

***What Do I Have To Do To  
Meet the Work Search Requirement?***  
**New Hampshire Employment Security Video Script**

Hi! I'm Don from New Hampshire Employment Security.

Looking for work is a basic legal requirement of the unemployment compensation program.

Unemployment benefits are meant to be temporary assistance while someone is looking for new work or out of work for a short time due to no fault of their own.

You need to make the efforts of a reasonably prudent person to find work as soon as possible. The type of work you are capable of doing is taken into consideration when looking at your efforts. One contact a week is not enough nor is using one method to look for work. You must contact multiple employers and use a variety of methods to find work each week.

Enter all contacts you have made when you file your continued claim every week.

A work search contact is a contact with an employer that could result in an offer of work. This includes, but is not limited to, completing a paper or on-line application, and visiting or contacting companies by phone or email to inquire if they are hiring. To find prospective employers, you may use job search engines such as the New Hampshire Employment Security Job Match System (JMS) or any number of public sites. You may also find job openings in the newspaper, on the internet, by networking, or attending job fairs.

If you have a firm start work date and can provide your NH Works Office with a letter or contact name and phone number that can confirm your start work date, your work search requirement may be waived for up to four (4) weeks.

The NH Works Office staff will look at your particular situation and decide whether a waiver is appropriate.

If your employer, a friend or co-worker told you that you didn't have to look for work, please do not rely on that information. If you do, you may lose a week or more of benefits as a result. Only Employment Security can determine whether you must look for work or not. Only Employment Security can waive your worksearch requirement.

If you click "Did Not Search For Work" when filing a weekly claim, you will be contacted by this department to find out why.

If the type of work you normally do is not available during a particular time of the year, you must consider what other type of work you can do. You can look for and accept temporary work if you expect to be returning to a former employer when the weather changes or school starts again. It is your responsibility to look for work that you are capable of doing and that you would accept if offered.

If you refuse a job offer, you must report that to this department when you file your weekly continued claim. You will be contacted for details and the offer will be reviewed for suitability.

If you need assistance finding work, please contact your local Employment Security office and view the other segments on the Job Match System and NHWorks.