



IWLF JOB SEARCH GUIDELINES

Looking for Light Duty Work

● **Any time** 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 your doctor's work restrictions.
- Compose a resumé and give a copy to our office.
- Any time 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:** receptionist@injuredworkerslawfirm.com or **Fax #** (804) 612-1724.

Minimum Contacts per Week: 10

DO NOT do these all in one day! **Spread it out-** otherwise, 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

YOU MUST Register With:

- www.vec.virginia.gov
- www.careerbuilder.com
- www.monster.com
- www.indeed.com



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.



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.