# Maryland Work Search Requirements - Unemployment Insurance

See Maryland's Work Search Requirements (PDF)

Effective Sunday, July 4, 2021, to maintain eligibility for unemployment insurance (UI) benefits, you must actively search for work during each week that you request benefit payments.

To satisfy the active search for work requirement, you must:

- 1. complete your registration with the Maryland Workforce Exchange (MWE);
- 2. complete at least three valid reemployment activities per week, which must include at least one job contact; and,
- 3. enter your completed reemployment activities in the Job Contact and Reemployment Activity Log (located in MWE). See detailed instructions below.

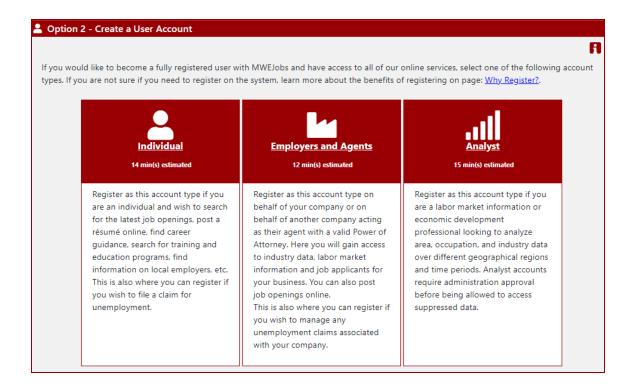
Important: You must continue to file a claim certification (in **BEACON 2.0** or by phone at 410-949-0022) each week to request benefit payments. Submitting your three valid reemployment activities each week in the Job Contact and Reemployment Activity Log does not replace the requirement to file your weekly claim certification.

#### 1. Register in MWE

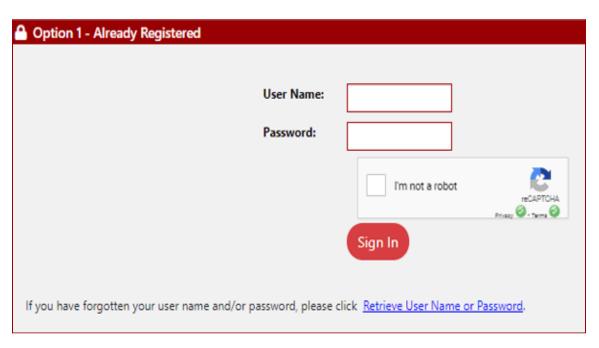
**MWE** is a powerful online job and career services system that offers the public a host of employment tools, including job listings, résumé assistance, labor market information, apprenticeship programs, training and educational programs, skills assessments, a virtual recruiter, and much more.

- Under Maryland UI law, you are required to register for work. You must register with MWE as a one-time requirement. You can complete your registration in MWE online or in person at your local American Job Center.
- A partial user account is created for you in MWE from information you provided when you filed your initial claim. The account is not available until the Sunday after your initial claim is filed. There are two ways to register with MWE (see Registration Methods A or B below). You can only use one method to register.

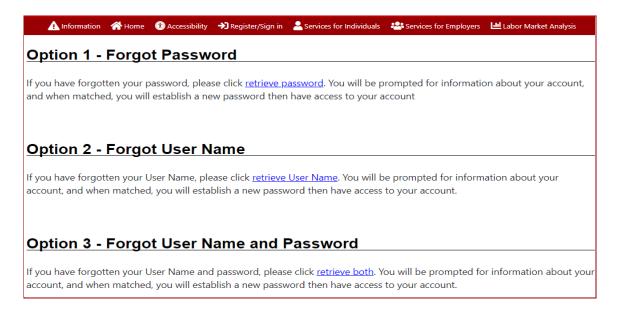
**Registration Method A:** If your partial user account is not available, you can complete your registration immediately. Go to the MWE **sign in** web page. Select "**Create a User Account**," then select "**Individual**," and follow the prompts (see the picture below). Answer all mandatory questions (indicated with a red asterisk \*).



**Registration Method B:** If your partial user account is available, you will need a user name and password before you can complete your MWE registration. To obtain this information, go to the MWE **sign in** web page. Select "**Retrieve User Name or Password**" (see the picture below).

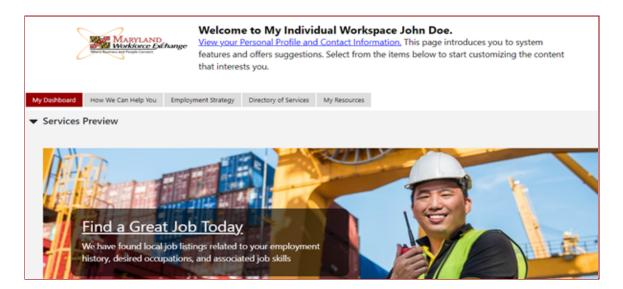


Then, select "Option 3 - Forgot User Name and Password" (see the picture below) and follow the prompts. Answer all mandatory questions (indicated with a red asterisk \*) to complete your MWE registration. If necessary, correct any information. Please retain your user name and password for future use.



