



Counting Your Time for Job Search

The time you spend looking for work can count toward your weekly cooperation requirements.

Record each individual job search activity you do and the amount of time you spend doing that activity. (Round time to the nearest hour.) Attach proof that you engaged in the activity for the time you say you did for all activities.

- **Research** – Use Workforce Solutions’ resource rooms to learn about companies you’re interested in and jobs that are in demand. Use the internet, newspapers and other materials available at Workforce Solutions.
 - **Proof:** Signature of Workforce Solutions staff on the *Supervised Job Search Report form* certifying the date and the time you spent in the office doing this activity.

- **Job Search Seminars** – Learn how to apply for jobs, complete applications, write your resume and prepare for interviews in Workforce Solutions’ Job Search Seminars – conducted at your local office or in a variety of community locations near you. Or, attend job search/job readiness classes offered by other organizations in your community.
 - **Proof:** (1) For Workforce Solutions seminars offered in a career office or at a community location you will need signature of Workforce Solutions staff on the *Supervised Job Search Report form* certifying the date and time you spent at a seminar.
(2) For job search or job readiness seminars offered by other organizations in your community, you must provide us with attendance records, signed and dated by an authorized representative of the organization conducting the seminar, showing the date, time, location and subject of the seminar and a telephone number for the person who signed the attendance record. Alternatively, you may use the *Supervised Job Search Report form* to verify your attendance at these seminars.



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- **Job Fairs / Hiring Events** – Time spent at Workforce Solutions-sponsored job fairs or interviewing with employers on-site at a Workforce Solutions office.
 - **Proof:** Signature of Workforce Solutions staff on the *Supervised Job Search Report form* certifying the date and time you spent at the job fairs or interviewing in the office.

- **Job Counseling** – Direct counseling from Workforce Solutions staff to review previous weeks job search activities, feedback on interview experiences, and/or additional referrals to new job openings.
 - **Proof:** Signature of Workforce Solutions staff on *Supervised Job Search Report form* certifying the date and time.

- **Applying for jobs** – Count the time you spend applying for jobs. Apply for jobs in person; through Work-in-Texas and other internet based sites (Monster, Hot Jobs, Career Builders, etc.); or at an employer’s kiosk. Include travel time between two or more job contacts on the same day. Do not include travel time from home to the first contact or from the last contact to home.
 - **Proof:** Your completed *job search log*.

Workforce Solutions is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.
Texas Relay Numbers: 1-800-735-2989 (TDD) 1-800-735-2988 (Voice) or 711