

Work Search Reviews

Planning the activities over the next review period

1. The second part of the Work Search Review (WSR) should focus on forward planning.
2. You should explain that planning and structuring work search activities will give the claimant the best chance of finding suitable work.
3. It will also help confirm the claimant's ongoing entitlement to Jobseeker's Allowance (JSA) by showing they have done all they could reasonably be expected to do each week to get a job.
4. Claimants should ideally come to the WSR with a plan of the specific actions they intend to do in the next 2 weeks, in the My Work Plan document. This should have been discussed with them during their Work Search Interview (WSI).
5. If their planning is lacking you should encourage and make suggestions about how it could be improved.
6. The claimant should be advised to think about their next steps and record what they are going to do either in the review (time permitting) or if not, immediately after their review whilst the discussion is still fresh in their mind.
7. The claimant's forward plans should include what other activities they are going to do as part of their regular work search activities outlined on their claimant commitment but may also include any follow up action from previous commitments such as:
 - following up job applications and speculative contacts
 - preparing for interviews with employers