

## INITIAL RESEA OBSERVATION CHECKLIST

*This checklist is to be used for observing the **Initial RESEA**. Use this checklist to ensure documentation of your observation to be able to share with staff.*

*\*To be used whether in person or virtual and in accordance with applicable UI rules at the time of the Review.*

**MOSES ID:**

**RESEA Specialist:**

**Date/Time:**

**RESEA/LMI Reviewer(s):**

### Initial RESEA Requirements

Listed below are the mandatory requirements that are part of the Initial RESEA. (Electronic signatures/emails are acceptable when services are virtual).

#### Action Items(s) that are required for Initial RESEA attainment: (Career Center staff)

- ☐ Conduct a one-on-one meeting with customer (virtual, phone, in-person)
  - Review customer's UI Eligibility Assessment Questionnaire. Make sure job seeker signs/dates. If Potential Issue identified, send form to UI
  - Verify work search for each week benefits are claimed. Explain continued requirement for work search documentation.
  - Review Resume or discuss plans to develop one
  - Verify Acknowledges Section 30 and Trade requirement (obtain customer signature as verification)
  - Register and/or refer job seeker for an additional and appropriate Career Center service to be completed before RESEA Review date (Interim Service)
  - Schedule RESEA Review date
- ☐ Review Individual Needs Assessment (INA) / Job Search Inventory
- ☐ Continue to develop Career Action Plan (CAP) / Individual Reemployment Plan (IRP) with job seeker:
  - complete goal action steps for each goal
  - set target dates for each goal
  - customer must sign and date CAP form
- ☐ Verify jobseeker has registered in JobQuest
- ☐ Explain and discuss Labor Market Information (LMI) requirement
- ☐ Give job seeker a **signed** and **dated** copy of the CAP form (**emailed or mailed**)
- ☐ Attain Initial RESEA Review in MOSES in a timely manner
- ☐ Record Career Center Seminar attendance in MOSES in a timely manner
- ☐ In MOSES, review initial RESEA CAP goals and add target completion dates for each RESEA Requirement below
  - Initial RESEA Review
  - Section 30 and Trade sign off
  - Add interim service

In MOSES, set scheduled review dates for each RESEA Review CAP goal Requirement below

- RESEA Review
  - Review Work Search
  - Review LMI
  - Review Resume
  - Registered in Job Quest

**NOTE: The job seeker must leave the Initial RESEA meeting with their signed CAP form and scheduled RESEA Review appointment.**

COMMENTS:

