at **least three (3)** formal applications or interviews each week and keep proof to qualify for benefits. **Acceptable proof contains the date of the application submission or interview.** Examples include dated emails confirming application submission, interview follow-up emails, screenshots of application submission from website, or copy of paper application signed and dated by employer.

- Job Shadowing
- Job Fair or Networking Event
- Job Search Skills Workshop or Seminar
- Employment Search Program through Kentucky Career Center or Partner Program

Complete **up to two (2)** job shadowing, networking, skills workshop, or KCC program searches each week and keep proof to qualify for benefits. **Acceptable proof contains the date of the shadowing, networking event, seminar, or employment search program.** Examples include form letters completed and signed by participating employer or KCC staff, timestamped screenshots from online participation in seminars or virtual job fairs, or certificates of completion signed by KCC or partner program staff.

*As of 2023 legislative session; see [House Bill 146](#).

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