



IWLF JOB SEARCH GUIDELINES

Looking for Light Duty Work

- **Anytime** you apply for a job using an online resource, you must **print confirmation** of this online attempt to find suitable employment, simply writing down a list of jobs applied for online **will not be sufficient**.

- You MUST contact your pre-injury employer and ask if they have any light duty work available for you. If they do, you MUST accept it, so long as it is within you're the doctor's work restrictions.
- Compose a resumè and give a copy to our office.
- Anytime you fill out an application, keep a copy for yourself , supply our office with a copy, and write down the name of the person you left it with at the potential employer.
- Fill out the Marketing chart **COMPLETELY** on a **DAILY** basis.
- Our office **MUST** receive a copy of the marketing **EVERY FRIDAY** for our file. Email: swilkins@injuredworkerslawfirm.com Fax # (804) 612-1724
srahman@injuredworkerslawfirm.com
receptionist@injuredworkerslawfirm.com

Minimum Contacts per Week:

10 online

10 by phone

5 in person (*if you are unable to drive, get a ride from someone)

DO NOT do these all in one day! **Spread it out-** other wise the insurance company might argue that you did not market the rest of the week so you are not entitled to payment for that week

We stick to these ratios because only searching via one method of contact is **not** considered to be a good faith effort.

A Good Rule To Follow:

If you were working 40 hours a week before your injury; you need to be spending 40 hours a week looking for suitable employment.



YOU MUST Register With:

www.vec.virginia.gov

www.vavrs.org

www.careerbuilder.com

www.monster.com



Funnel Your Job Search

- Start your job searches **specific**, looking for employment within your experience and skill set. Then **expand** every month to jobs outside your experience, as long as they are within your work limitations.

Over the past few years I have seen a disturbing new trend developing in the workers' compensation arena. Injured workers are increasingly being denied their compensation because they did not look for work sufficiently for the Commission. I have developed these guidelines to help my clients ensure that they are not denied a weekly check for poor job search efforts. Follow the instructions above and keep detailed records to show the insurance company, and the VWC, that you are making a good faith effort to find employment and that you are doing so by using all resources available to you .