



## **WORK SEARCH LOG- For your Personal Records**

The following log is for your personal records and will help you keep track of all of the information that is required for each of your work search contacts. Keep records of your work search contacts organized in a notebook or folder.

Unless the New Mexico Department of Workforce Solutions specifically exempts you under our law from work search requirements, to be eligible for benefits you must make a minimum **of two different work search contacts each week** that you are certifying your request for benefit payment.

The Department routinely audits work search requirements. If you are selected during a work search audit, you will be asked to provide the required information for each of your contacts and any necessary verification (such as a confirmation page if you are applying for a job online).

If you need assistance looking for work and making your work search contacts, take advantage of all of the services and resources available in the New Mexico Workforce Connection online system ([www.jobs.state.nm.us](http://www.jobs.state.nm.us)). Use the “Resume Builder” and the “Virtual Recruiter” to start looking for jobs and matching with employers who have jobs posted in the system.

If you would like to work with the New Mexico Workforce Connection staff on your employment and career goals, you can go into the New Mexico Workforce Connection center in your local area. To search for the center nearest to you, go to [www.jobs.state.nm.us](http://www.jobs.state.nm.us), and click on “Office Locations” in the upper right hand corner of the page.

Date of Contact	Type Of Work	Employer/ Agency Name	Person Contacted or Website URL	Contact Type	Outcome of Work Inquiry
				<input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> In Person <input type="checkbox"/> Phone <input type="checkbox"/> Online <input type="checkbox"/> Resume	<input type="checkbox"/> Applied <input type="checkbox"/> No Decision <input type="checkbox"/> Hired <input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Interviewed <input type="checkbox"/> Interview Date Set <input type="checkbox"/> No Response from Employer
				<input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> In Person <input type="checkbox"/> Phone <input type="checkbox"/> Online <input type="checkbox"/> Resume	<input type="checkbox"/> Applied <input type="checkbox"/> No Decision <input type="checkbox"/> Hired <input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Interviewed <input type="checkbox"/> Interview Date Set <input type="checkbox"/> No Response from Employer
				<input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> In Person <input type="checkbox"/> Phone <input type="checkbox"/> Online <input type="checkbox"/> Resume	<input type="checkbox"/> Applied <input type="checkbox"/> No Decision <input type="checkbox"/> Hired <input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Interviewed <input type="checkbox"/> Interview Date Set <input type="checkbox"/> No Response from Employer
				<input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> In Person <input type="checkbox"/> Phone <input type="checkbox"/> Online <input type="checkbox"/> Resume	<input type="checkbox"/> Applied <input type="checkbox"/> No Decision <input type="checkbox"/> Hired <input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Interviewed <input type="checkbox"/> Interview Date Set <input type="checkbox"/> No Response from Employer
				<input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> In Person <input type="checkbox"/> Phone <input type="checkbox"/> Online <input type="checkbox"/> Resume	<input type="checkbox"/> Applied <input type="checkbox"/> No Decision <input type="checkbox"/> Hired <input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Interviewed <input type="checkbox"/> Interview Date Set <input type="checkbox"/> No Response from Employer
				<input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> In Person <input type="checkbox"/> Phone <input type="checkbox"/> Online <input type="checkbox"/> Resume	<input type="checkbox"/> Applied <input type="checkbox"/> No Decision <input type="checkbox"/> Hired <input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Interviewed <input type="checkbox"/> Interview Date Set <input type="checkbox"/> No Response from Employer
				<input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> In Person <input type="checkbox"/> Phone <input type="checkbox"/> Online <input type="checkbox"/> Resume	<input type="checkbox"/> Applied <input type="checkbox"/> No Decision <input type="checkbox"/> Hired <input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Interviewed <input type="checkbox"/> Interview Date Set <input type="checkbox"/> No Response from Employer
				<input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> In Person <input type="checkbox"/> Phone <input type="checkbox"/> Online <input type="checkbox"/> Resume	<input type="checkbox"/> Applied <input type="checkbox"/> No Decision <input type="checkbox"/> Hired <input type="checkbox"/> Not Hiring <input type="checkbox"/> Pending <input type="checkbox"/> Interviewed <input type="checkbox"/> Interview Date Set <input type="checkbox"/> No Response from Employer

**Keep a copy of this form for your records for eight (8) years following your claim.**