

My Reemployment Plan

Instructions: Complete both sides of this form and email to MRP@ks.gov within seven (7) days. To prevent any delay to your Unemployment Insurance (UI) benefits, send your email from the same email address you received this notification.

WHO:

Claimant Name: _____ Email*: _____ Phone: _____

Are you returning to work **within 4 weeks**? If so, provide the employer's name, job position, and start date. Then sign and date this document (bottom of page 2), and email it to MRP@ks.gov

Employer: _____ Position: _____ Start Date: _____



FAILURE to return this form in seven (7) days may result in a DENIAL of BENEFITS and possible overpayment of benefits.

WHY:

This form is meant to get you thinking about your job search plan. Studies show that workers who transition from layoff to their next job the fastest understand the importance of making themselves a good match for their next employer. Being a good match means understanding the interests, skills and values that you possess that will get you hired.

SKILLS MATCHER

The O*NET Interest Profiler can help you find out what your interests are and how they relate to the world of work, and what kinds of careers you might want to explore.

HOW:

_____ Online at: <https://www.mynextmove.org/explore/ip> or

_____ In-person/virtually at your local Workforce Center. Find your local office by calling (877) 509-6757 or go to www.kansasworks.com/contact

O*NET INTEREST PROFILER RESULTS:

My top three Job Zones are:

1) _____ 2) _____ 3) _____

My top three careers that fit my interests and preparation level:

1) _____ 2) _____ 3) _____

People who make and stick with a Job Search Plan are much more likely to get back to work *sooner*.

**Keep a copy of this document. You will find it helpful in looking for work.
You are now ready to make a Job Search Plan on page two.**

*Email address must match the address Unemployment Insurance has on file for you

Job Search Plan

Claimant Name: _____

Email*: _____

Detailed Job Search Plan

Job Search Workbook

- This [Job Search workbook](#) will help you define and market your skills, as well as provide helpful information to assist you in your job search.

Résumé

- An updated résumé that has been reviewed by a peer or workforce professional will be your first impression. Don't let it stand out for the wrong reasons.

Social Networking

- Facebook, Twitter and other forms of social media are often checked by employers. Make your profile attractive to businesses looking to hire.
- Use social networking to your advantage. Promote your professionalism and skills, not your weekend.

Make a timeline for getting a job.

- Unemployment Insurance benefits last on average less than 13 weeks. Many people get a job within 10 weeks because they start looking right away.

Network and Apply

- Engaging the job market is more than just applying. Target your applications to employers looking to hire that fit your skill set and connections.

Job Search To-Do List

Work Search Prep

- Résumé: I have uploaded or created my resume in **KANSASWORKS.com**. ☐ Yes ☐ No
- Interview Skills: I practiced/will practice interviewing skills with _____ by/on _____.
- Social Media Review: I have reviewed my social media so that it will benefit my job search. ☐ Yes ☐ No

The Plan

- I am looking for work as directed by KDOL and I am keeping a [job search log](#). ☐ Yes ☐ No
- Target start date for my new job is _____.

Follow Up

- If needed, reevaluate within four weeks.
- If I need help with my job search, I will contact my local Workforce Center for help. ☐ Yes ☐ No

To avoid interruption of UI benefits, complete and email both sides of this form within seven (7) days. Send your email to MRP@ks.gov from the same email address you received this notification.

I certify that I have completed the Skills Profiler either online or at a Workforce Center and that falsifying this form may lead to an interruption of unemployment benefits.

Signature: _____ Date: _____

Type Name Here