

What is a **valid JOB CONTACT**?



A valid job contact means you have completed specific job-search activities that may lead to a new job and that can be verified by the Division of Unemployment Insurance.

Here are examples of a single and appropriate job contact:

- Submitting an online application or resume for a specific job.
- Interviewing for a job or attending a second job interview.
- Completing testing required by an employer for a job.
- Submitting a paper application for a specific job and/or employer.

For every job contact, you must keep a verifiable list of:

- The date of the activity or action taken (month, day, and year).
- The type of job-search activity taken (for example, application, test, interview, etc.)
- How you applied for the position (for example, online, in-person, submitted through a job board, e-mail, etc.).
- The type of work you are seeking.
- The person you contacted, along with a telephone number, email address, or other reliable contact information.

If you are a Colorado resident you must make **5 job contacts per week** unless this has been officially changed by your local workforce center. If you live outside the state of Colorado you must make 3 job contacts per week.



Download a work-search log at coloradoui.gov/forms



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