



RESEA REVIEW MEETING – OBSERVATION CHECKLIST

This checklist is designed to guide you through the RESEA Review Meeting* observation process. Use it to ensure proper documentation of your observation and for subsequent sharing with MassHire Career Center (“MCC”) staff.

***The RESEA Review Meeting can be conducted in-person or virtually in accordance with applicable Unemployment Insurance (“UI”) eligibility rules at time of review. For virtual appointments, cameras should be turned on. Telephone meetings should be a last resort (e.g., identity verification can be problematic).**

Form Instructions

This RESEA Review Meeting – Observation Checklist is a manual form. To complete the form, perform the following:

1. Print and complete the form in ink.
2. Review the completed form to ensure that all requested information is provided, and applicable boxes checked.
3. Sign and date the document.

Observation Date & Time

RESEA Specialist

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MOSES ID

RESEA Reviewer(s)

RESEA Review Meeting Requirements

Method used for RESEA Review Meeting observation?

☐ In-Person ☐ Virtual

Comments – Add below

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RESEA REVIEW MEETING – OBSERVATION CHECKLIST

Complete a RESEA Review Meeting Observation Checklist to verify mandatory RESEA program requirements are met by the jobseeker in accordance with applicable UI eligibility requirements. Electronic signatures/emails are acceptable when services are delivered virtually.

☐ RESEA Review Meeting | MassHire Career Centers MUST complete the following action items.

Yes No

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Review the jobseeker's responses to the UI Eligibility Assessment Questionnaire. |
| | <input type="checkbox"/> | Review the jobseeker's UI Eligibility Assessment Questionnaire to ensure it is signed by the jobseeker. |
| | <input type="checkbox"/> | If a Potential Issue is identified, complete and forward a Potential Issue Form to UI. |
| <input type="checkbox"/> | <input type="checkbox"/> | Verify the jobseeker completed the interim Career Center Service as established at the Initial RESEA Meeting. |
| <input type="checkbox"/> | <input type="checkbox"/> | Review all Career Action Plan ("CAP") goals and ensure that MOSES CAP goals are updated accordingly. |
| <input type="checkbox"/> | <input type="checkbox"/> | Review and explore Labor Market Information ("LMI") with the jobseeker. |
| | <input type="checkbox"/> | Discuss with the jobseeker how LMI exploration relates to the Work Search Log and resume. |
| <input type="checkbox"/> | <input type="checkbox"/> | Conduct a resume review with the jobseeker and provide feedback. |
| <input type="checkbox"/> | <input type="checkbox"/> | Verify the jobseeker has registered on JobQuest and answer any related questions. |
| <input type="checkbox"/> | <input type="checkbox"/> | Conduct a Work Search Log review with the jobseeker and provide feedback. |
| | <input type="checkbox"/> | Discuss how the Work Search relates to LMI and the resume |
| | <input type="checkbox"/> | Discuss potential barriers and opportunities |
| | <input type="checkbox"/> | Discuss next steps |
| <input type="checkbox"/> | <input type="checkbox"/> | Register the jobseeker for a future Career Center Service. |



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- ☐ ☐ Attain each CAP goal where Job Seeker meets eligibility requirements.
 - ☐ Update CAP goals in MOSES prior to the RESEA Review deadline
 - ☐ Enter notes in MOSES as appropriate

Comments – Add below

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Workforce Development Board (WBD) Designee
Name

Workforce Development Board Designee Digital
Signature

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Date Signed

Workforce Development Board Designee
Signature (if required)

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