



Australian Government



jobactive

How to do your job search effort re-engagement requirement

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If you don't meet your job search effort requirement, your **payment will be suspended** and have to do a job search **re-engagement requirement** to get it back. This guide explains how to do it.

Re-engagement requirements explained

When you apply for an income support payment, you make an agreement with the government that you will do some tasks in exchange for your payment. These tasks are called mutual obligation requirements, and they are listed in your job plan. They can include:

- applying for a set number of jobs each month
- going to appointments
- doing training
- doing work for the dole

If you don't meet your requirements, your payment could get suspended. To get your payment back, you need to do a re-engagement requirement.

This guide shows you how to do a job search effort re-engagement requirement. In this example we'll look at a job seeker who did not submit all of her jobs. She missed out on 7, and has to make them up to remove her payment suspension.

What you see on your dashboard

Your dashboard always displays your current status. If you don't do your required job search effort you will see key information in 4 places.

- Your **My Job Search Effort** will show you have a re-engagement requirement.
- Your **Compliance** indicator will show your payment is suspended.
- **Your tasks to do** will show you have an urgent task.
- You will have a notification in your inbox, which you access via your **Account** drop down menu.

Click **View my job search effort** to get started on your re-engagement requirement.

The screenshot shows the Jobactive dashboard for a user named Kristine. The dashboard is titled "Hi Kristine!" and includes a navigation bar with links to Dashboard, Career Profile, Calendar, Job Search Effort, Job Plan, and Participation History. The main content area is divided into several sections:

- My Job Search Effort:** A section titled "Re-engagement Requirement" showing a progress bar for 7 jobs required. A table below the bar shows: Re-engagement requirement (7), Re-engagement met (0), and Re-engagement required (7). A "View my job search effort" button is at the bottom.
- Compliance:** A section with a red warning triangle icon and the text "Your payment has been Suspended. Check your tasks to do." A "View my participation history" button is at the bottom.
- Your tasks to do:** A section with a red "Urgent" icon and a task titled "Re-engagement - Job Search Efforts Due" with a "View Details" button.
- Did you know?:** A notification box with the text "You're missing an opportunity. Tell employers why you're great. Fill in your about me."

The top right of the dashboard features a "Find a job" button and an "Account" dropdown menu with a notification icon.

What you see on your job search effort page

Your job search effort page will show you how many jobs you need to apply for to meet your re-engagement requirement.

You can report these job applications in the same way you normally would:

- add a job manually
- add automatically by email
- uploading evidence
- applying for a job directly through the jobactive website

The screenshot displays the 'My Job Search Effort' page on the jobactive website. The page header includes the Australian Government logo, the jobactive logo, and navigation links for 'Job seekers', 'Change contract', 'Find a job', and 'Account'. The main navigation bar contains links for 'Dashboard', 'Career Profile', 'Calendar', 'Job Search Effort', 'Job Plan', and 'Participation History'. The page title is 'My Job Search Effort'. Below the title, there is a message: 'Get step-by-step guides and job search effort advice at our [user guides page](#). It will help you meet your job search requirement each month and avoid payment suspensions.'

The main content area is divided into two sections. On the left, a red box highlights a 'Re-engagement Requirement' table:

Re-engagement Requirement		
7 jobs required	Re-engagement requirement	7
	Re-engagement met	0
	Re-engagement required	7

On the right, there is a 'Find a job' section with input fields for 'Keywords', 'Select a location', and 'Select an industry', along with an 'Advanced Search' link and a 'Search' button.

Below these sections, a yellow box contains a note: 'Please note that your Provider will review the quality of your re-engagement Job Search efforts as you submit them. If your re-engagement Job Search efforts are not of an acceptable standard, your Job Search count may change. Please monitor carefully.'

At the bottom, there are buttons for 'Printable View', 'Upload Evidence', and 'Add a Job'. A red box highlights a 'Reporting Period and Re-engagement' dropdown menu showing '17th June to 16th July 2019 - Re-engagement'. At the very bottom, there are 'Sort By' and 'Search' buttons.

You can't back-date your re-engagement requirements. Your **Reporting Period and Re-engagement** drop down will show you the dates of your current reporting period.

