## State of Hawaii Department of Labor and Industrial Relations UNEMPLOYMENT INSURANCE DIVISION

## **RECORD OF WORK SEARCH ACTIVITIES**

Record the contacts you made to obtain work that you reported on your continued claims. Please give this information to the interviewer during your Eligibility Review Interview or as requested. Your "Record of Contacts Made for Work" is subject to verification by the Unemployment Insurance Division.

## What qualifies as a work search activity?

- 1.Contacted a potential employer in-person or over the phone
- 2. Applied for a job online (E.g., HireNet, LinkedIn, Indeed, Glassdoor, Monster, etc.)
- 3. Attended a job fair, hiring event, or networking activity
- 4.Participated in a Reemployment Assessment (RESEA) workshop or career center activity

	5.Uploading resume to Hawaii's online job search website HireNet						
	Claimant's Name:		Social Security Number:				
	Please provide the information requested or check the appropriate response.						
	Employer's name, address, & phone number	Activity type:  Telephone Online Job fair/Event RESEA HireNet (resume upload only)		Contact method:  ☐ In-Person ☐ Telephone ☐ Email ☐ Physical Mail ☐ Other	Position applied for:  Result of contact for work:  Application/Resume Submitted Follow-up scheduled Interviewed Hired Employer not hiring		
	Name:						
	Address:						
	Email:						
	Date of contact: Phone:						
	Website name:	Job posting #:					
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	Employer's name, address, & phone number	Activ	ity type:	Contact method:	Position applied for:		
	Name:	☐ Telephone ☐ Online ☐ Job fair/Event ☐ RESEA	-	☐ In-Person☐ Telephone	Result of contact for work:		
	Address:		Email _ Physical Mail	<ul><li>☐ Application/Resume Submitted</li><li>☐ Follow-up scheduled</li><li>☐ Interviewed</li></ul>			
	Email:		sume	☐ Other	☐ Hired☐ Employer not hiring		
	Date of contact: Phone:	uplo	load only)				
	Website name:	Job p	osting #:				
	Employer's name, address, & phone number	Activ	ity type:	Contact method:	Position applied for:		
	Name:	<ul><li>☐ Telephone</li><li>☐ Online</li></ul>	<ul><li>☐ In-Person</li><li>☐ Telephone</li></ul>	Result of contact for work:			
	Address:	_ □ Job □ RE	☐ Job fair/Event☐ RESEA	_	<ul> <li>□ Application/Resume Submitted</li> <li>□ Follow-up scheduled</li> <li>□ Interviewed</li> <li>□ Hired</li> <li>□ Employer not hiring</li> </ul>		
	Email:	☐ HireNet (resume	sume				
	Date of contact: Phone:	j upl	oad only)				
	Website name:	Job r	ostina #:				

	Employer's name, address, & phone number	Activity type:	Contact method:	Position applied for:			
	Name:  Address:  Email:  Date of contact: Phone:	☐ Telephone ☐ Online ☐ Job fair/Event ☐ RESEA ☐ HireNet (resume upload only)	☐ In-Person ☐ Telephone ☐ Email ☐ Physical Mail ☐ Other	Result of contact for work:  Application/Resume Submitted Follow-up scheduled Interviewed Hired Employer not hiring			
	Website name:	Job posting #:					
	Employer's name, address, & phone number	Activity type:	Contact method:	Position applied for:			
	Name: Address:	☐ Telephone ☐ Online ☐ Job fair/Event ☐ RESEA ☐ HireNet   (resume   upload only)	☐ In-Person ☐ Telephone ☐ Email ☐ Physical Mail ☐ Other	Result of contact for work:  Application/Resume Submitted Follow-up scheduled Interviewed Hired Employer not hiring			
	Email:  Date of contact: Phone:						
	Website name:	Job posting #:					
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	Name: Address:	☐ Telephone ☐ Online ☐ Job fair/Event ☐ RESEA ☐ HireNet (resume upload only)	☐ In-Person ☐ Telephone ☐ Email ☐ Physical Mail ☐ Other	Result of contact for work:  Application/Resume Submitted Follow-up scheduled Interviewed Hired Employer not hiring			
	Email:  Date of contact: Phone:						
	Website name:	Job posting #:					
	Employer's name, address, & phone number	Activity type:	Contact method:	Position applied for:			
	Name:  Address:  Email:  Date of contact: Phone:	☐ Telephone ☐ Online ☐ Job fair/Event ☐ RESEA ☐ HireNet (resume upload only)	☐ In-Person ☐ Telephone ☐ Email ☐ Physical Mail ☐ Other	Result of contact for work:  Application/Resume Submitted Follow-up scheduled Interviewed Hired Employer not hiring			
	Website name: Job posting #:						
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-	Employer's name, address, & phone number  Name:  Address:	Activity type:  Telephone Online Job fair/Event RESEA HireNet (resume upload only)	Contact method:    In-Person   Telephone   Email   Physical Mail   Other	Position applied for:  Result of contact for work:  Application/Resume Submitted Follow-up scheduled Interviewed Hired Employer not hiring			
	Email:  Date of contact: Phone:						
	Website name:	Job posting #:					