

# Quick Reference for Good Faith Work Search

## Your Role in the Work Search Process

The following information describes your role in the work search process. A good faith work search requires you to complete 5 job contacts per day. Written documentation of these contacts is required and should be documented on the Employment Contact Log form. Contacts may include the following:

- Visiting a state/federal employment agency (Example: Job Service, Workforce Center)
- Visiting private employment agency (Example: Spherion, Kelly Services, Manpower)
- Using the internet to post your resume, look at job postings on an employer's website or elsewhere (Example: Monster.com, Indeed.com, CareerBuilder.com)
- Attending a job fair
- Contacting a vocational case manager
- Reviewing classified ads in local newspapers or other publications in your area that list job openings
- Following up on applications/resumes submitted
- Interviewing for a job
- Asking friends, family, or people in your community about job openings
- Contacting employers in person or by phone to discuss job openings (cold calls)
- Contacting employers to submit an application or resume
- Attending a Workforce Safety & Insurance (WSI) Job Seeking Skills workshop; for upcoming workshops, view our calendar at [www.workforcesafety.com](http://www.workforcesafety.com)
- Registering for WSI's Preferred Worker Program; for additional information, contact the Return to Work Coordinator at 800-440-3796 ext. 3876 or 701-328-3876
- Registering with the Division of Vocational Rehabilitation
- Participating in a mock interview

## How to have a successful work search

Establishing a clear focus and creating structure will help you be successful in your work search. Your first source of information is WSI's Work Search booklet. The booklet contains a lot of information from identifying your skills and creating a resume, to searching for a job and interviewing with employers.

Below are some top tips to help you be successful:

- Have an up-to-date resume
- Register with your local employment agencies
- Follow-up immediately on job openings provided by vocational case managers
- Make sure you are qualified for the jobs for which you apply
- Apply for jobs within your physical capabilities
- Practice your interview skills
- Be prepared, proactive, persistent, and organized