

STATE OF ILLINOIS DEPARTMENT OF EMPLOYMENT SECURITY

TRA WORK SEARCH GUIDE

In accordance with the Trade Readjustment Act, since you have been waived from training:

YOU MUST CONDUCT A SYSTEMATIC AND SUSTAINED WORK SEARCH AS DISCUSSED BELOW:

1. You must register for work with the Illinois Employment Service, via the Skills Match System. (www.illinoisskillsmatch.com)
2. Every two weeks, you must report your work search on a certification form. The work search must include: a list of employers contacted with the names of the persons contacted and their phone numbers or addresses; the dates of your contacts; your methods of contact; the kind of work you applied for; and the results of your contacts.
3. A SYSTEMATIC AND SUSTAINED effort to find work means:
 - a. Your efforts to find work must be continuous throughout the week. On each normal workday, you must take some positive action to find work. You must make significant (at least five per week) personal contacts with prospective employers and apply for work on at least three working days during each week. If there is a day in which you make no employer contacts, you must, for example, prepare a resume, contact a union or professional organization, attend an employment seminar, check the newspaper want ads, review jobs available on Skills Match etc.;
 - b. Your health or physical condition must be such that you are able to search for and perform work;
 - c. Your personal or domestic circumstances must permit you to search for and accept work. For example, if you need childcare to allow you to look for work, you must arrange for such care;
 - d. You must look for work that pays as little as the minimum wage or your weekly benefit amount, including any supplemental unemployment benefits (SUB PAY), whichever is more;
 - e. You must be willing to travel a reasonable distance to work. You cannot restrict yourself to work near your home;
 - e. If you look for work in your customary occupation that uses more than one shift, you must apply for and accept any shift that is available;
 - f. You may continue to look for work in your customary occupation, but you may not limit your search solely to jobs in that occupation. For example, if you are a construction worker, you can look for work in the construction industry, but you must also look for other kinds of work;

- g. Your work search methods must be realistic and appropriate considering the type of work you are seeking. For example, a factory worker does not ordinarily find employment by sending out resumes or by making phone calls, but applies in person;
- h. Your search must be thorough. Repeated contacts with the same employer are not acceptable unless there is a reasonable prospect of obtaining work with that employer. If you are a union member, you cannot limit your contacts to the union hiring hall.

4. If you do not have a definite offer to begin work within four weeks, you will be expected to accept any offer of work you are capable of performing.

IF YOU CLAIM TRA FOR A WEEK WHEN YOU DO NOT MEET ALL THE REQUIREMENTS DESCRIBED ABOVE, YOU WILL BE INELIGIBLE FOR ALL FUTURE TRA PAYMENTS UNTIL YOU HAVE WORKED IN AT LEAST 4 SEPARATE WEEKS AND HAVE EARNED AT LEAST 4 TIMES YOUR WEEKLY BENEFIT AMOUNT.