**RES (Profiler) Job Search Log Instructions**

The client will be provided a job search log in the Resource Room. The DET worker who provides the form needs to complete the top portion of the form, (client name and PID)

The client will then go into the RR and perform 10 hours of supervised job search. This means the client must job search in the RR only in order to get credit for the time. (No library, or other location--this is pretty much the same idea as the Food stamp program.)

Each day the client comes into the RR to job search, they must get a DET employee to verify the number of hours spent conducting job search, record this number on the form and then have the DET worker sign off on the form. Because individuals may come and go on the same day, it is appropriate to have multiple entries for a day (You can use more than one log sheet). Only time spent doing job search in the Resource Room counts towards the 10 hours

After 10 hours of job search have been achieved, the form gets submitted to the RES ESS in the local office so they can notify UI the client is compliant. The RES ESS will maintain a copy of form.

The client’s benefits will be reinstated after they complete 10 hours of supervised job search in the RR and UI has been notified.