

# Tips for a Productive Work Search

## Look for work in all the right places.



- ✓ **Complete your application** for work at the local Workforce Solutions office or online at [WorkInTexas.com](http://WorkInTexas.com). Click on “register as job seeker.”
- ✓ **Check [WorkInTexas.com](http://WorkInTexas.com) each day** for new job matches and follow-up on all “Job Match Alerts” received on [WorkInTexas.com](http://WorkInTexas.com).
- ✓ **Get organized.** Establish a personal job search plan and set daily goals.
- ✓ **Send job applications** or résumés to employers with suitable job openings.
- ✓ **Take advantage of reemployment services** and resources available at your nearest Workforce Solutions office. You can:
  - learn about the local labor market
  - assess your skills for job matching
  - participate in job workshops
  - obtain and follow up on job referrals
- ✓ **Spend time researching the job market** in your area to learn what industries and occupations are growing and how you might get skills or training in those fields.
- ✓ **Attend job search seminars, job clubs, job fairs, and other employment-related workshops.**



- ✓ **Use online job matching systems to:**
  - submit applications and résumés
  - search for job matches
  - request referrals
  - expand your job search
- ✓ **Network with friends and family.** Consider using professional networking sites as a way to expand your list of contacts. They can help you find potential jobs.
- ✓ **Keep your résumé** and online profiles current.

## Unemployment Insurance Claimants

- ✓ **Keep your work search log current.**
- ✓ **List job search activities** and job contacts on your work search log.
- ✓ **Participate in reemployment services** at your local Workforce Solutions office, if directed.