

RESEA REVIEW OBSERVATION CHECKLIST

*This checklist is to be used for observing the **RESEA Review**. 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 eligibility rules at the time of the Review.*

MOSES ID:

RESEA Specialist:

Date / Time:

RESEA Reviewer(s):

RESEA Review Requirements

Observe a RESEA Review to verify that the job seeker has met all RESEA eligibility requirements.

Action Items that Career Center staff conducts during a RESEA Review:

- ☐ Review customer's answers to UI Eligibility Questionnaire - signed by jobseeker
 - If Potential Issue identified, send form to UI
- ☐ Verify that customer has completed interim career center service established at Initial RESEA
- ☐ Review all goals on CAP and update MOSES CAP goals
- ☐ Review Labor Market Information (LMI) exploration with job seeker
 - Discuss how this LMI relates to Work Search log and resume
- ☐ Review resume and provide feedback
- ☐ Verify JobQuest registration
- ☐ Review work search activity logs (If not furloughed)
 - Discuss how related to LMI and resume
 - Discuss barriers and opportunities
 - Discuss next steps
- ☐ Register customer for a future a career center service
- ☐ Attain each CAP goal where requirements were met:
 - Update in MOSES prior to 5th week deadline
 - Enter Notes into MOSES, as appropriate

COMMENTS: