

## Work Search Reviews

### Conducting the Work Search Review

A discussion with the claimant must take place to find out what they have done to look for paid work since their last Work Search Review. The core elements of the Work Search Review are:

- explanation of the purpose of the Work Search Review
- check outstanding actions from the WSP Record
- review of work search activity and work preparation actions set out on the Claimant Commitment
- review of the claimant's activity on [Find a job](#) or other jobsites
- consideration of other work search and work preparation evidence presented by the claimant
- determination of whether the claimant has done all that can be reasonably expected of them to find paid work
- explanation of sanctions and the consequences of failing to attend their Work Search Reviews and failing to comply with the actions detailed on their Claimant Commitment
- where a claimant has not complied with a work-related requirement, consideration of whether a sanctionable failure has occurred
- confirming the claimant's next appointment date and time with them and recording this on 'Your meeting plan' which is part 1 of the claimant commitment pack

The Work Search Review should start with introductions, confirmation of identity and explaining the purpose of the Work Search Review. If the claimant reports that they have a change of circumstances the WC advises them to report this by telephone.