You must make 5 job contacts per week and document your work search.

**WHAT CONSTITUTES A VALID JOB CONTACT?**
Completing job-search activities that may lead to a new job and can be verified by the business. Some examples of a single and appropriate job contact are:

- Submitting a paper application for a specific job and/or employer.
- Submitting an online application or resume for a specific job.
- Interviewing for a job.
- Attending a second job interview.
- Completing testing required by an employer for a job.

**FOR EVERY JOB CONTACT, YOU MUST KEEP A VERIFIABLE LIST OF:**

- The date of the activity or action taken (month, day, and year).
- The type of job-search activity taken (for example, application, test, interview, etc.).
- How you applied for the position (for example, online, in-person, submitted through a job board, e-mail, etc.).
- The type of work you are seeking.
- The person you contacted, along with a telephone number, email address, or other reliable contact information - ideally that of a hiring authority.

**DOWNLOAD A WORK-SEARCH LOG AT COLORADOUI.GOV/FORMS**

*We may audit your records for up to two years from the start of your claim. Be sure to keep your records because you could be asked to provide your work-search log.

*The number of contacts may in some cases be officially changed by your local workforce center.