How to do your job search effort re-engagement requirement

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.
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

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.

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**.
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.

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.
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.

- 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 at our user guides page.

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.