

WORK SEARCH REQUIREMENTS

As of August 1, 2011, claimants are required to contact five (5) potential employers each week and provide this information via the Internet (www.floridajobs.org) during their bi-weekly certification for benefits.

Claimants who are unable to make at least five (5) employer contacts in a week can, as an alternative, meet with a representative at any of our CareerSource Tampa Bay center to satisfy the work search requirement.

Claimants are ultimately responsible for identifying to staff the need to have documentation entered into Employ Florida Marketplace (EFM) to substantiate their visit for the purpose of meeting the Required Work Search Alternative. For a person to meet the work search alternative, claimants must:

A)

1. Complete the Background Wizard and establishing and posting a valid email address in EFM and
2. Create and/or post a resume in EFM and
3. Activating the Virtual Recruiter in EFM

Completion of these three activities will substitute for five work searches for that week.

B)

If the Claimant has already completed all three steps in A), they may fulfill the Required Work Search activities (five work searches for one week) by attending one or more of the following:

1. REA
2. Universal Orientation/PREP
3. Professional Networking Group (PNG) meeting
4. Employability STEP Workshops to include any of the following; Building Your Resume Workshop, Getting the Most From EFM, Building Your Interview Skills, Internet 101, and any of the Microsoft courses.

This substitutes for the five work searches for the week in which one or more of these activities were completed and documented in EFM.