

REASONABLE WORK SEARCH ACTIVITIES GUIDELINES

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WHAT IS A REASONABLE WORK SEARCH?

Unless you meet one of the exemption criteria, to be eligible for income assistance, hardship assistance or disability assistance you must complete three weeks of active work search between Stage 1 and Stage 2 of the application process, or demonstrate that you have completed three weeks of active work search within the 30 days prior to applying for assistance (Stage 1), and provide information and verification of your search for employment. If there is more than one adult applicant in your family, each adult may be required to conduct a work search.

To be successful in a work search, you need a current resume, an idea of the various types of work you can do, and an ability to stay focused on your work search. The ministry will go over the mandatory work search process with you and you will provide the ministry with information and documents that will help us assess your work search activities. The documents you provide may be subject to verification by the ministry.

It is generally accepted that looking for work is a full-time job in itself, requiring a minimum of 25 hours of effort per week. A variety of work search activities must be used, which result in a minimum of 15 contacts with employers each week. Individual capabilities and local labour market conditions in remote areas will affect the degree and quality of the work search requirement.

Your work search must demonstrate regular and ongoing attempts to secure employment. Work search efforts are not to be restricted to a specific employer, or narrow job category or wage range.

REASONABLE WORK SEARCH EXPECTATIONS

The ministry determines the type and number of activities you are required to complete. The following are work search activities that will help yield results:

Work Search Activities:	Required/ Completed	Required Number
Prepare a resume (attend a resume preparation session)	<input type="checkbox"/>	Not applicable
Submit applications and resumes for jobs (your work search activities record should include a list of applications that you have made)	<input type="checkbox"/>	
Call potential employers about job openings	<input type="checkbox"/>	
Attend workshops on employment searches and employment interviews	<input type="checkbox"/>	
Respond to newspaper advertisements	<input type="checkbox"/>	
Conduct informational interviews and establish new contacts with potential employers	<input type="checkbox"/>	
Visit temporary employment agencies (i.e., Federal Employment and Assistance Services, community-based services, etc.)	<input type="checkbox"/>	Minimum of 5 different activities
Attend job search sessions and job fairs	<input type="checkbox"/>	
Actively network with friends, relatives, neighbors, previous employers and others to generate and pursue job leads	<input type="checkbox"/>	continuously utilized
Pursue job-shadowing opportunities	<input type="checkbox"/>	
Research and assess availability of jobs in the local community	<input type="checkbox"/>	
Assess whether skills match available opportunities; if not, investigate alternate occupations at the current skill level or alternate geographic locations	<input type="checkbox"/>	
Search for job openings on the internet	<input type="checkbox"/>	
Volunteer activities	<input type="checkbox"/>	
Other activities:	<input type="checkbox"/>	
Total number of work activities required before 14-day work search review discussion (if applicable)		
Total number of work activities required before application interview		

CRITERIA FOR A REASONABLE WORK SEARCH:

1. The applicant consistently utilized at least 5 different work search activities?
 - An activity was “consistently utilized” if the applicant conducted the activity on 10 different days during their job search period.
 - This requirement is necessary since using multiple methods increases the likelihood of finding employment.
2. The applicant spent a minimum of 25 hours per week conducting their job search?
 - For a work search to be effective, applicants must spend a significant amount of time looking for work. Job search is a full-time job in itself.
3. The job search activities led to a minimum of 15 contacts with employers per week?
 - Work search activities are more successful when they lead to contacts with employers.
 - A contact does not qualify if it is made:
 - with an employer whom the client knows is not hiring;
 - is repeatedly the same employer;
 - is designed in whole or in part to avoid meeting the work search requirements.
4. The applicant searched for employment across a range of job categories and wages?
 - An applicant must look at all employment opportunities, not just employment in an occupation for which they have experience or training.
 - An applicant must not limit their work search to a specific wage range, but search for employment that pays any wage, including minimum wage.

Based on individual circumstances, such as limited work opportunities in isolated areas, the worker has discretion to adjust the amount of contacts/hours required to satisfy the work search requirement.

PREPARING FOR THE 14-DAY WORK SEARCH REVIEW (IF APPLICABLE)

At the 14-day work search review point, the ministry will review your completed work search activities and let you know if you are on track to fulfill a reasonable work search. If you have completed the required number of work search activities for the 14-day work search review point and your efforts are satisfactory, you will be given an application date, which typically will be one week after your 14-day work search review. During the remaining week before your application interview, you will be required to complete the rest of the work search activities to keep your application appointment.

Note: If at the 14-day work search review point you have less than the agreed upon number of work search activities completed or your work search is considered unsatisfactory, the ministry will determine what further work search activities need to be completed before you are given an application appointment date.

The following tools will assist you in completing a reasonable work search:

1. Work Search Activities Record (HR0077) - a form to document your work search activities
2. Your own list of activities
3. Specify the number and type of expected work search activities you have completed to meet reasonable search requirements

TODAY'S DATE (YYYY-MM-DD)	YOUR 14-DAY WORK SEARCH REVIEW DATE	AT THE 14-DAY WORK SEARCH REVIEW POINT, PLEASE CALL:	
		WORKER NAME	TELEPHONE
APPLICANT NAME		APPLICANT SIGNATURE	