

Nevada's Unemployment Insurance work search requirements



DETR
Nevada Department of Employment,
Training and Rehabilitation

Did you know you are required to keep a record of your work search activities each and every week you file for benefits?

What is considered an acceptable work search activity? An acceptable work search activity would be to visit a job site or the employer's place of business and apply in person. You can also search and apply for jobs online by logging into EmployNV.gov which has a database of open positions. Other acceptable methods would be to attend work search seminars or job fairs, use online talent platforms, professional networking sites such as LinkedIn and online job boards like Indeed, CareerBuilder, Monster, etc. DETR has created a [database of short term training programs](#) which can be completed by September when the additional federal unemployment assistance is set to expire. PUA claimants could update profiles by logging into gig work platforms. Remember to document your work search activities by keeping copies of e-mails, flyers, online job postings you've applied for or confirmation of your online application acceptance.

What is not considered an acceptable work search activity? An unacceptable work search activity would include duplicate postings of your resume on a work search website, submitting your application repeatedly to the same employer even though work is not available, or listing a job lead you just viewed on a website with no action taken.

Work search activity records
can be found online at:
<http://ui.nv.gov>

Or Call

Northern Nevada

775.684.0350

Southern Nevada

702.486.0350

Long Distance or Interstate

888.890.8211

PUA Call Center

1.800.603.9681

775.298.6007

702.998.3081

1. What are the work search activity requirements to remain eligible to receive UI Benefits in Nevada? After you file for and are determined monetarily eligible to receive unemployment benefits, you must make an active effort each week to find suitable employment or participate in training while receiving benefits.

2. What happens if I do not look for work during a week that I filed a weekly claim for benefits? Failure to engage in work search activities may affect your eligibility and may result in a denial of benefits.

3. How do I look for work each week? You can visit a job site and complete a job application, or register for an approved training program. You can also log into EmployNV.gov to search for jobs among a database of open positions. Other methods of seeking work include, but are not limited to: submitting a job application and/or resume in response to a public notice or want ad; or use online talent platforms, professional networking sites such as LinkedIn and online job boards like Indeed, CareerBuilder, Monster etc. You should be seeking employment with employers who may reasonably be expected to have openings.

4. What are the work search activity requirements for Nevada? You **MUST** make a good faith effort to seek work the majority of each week you file for unemployment benefits and you must keep a detailed written record of the work search activities you perform each week. You should keep emails, flyers, confirmation pages, and any electronically submitted information as proof of your efforts. You may be required to provide this documentation periodically. Failure to provide your work search activity records when requested may result in a denial of benefits.

5. How do I maintain a work search activity record? We recommend you use our work search activity record available online at <http://ui.nv.gov/css>. You **MUST** provide your written work search activity record and any supporting documents as proof of work search activity efforts. Each record must include, at a minimum a date of contact, business name, contact name, phone number and address, type of work seeking, method of contact, and the results of the activity.

6. Do I need to register for work at a Nevada JobConnect in order to receive UI benefits? Claimants will not be required to register for employment services in-person at Nevada JobConnect Offices or any other local employment offices within their area until these offices have reopened. Currently, claimants can log into EmployNV.gov and search for work. Anyone receiving unemployment benefits (regular UI or PUA) has an existing registration in [EmployNV](http://EmployNV.gov), so there is no need to create a new account. Once logged in, there are jobs to search through, labor market information, a resume builder and information about training opportunities.

7. Do I need to register for work if I do not live in Nevada?

Out of state claimants will be required to register for employment services in their state until further notice. (NRS 612.375, NAC 612.170)

8. At what point do I need to begin looking for work? Work search requirements were relaxed during the pandemic, and will be required beginning May 2, 2021.

9. Will Nevada check my work search activity records? Yes, Nevada verifies work search activities. We may ask for evidence of your work search efforts at any time, including a work search activity record and supporting documentation. You must, therefore, keep an accurate and detailed record of your weekly work search activities including confirmation pages of online applications, e-mails, electronic copies of online job searches. See back for additional information.

10. What happens if I cannot provide evidence of my work search activities? You are required to keep a record of your work search activities for two years. The Department may request evidence of your work search activities at any time and if you do not have all the details of your work search activities, you **MUST** provide an acceptable explanation as to why the information is not available. Failure to provide evidence of your work search activities may result in a denial of benefits until the requirements of the law have been met.

Work Search Activity	Documentation
<p>Creating a resume and/or uploading resumes to an online job board.</p>	<p>A printout of the resume or a confirmation email from the site used.</p>
<p>Registering for work with:</p> <ul style="list-style-type: none"> • State's labor exchange system, • Placement firms, • Temporary work agencies, or • Educational institutions that have placement offices. 	<p>While a 'basic' registration with the State labor exchange is generally required for UI eligibility, a "full" registration (work history, resume, job preferences, etc.) could be considered a work search activity that is easily verified by electronic crossmatch. Registration with private employment agencies can be documented by providing an electronic or paper copy of the registration form or a copy of an email confirming registration. Some private employment agencies, particularly temporary agencies, are willing to provide an electronic file of their registrants to state UI agencies.</p>
<p>Using on-line career tools, such as:</p> <ul style="list-style-type: none"> • Job match advisors, • Other national job boards, or • My Skills My Future. 	<p>A printout or screen shot of the results from tools used.</p>
<p>Logging in and looking for work:</p> <ul style="list-style-type: none"> • In the state labor exchange, or • In any other online job matching system, or • Job Listing websites such as Indeed, CareerBuilder, Monster, etc. 	<p>A printout of a resume, job application, job posting or confirmation email from the site that was used.</p>
<p>Creating a personal user profile on a professional networking site (e.g., LinkedIn).</p>	<p>A printed screen shot of the profile which could be verified by the state agency through access to LinkedIn or other sites.</p>
<p>Participating in work-related networking events (e.g., job clubs, industry association events).</p>	<p>A registration confirmation, ticket, or name badge showing the name and date of the event.</p>
<p>Registering for approved training programs</p> <p>DETR has created a database of short term training programs which can be completed by September when the additional federal unemployment assistance is set to expire. For current unemployment claimants, this training can be free, and it counts toward the work search requirement. A full list of training programs is available.</p>	<p>A registration confirmation.</p>