**NOTE:** If you previously collected UI benefits and registered with MWE, you may use your previous user name and password to log in to MWE and complete your registration. If you do not remember your previous user name and password or if you are a new claimant, please follow either Method A or Method B above.

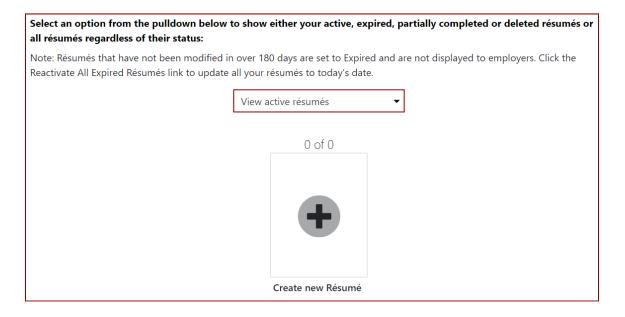
**To Upload or Create Your Résumé in MWE:** You must upload a current résumé or create a new résumé in MWE. To upload/create your résumé, go to your dashboard (see the picture below).



• From your dashboard, scroll down to **Job Seeker Services** and select "**Résumé Builder**" (see the picture below).



• From **Résumé Builder**, you may either upload or create your résumé in MWE. To get started, select "**Create new Résumé**" (see the picture below).



- Enter a title for your résumé.
- Under Availability select "Allow employers to view my résumé online" (see the picture below).

 Select "Comprehensive" to create a new résumé in MWE. Follow the prompts and enter all requested information. If you have an existing, up-to-date résumé, select "Upload" and follow the prompts (see the picture below).

## **Availability**

- Allow employers to view my résumé online.
- Hide my résumé from employers.

#### Résumé Creation Method

Comprehensive



Build your résumé using a step-by-step process (create your résumé from scratch).

36.0 min(s) estimated

O Upload



Attach an existing Word or .PDF résumé (save time by using your existing résumé).

- Once your MWE registration is completed and your up-to-date résumé is viewable to employers in MWE, it is important that you check your MWE inbox frequently throughout the week. Your inbox contains important information about weekly tasks or actions that you must complete. Failure to complete these activities may result in a delay or denial of your UI benefits.
- 2. <u>Complete at Least 3 Valid Reemployment Activities, Which Must Include at Least One</u> Job Contact, Each Week

Due to the COVID-19 pandemic, claimants were temporarily exempt from Maryland's active search for work requirement. On Sunday, July 4, 2021, this requirement was reinstated.

 Unless exempt, all claimants MUST actively search for work each week by completing at least three valid reemployment activities, which must include at least one job contact.
 Valid reemployment activities are actions that may reasonably lead to you becoming reemployed, including activities that remove barriers to reemployment.
 A job contact refers to an action(s) a claimant takes to contact an employer in an attempt to secure employment.

#### Job contacts include:

- submitting a job application to an employer (in person, email, online, fax);
- o making an in-person contact with a potential employer;
- attending a job interview;
- contacting an employer through another method appropriate for the occupational classification; or,
- making contact through a method specified by the employer.
- There are 30 qualifying reemployment activities that can be used to satisfy the weekly active search for work requirement. Eighteen activities can be completed on your own (self-guided), and 12 can only be completed with staff assistance. See the full list of Maryland's valid reemployment activities on the Maryland Division of Unemployment Insurance website.
- You may be exempt from the work search requirement if, among other reasons, you are laid off for a period of 10 weeks or less and have a definite return-to-work date or are a member of a union with a hiring hall. Claimants who are subject to recall, but do not meet the 10-week return-to-work condition, must actively search for work.
- If you are selected, you must complete the Reemployment Services and Eligibility
  Assessment (RESEA) workshop or the Reemployment Opportunity Workshop (ROW).
  During the RESEA workshop, you will work with a facilitator to develop an individual
  reemployment plan (IRP). Completion of the RESEA or ROW workshop is counted as
  one valid reemployment activity, but only for the week in which it is completed.

# 3. Enter Your Job Contact and Valid Reemployment Activities Each Week in the Job Contact and Reemployment Activity Log

To maintain your eligibility for UI benefits, you must enter at least three valid reemployment activities, including at least one job contact, in the Job Contact and Reemployment Activity Log in MWE. To access the log:

- Log in to **MWE** using your user name and password.
- After you log in, you will be in your dashboard. Scroll down to the Unemployment Services section and Select "Job Contact and Reemployment Activity Log."

### Unemployment Services



**Unemployment Benefit Overview** 

Information about the Unemployment Benefit program.



Job Contact and Reemployment Activity Log Review and enter any job contacts and

reemployment activities that you have completed

- After selecting the Job Contact and Reemployment Activity Log link, you will have the
  option to: Enter or Review Your Job Contacts; or Enter or Review Your Reemployment
  Activities (see the picture below).
- You must enter any job contacts that you completed outside of MWE in the Job Contact
  and Reemployment Activity Log. To add a job contact, select the red "Enter or Review
  Your Reemployment Activities" tab (see the picture below).

**NOTE**: All job contacts and reemployment activities that you complete in MWE for a given claim certification week will be automatically displayed in the log. If a completed job contact or reemployment activity is acceptable, a green check mark ( $\checkmark$ ) will be displayed in the same row. The log will maintain a permanent record (which you can download) of your job contacts and valid reemployment activities.

#### Eligibility for Unemployment Insurance (UI) Benefits

To maintain eligibility for unemployment insurance (UI) benefits, you must register on this website and complete at least three <u>valid reemployment activities</u> for each week for which you request benefits. At least one of those reemployment activities must be a <u>job contact</u>, which must be entered separately from the other reemployment activities.

Enter or Review Your Job Contacts

Enter or Review Your Reemployment Activities

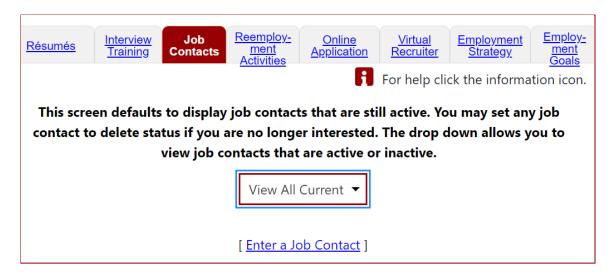
#### Instructions and Follow-up

For detailed instructions about registering on this web site and logging job contacts and valid reemployment activities, see the <u>Job Contact and Reemployment Activity</u> Log <u>Video Tutorial</u> and the <u>Job Contact and Reemployment Activity Log Instructions</u>.

After registering, you should check your Message Center inbox on this site frequently throughout the week. The inbox contains important information about weekly activities that the claimant must complete.

#### To Enter Your Job Contacts:

On the next screen, select "Enter a Job Contact" (see the picture below).



You will be asked to provide information about the job contact, including: the employer; the employer's address of record; the means of contact (email, MWE website, another website, fax, etc.); the name and title of the person you contacted, as well as an email address or phone number for the person you contacted; the job title for the position you are interested in; occupation; and your level of interest in the position, among other details. Fill in all of the required fields (indicated with a red asterisk \*) and select "Save" (see the picture below).

Employer Information	
* Employer:	
* Address of Record:	
*Zip:	
* City:	
* State:	Maryland ▼
Contact Informati	ion
Initial Contact Method:	None Selected ▼
Contact Title:	
Contact First Name:	
Contact Last Name:	

• If your job contact was saved properly, it will be displayed in the log (see the picture below). To add more job contacts, select "Enter a Job Contact" and repeat the process.



#### To enter your Valid Reemployment Activities:

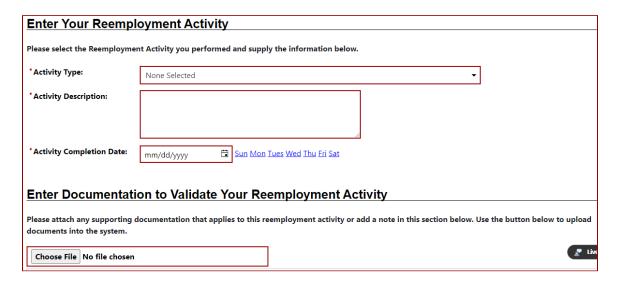
In the log, select the "Reemployment Activities" tab (see the picture below).



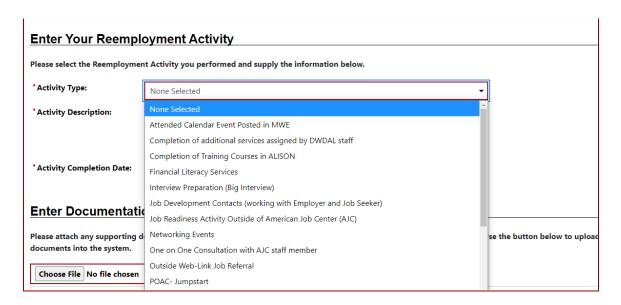
Select "Enter a Reemployment Activity" (see the picture below).



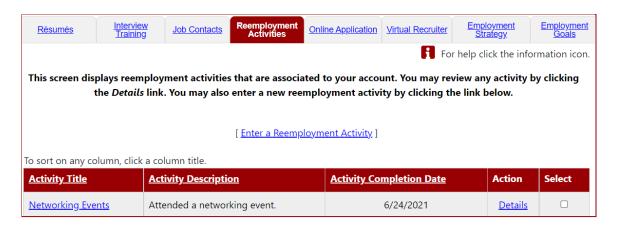
 You will be brought to the screen shown below where you can enter the details of your reemployment activity.



You will choose an activity from the Activity Type dropdown menu (see the picture below). You will be asked to enter information about the activity, including an activity description, the date the activity was completed, and the name and title of a contact for the event. You may need to upload documentation to substantiate the activity. Enter all of the information required, select "Choose File" to upload any supporting documentation that proves that you completed the activity, and then select "Save."



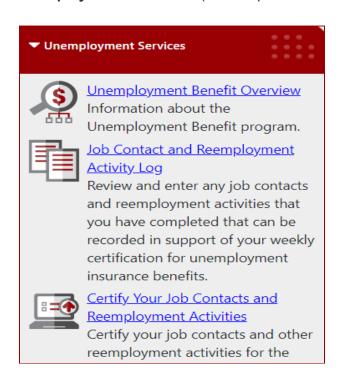
 After you save your valid reemployment activity, it will display in the log (see the picture below). To enter another reemployment activity select "Enter a Reemployment Activity" and repeat the process.



#### **Certification and Self-Attestation:**

NOTE: The MWE system is currently being updated to incorporate the functions below. However, these functions are not yet available. Once the updates are complete, you will be able to do the following:

 You can validate all of your activities in the log by going to your dashboard, scrolling down to Unemployment Services, and selecting "Certify Your Job Contacts and Reemployment Activities" (see the picture below).



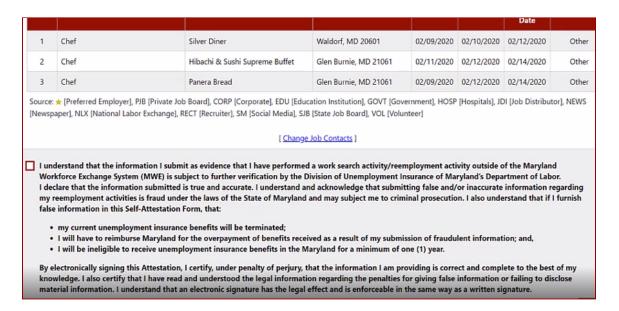
 Select "Certify Your Reemployment Activities." Any weeks that are available to be certified will be displayed.

Certify Your Reemployment Activities

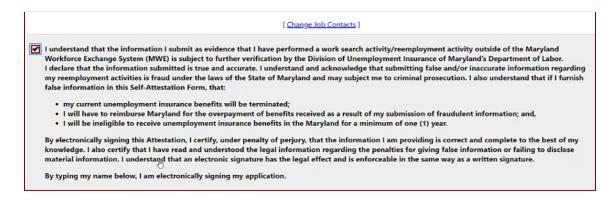
#### Reemployment Activities Certification Review

Below are the weeks for which you have completed a reemployment activities certification.

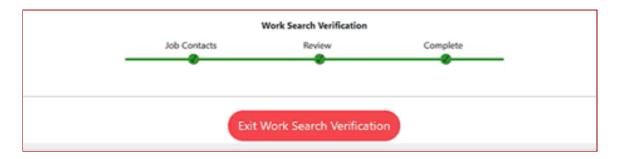
Your job contact and reemployment activities will be displayed (see the picture below).
 You will also see a self-attestation statement on the same screen.



It is your responsibility to (1) review your reemployment activities and job contacts, (2) check the box if you agree that all the information is complete and accurate, and (3) enter your electronic signature. Select "Next" to complete the process (see the image below).



• The green progress bar will display a **checkmark** under **Complete** if you have completed the process, as shown in the image below. Select "**Exit Work Search Verification**" to exit MWE.



For detailed instructions about using the Job Contact and Reemployment Activity Log (formerly known as the Work Search Log), see the **online video tutorial** and the **log instructions**. If you need further assistance registering in MWE or entering activities in the log, contact MWE at **dldwdwehelp-labor@maryland.gov** or **410-767-2100**.

Additional information about Maryland's Work Search requirements is available under the **Work Search FAQs**.