The jobs you missed are added to your current reporting period. In this case, the job seeker will have to apply for **27 jobs** this reporting period.

7 re-engagement jobs + 20 normal job search efforts = 27 jobs.

Add re-engagement requirements

When you add jobs to your re-engagement requirement, it is important you **Save to Re-Engagement Requirement**.

DO NOT SAVE RE-ENGAGEMENT REQUIREMENTS TO CURRENT JOB SEARCH EFFORT.

Your payment suspension will not be lifted until you complete your re-engagement requirement.

Reporting Period and Re-engagement
17th June to 16th July 2019 - Re-engagement

Sort By ~ Search

Date of Application*
17/06/2019

Job Title*
Truck Driver

Job Location (Suburb)*
QLD - MOUNT ISA

Method of Contact*
Email

Employer Name*
Truck Drivers International

Employer Contact*
Thomas the Truck Driver

Notes
Emailed my resume to Tom - thomas@thetruckdriver.trucks.com

Cancel Save

Save to Re-engagement Requirement
Save to Current Job Search Effort

Your re-engagement requirement will update as you add jobs. The jobs you add will clearly indicate they were **Added to Re-engagement Requirement**. Your re-engagement is done when it shows **0 jobs required**.

Re-engagement Requirement

0	Re-engagement requirement	7
jobs required	Re-engagement met	7
	Re-engagement required	0

Find a job

Keywords

Select a location

Select an industry

Advanced Search Search

Please note that your Provider will review the quality of your re-engagement Job Search efforts as you submit them. If your re-engagement Job Search efforts are not of an acceptable standard, your Job Search count may change. Please monitor carefully.

Printable View Upload Evidence Add a Job

Reporting Period and Re-engagement
17th June to 16th July 2019 - Re-engagement

Sort By ~ Search

180619_Reengagement requirements - 18 June 2019 - Added to Re-engagement Requirement Evidence

evidence Method: Upload
Date uploaded: 18 June 2019
Number of Jobs: 6

Truck Driver - QLD - MOUNT ISA - Added to Re-engagement Requirement

Method: Email
Date Sent: 17 June 2019
Organisation: Truck Drivers International
Contact: Thomas the Truck Driver

Your dashboard and job search effort page will update

When you complete your re-engagement requirement your dashboard will update.

- Your **Job Search Effort** will update to show you your regular job search effort requirement.
- You **Compliance** indicator will show you if you have demerit as a result of failing to meet your requirement.

You will have to meet your job search requirement as normal to avoid another payment suspension.

Click **View my job search effort** to go to your job search effort page and start adding jobs.

The screenshot shows the jobactive dashboard for user Kristine. The 'My Job Search Effort' section displays a progress indicator with '20 jobs to go' and '28 days left' for the period 17/06/2019 to 16/07/2019. A table shows: Job Search Target (20), Jobs Applied For (0), Jobs To Go (20), and Days Left (28). The 'Compliance' section shows a warning icon and '1 Demerit' as of 18/06/2019.

Category	Value
Job Search Target	20
Jobs Applied For	0
Jobs To Go	20
Days Left	28

On your **job search effort** page, you'll still see your re-engagement jobs because they are applied to your current period. Any job you add now will go straight to your job search effort. You need to get your counter down to zero before the end of your current reporting period to avoid another payment suspension.

The screenshot shows the 'My Job Search Effort' page. It includes a search form with fields for 'Keywords', 'Select a location', and 'Select an industry'. Below the search form is a table of evidence for the reporting period '17th June to 16th July 2019'.

Reporting Period	Sort By	Search
17th June to 16th July 2019	Sort By	Search

Evidence
180619_Reengagement requirements - 18 June 2019 - Added to Re-engagement Requirement

Method: Upload
Date uploaded: 18 June 2019
Number of Jobs: 5

Other helpful information

Ways to add jobs

We have videos that show you how to add jobs to your job search effort and what a good quality job application means.

