



Jurisdiction Claim Number (JCN)

Claim Administrator Number

### Injured Worker Information

Name		Date of Injury/Occupational Disease	
Address		City	State      Zip Code

### Marketing/Job Search Log

Date	Name of Company:	Name of Contact:
	Job Title:	Were there any openings? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Address:	Outcome:
	Contact Method: <input type="checkbox"/> In Person <input type="checkbox"/> Internet <input type="checkbox"/> Phone	
Date	Name of Company:	Name of Contact:
	Job Title:	Were there any openings? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Address:	Outcome:
	Contact Method: <input type="checkbox"/> In Person <input type="checkbox"/> Internet <input type="checkbox"/> Phone	
Date	Name of Company:	Name of Contact:
	Job Title:	Were there any openings? <input type="checkbox"/> Yes <input type="checkbox"/> No
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	Address:	Outcome:
	Contact Method: <input type="checkbox"/> In Person <input type="checkbox"/> Internet <input type="checkbox"/> Phone	

Please attach copies reflecting the submission of any applications via online and any correspondence received in response to your applications.



### Good Faith Search for Work

An injured worker who is partially disabled (unable to perform his or her or her regular job, but able to perform light duty work) is **required** to seek light duty work in good faith in order to receive disability benefits if he or she is not on an open award.



### Factors the Commission Considers

In deciding whether a partially disabled injured worker has made a reasonable effort to find suitable light duty employment, the Commission considers such factors as:

- (1) the nature and extent of the disability;
- (2) the injured worker's training, age, experience and education;
- (3) the nature and extent of the job search;
- (4) the availability of jobs in the area suitable for the injured worker considering his or her disability;
- (5) any other matter affecting the injured worker's capacity to find suitable work.



### Evidence of Reasonable Effort

It is presumed that in most cases the claimant made a reasonable effort to market residual work capacity when he or she:

- (1) registered with the Virginia Employment Commission within a reasonable time after being released to return to work and;
- (2) directly contacted at least five (5) potential employers per week where the injured worker has reasonable basis to believe that there might be a job available that he or she might be able to perform\* and;
- (3) if appropriate, contacted the pre-injury employer for light duty work.

\*It is not necessary to prescreen or know for certain of the availability of a suitable job.



### Keep a Job Search Record

Information provided by the injured worker about job contacts should be supported by facts, preferably in writing, about the names of the employers contacted; where the employers are located; the date(s) the contact was made; whether the contact was in person, by phone or via internet; and the result of the contact. Please attach printouts reflecting the submission of any applications via Internet and any correspondence received in response to your application.



### Pre-injury Skills or Experience

Where an injured worker has particular job skills or training, he or she may focus the search on jobs in that field if there are jobs in that field that the injured worker can reasonably perform. However, if within a reasonable amount of time the search is not successful, the injured worker must broaden the search beyond that field.



### Method of Contacting Employers

Employer contacts should be conducted in a manner reasonably suited to the position sought, which in some cases may be personal visits. In other cases, contacts may be by phone, internet, mail, or through employment agents such as union hiring halls.



### Attempt to Maximize Earnings

If the injured worker locates and accepts a job that pays substantially less than his or her or her pre-injury job, the injured worker should continue looking for a higher paying job.

### Ombudsman Office

Have questions about the Virginia Workers' Compensation Commission and no lawyer? Call the Ombuds Department at 833-448-1681, or email [ombuds@workcomp.virginia.gov](mailto:ombuds@workcomp.virginia.gov). We cannot give legal advice, but all conversations will be kept confidential.