

COMPLETING YOUR JOB SEARCH VERIFICATION FORM

As part of your JOBS plan, you must do quality job search each week and submit this information on a Job Search Verification form (DHS 0475). Forms are available at your local DHS office, through your job search partner, or on the DHS internet.

<https://apps.state.or.us/cf1/FORMS/>

- Start a new log every Saturday and complete the log by the following Friday. Completed forms should be given to your job search partner that is helping you with your job search activities. If you don't have a job search partner this could be your case manager. Keep a copy for yourself.
- Writing down your contacts is a great way to keep track of the people, telephone numbers, addresses and companies you have contacted during your job search. You can use this information to follow-up with the employers and other contacts you have made.
- You need to know how many weekly hours you need to complete. If you submit fewer than the minimum number of hours each week, you are putting your benefits and support services at risk. If you are struggling to complete your log or the weekly hours, you should talk to your job search partner.

Date:	Employer name:	Job title:	Person you talked with:	Employer phone:
Employer Address:		Employer email address:		
Type of contact: <input type="checkbox"/> In person <input type="checkbox"/> By phone/fax <input type="checkbox"/> Internet <input type="checkbox"/> Email <input type="checkbox"/> Other: _____				
Website: _____				
What I did: <input type="checkbox"/> Turned in an application <input type="checkbox"/> Interview <input type="checkbox"/> Job lead				
Other: _____				
Time spent on employer contact? <input type="checkbox"/> 1 hour <input type="checkbox"/> ½ hour <input type="checkbox"/> Other: _____				DHS use-
If you traveled to the next employer, what was your travel time? <input type="checkbox"/> None <input type="checkbox"/> 1hour <input type="checkbox"/> ½ hour Other: _____				Jo time: travel time:

Your DHS case manager and your job search partner want you to be successful. If you have any questions about your JOBS plan or the Job Search Verification form, please ask for help.

WHAT TO INCLUDE ON YOUR JOB SEARCH VERIFICATION

Below are some examples of activities that may be recorded on your Job Search Verification Log (DHS 0475). On your logs, please record the actual amount of time spent on each activity, including any related travel time BETWEEN contacts. Please keep and use this guide to help you complete your Job Search Verification form. Remember, these are only examples of job search activities and time.

Activities That Average 30 Minutes

- Calling employers to check on the status of an application
- Checking on the status of an application in-person
- Talking to employers to schedule interviews
- Making contact with an employer at a job fair
 - ◆ Provide all names and contact information, each as a separate contact
- Sending thank you letters after interviews, networking activities, etc.

Activities That Average 1 Hour

- Sending resumes and/or cover letters to employers as requested
- Delivering resumes and/or cover letters to potential employers
- Meeting with your case manager or job search partner about your job search activity
- Connecting with a staffing agency or temporary employment service

Activities That Average 2 Hours or More

- Completing job applications online or in person
- Following up on iMatchSkills referrals
- Conducting company or business research
- Interviews with employers
- Registering with staffing agencies or temporary employment services
- Job shadowing with an employer

Remember to record the actual time you spend on each activity. If you are doing an activity related to job search that isn't listed above, feel free to include it on your weekly log.