Watch these videos at youtube.com/jobactivejobs:

- How to add jobs to your job search effort by email
- How to manually add jobs to your job search effort
- How to upload evidence to add jobs to your job search
- How to do good quality job applications

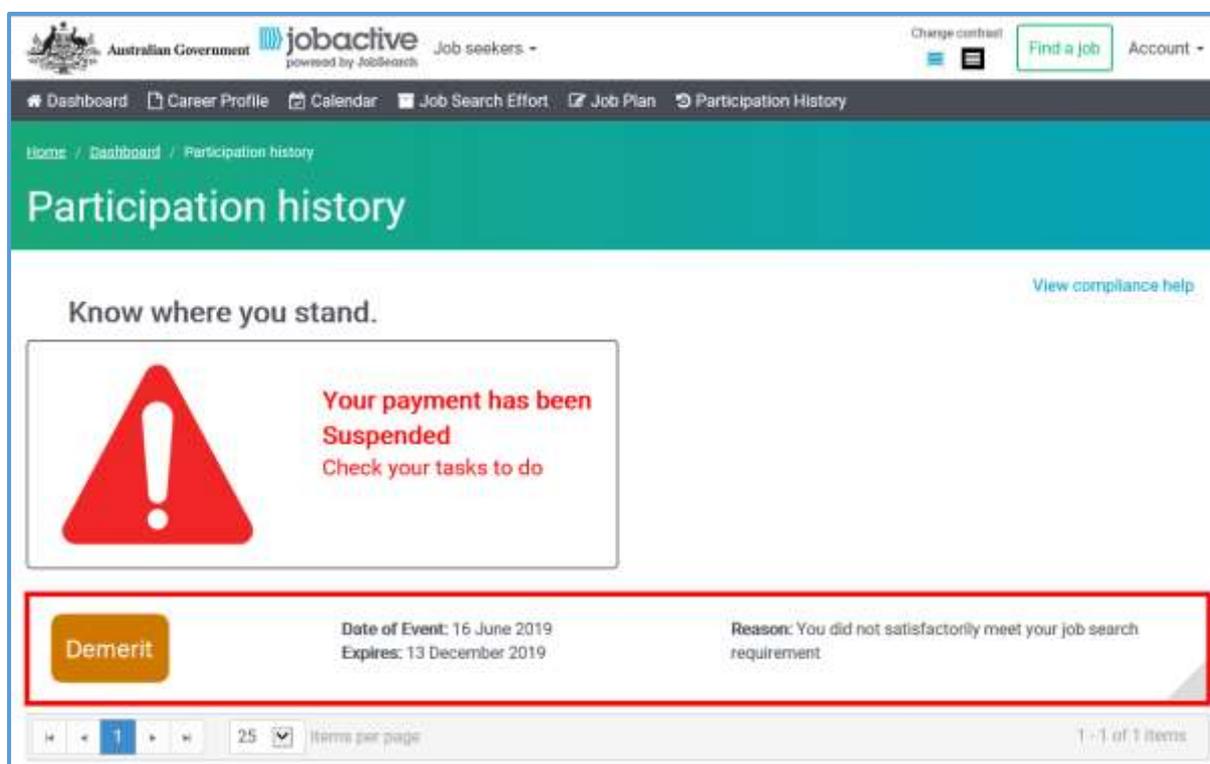
You can also get written guides that explain most of the features and functions of the jobactive website. Download user guides at jobsearch.gov.au/how-to-guide.

Participation history

Your participation history page shows your current status as well as a list of any demerits you have and the reason you got them.

Demerits last for 6 months. If you get 5 demerits you risk having your payment cancelled.

Click on **View compliance help** from this page to get more details about demerits and payment suspensions and cancellations.



The screenshot shows the 'Participation history' page on the jobactive website. At the top, there is a navigation bar with links for Dashboard, Career Profile, Calendar, Job Search Effort, Job Plan, and Participation History. Below this, a teal header contains the title 'Participation history' and a link for 'View compliance help'. A prominent warning box with a red exclamation mark icon states: 'Know where you stand. Your payment has been Suspended. Check your tasks to do'. Below this, a table lists a demerit record with the following details:

Demerit	Date of Event: 16 June 2019	Expires: 13 December 2019	Reason: You did not satisfactorily meet your job search requirement

At the bottom of the page, there is a pagination control showing '25' items per page and '1 - 1 of 1 items'.