

**Guidance Document**

*Pursuant to Neb. Rev. Stat. §84-901.03*

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operation of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedures Act. If you believe that this guidance document imposes additional requirement or penalties on regulated parties, you may request a review of the document.

# Work Search Requirements For Extended Benefits

## DISCLAIMER:

This Guidance Document is not intended to take the place of the law, but is intended to provide individuals with a general understanding of some of the requirements related to the Nebraska Department of Labor's waiver of work search requirements for individuals attached to regular jobs, unions, or industries. For additional information individuals may consult the "Handbook for Unemployed Workers" or visit [dol.nebraska.gov](http://dol.nebraska.gov), where information is provided on the Nebraska Employment Security Law, *Neb. Rev. Stat.* §§48-601 through 48-683 ("NESL"), and portions of the Nebraska Administrative Code related to NESL.

As used in *Neb. Rev. Stat.* § 48-628.15(5), a systematic and sustained effort to obtain work means:

- A. Five reemployment activities completed per benefit week. At least three of a claimant's five reemployment activities each benefit week shall be applications for permanent employment. Each application for employment shall be for suitable work as defined by *Neb. Rev. Stat.* § 48-628.15(5). Applications for suitable work shall be made in a method accepted by the employer.
- B. The following items will count as a reemployment activity as used in paragraph 002(A) above:
  1. Conducting work searches using Internet job banks as well as professional/trade publications (the URL for the site searched and the date the web site was accessed shall be provided to the Department of Labor).
  2. Applying to a job posting through the Nebraska Department of Labor's web application for reemployment services ([NEworks.nebraska.gov](http://NEworks.nebraska.gov)).
  3. Applying to a job posting through an Internet job bank or directly through an employer's website (proof of the date of application and job applied for shall be provided to the Department of Labor).
  4. Attending a resume writing class for the purpose of preparing or revising a resume for submission to a job posting.
  5. Attending job seeking skills classes, workshops, or job clubs.
  6. Meeting with a career counselor.
  7. Taking a civil service exam.
  8. Taking a pre-employment exam, at the request of an employer.
  9. Visiting an employer's place of business to fill out a job application.