

Name (Last, First, Middle): \_\_\_\_\_ ID or SSN: \_\_\_\_\_

**INSTRUCTIONS:** Please use dark ink only. Do not send your logs to us unless we ask for them. You must complete a log for each week you claim unemployment benefits. You must have a combined total of three *Employer contacts*, approved *WorkSource activities* or *Other approved activities* each week. **Keep your job-search log for at least 30 days after either the end of your benefit year<sup>1</sup> or when you receive your last payment on a benefit extension<sup>2</sup>, whichever is later.** We may verify your *Employer contacts*, approved *WorkSource activities* or *Other approved activities* conducted. Providing false information is fraud that can result in a denial of your unemployment benefits and additional penalties.

You can get more logs at your local WorkSource office or online at [esd.wa.gov/job-search-log](http://esd.wa.gov/job-search-log). Refer to your Handbook for Unemployed Workers for further instructions on completing this log.

**EMPLOYER CONTACTS AND JOB SEARCH ACTIVITIES**

Keep this log for your records.

**CONTACT 1** Contact Date (MM/DD/YYYY): \_\_\_\_\_

What kind of activity did you do? Choose one:

Employer contact  WorkSource activity  Other activity

If this was an **employer contact**, please provide the following:

Job title or job reference number: \_\_\_\_\_

Employer or business name: \_\_\_\_\_

How did you make the contact?

In-person  Online  By phone  By Email  By mail

Other: \_\_\_\_\_

Type of contact (Choose one)

Application/resume  Interview  Inquiry

Employer or business contact information:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_

Website or email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

If this was an approved **WorkSource activity**, please provide the following information:

What activity did you complete: \_\_\_\_\_

What documentation do you have: \_\_\_\_\_

Where did you complete this activity?

Office name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

If this was an approved **other activity**, please provide the following information:

What activity did you complete: \_\_\_\_\_

What documentation do you have: \_\_\_\_\_

**CONTACT 2** Contact Date (MM/DD/YYYY): \_\_\_\_\_

What kind of activity did you do? Choose one:

Employer contact  WorkSource activity  Other activity

If this was an **employer contact**, please provide the following:

Job title or job reference number: \_\_\_\_\_

Employer or business name: \_\_\_\_\_

How did you make the contact?

In-person  Online  By phone  By Email  By mail

Other: \_\_\_\_\_

Type of contact (Choose one)

Application/resume  Interview  Inquiry

Employer or business contact information:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_

Website or email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

If this was an approved **WorkSource activity**, please provide the following information:

What activity did you complete: \_\_\_\_\_

What documentation do you have: \_\_\_\_\_

Where did you complete this activity?

Office name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

If this was an approved **other activity**, please provide the following information:

What activity did you complete: \_\_\_\_\_

What documentation do you have: \_\_\_\_\_

**CONTACT 3** Contact Date (MM/DD/YYYY): \_\_\_\_\_

What kind of activity did you do? Choose one:

Employer contact  WorkSource activity  Other activity

If this was an **employer contact**, please provide the following:

Job title or job reference number: \_\_\_\_\_

Employer or business name: \_\_\_\_\_

How did you make the contact?

In-person  Online  By phone  By Email  By mail

Other: \_\_\_\_\_

Type of contact (Choose one)

Application/resume  Interview  Inquiry

Employer or business contact information:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_

Website or email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

If this was an approved **WorkSource activity**, please provide the following information:

What activity did you complete: \_\_\_\_\_

What documentation do you have: \_\_\_\_\_

Where did you complete this activity?

Office name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

If this was an approved **other activity**, please provide the following information:

What activity did you complete: \_\_\_\_\_

What documentation do you have: \_\_\_\_\_