

Work Search Reviews

Purpose

1. The purpose of the Work Search Review (WSR) is to ensure that claimants are doing all that is reasonably possible each week to look for work and to look at what they plan to do for the period leading up to their next review.
2. As a minimum, during the review you should:
 - Check if the claimant is available for and actively seeking employment and therefore entitled to any Jobseeker's Allowance (JSA) and National Insurance Credits due. **The claimant must do all that is reasonable to look for work each week**
 - Identify claimants who appear not to be doing all they should to be actively seeking work for each week of the review period. Referring to a Labour Market Decision Maker (LMDM) where necessary
 - Identify any more support needed
 - follow-up on any activities agreed previously
 - help the claimant to think about what they are going to do in the weeks leading up to their next review and to make sure these steps are recorded in their My Work Plan booklet