

## 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 5<sup>th</sup> week deadline
  - Enter Notes into MOSES, as appropriate

COMMENTS: