

GUIDELINES FOR A PRODUCTIVE WORK SEARCH

Looking for work in all the right places

We want your work search to get you results. Here are some suggested activities for you.

You need not limit your search to these activities.

- Fill out a complete, accurate, and relevant job application on **www.WorkInTexas.com** and use the reemployment services at your local Workforce Solutions Center.
- Complete job applications in person or online with employers who have suitable openings.
- Mail job applications and resumes to employers who are advertising open positions.
- Talk with employers who have job openings.
- Interview with employers in person or on the phone.
- Register with private employment agencies or placement services.
- Use resources at your local Workforce Solutions Center to:
 - ▶ Learn about the local labor market
 - ▶ Assess your skills for job matching
 - ▶ Participate in job workshops
 - ▶ Obtain and follow up on job referrals
 - ▶ Develop new job leads
- Attend job search seminars, job club meetings, job fairs, or employment-related workshops.
- Use online job matching systems to submit applications and resumes, search for matches, request referrals, and apply for jobs.

UNEMPLOYMENT INSURANCE CLAIMANTS

KEEP YOUR WORK SEARCH LOG UP-TO-DATE

LIST ACTIVITIES AND JOB CONTACTS ON YOUR WORK SEARCH LOG

WE'RE PAYING YOU TO FIND YOUR NEXT JOB