

CCS OBSERVATION CHECKLIST

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

MHCC: _____

RESEA Specialist: _____

CCS Presenter: _____

RESEA Reviewer: _____

Date / Time: _____

CCS Requirements

Observe a Career Center Seminar (CCS) to verify all mandatory slides and topics were discussed and met all requirements.

Action Items that Career Center staff conducts during a CCS:

- ☐ Required Service Components presented during CCS/
Verify all 32 mandatory topics addressed

☐ (15 Customizable Delivery PowerPoint slides):

- Resource Room
- Job Search Process
- Assessments
- Labor Market Information (LMI)
- LMI Worksheet
- Benefits of Tracking Job Search
- Work Search Logs
- Career Center Workshops
- Individual Career Guidance
- Training
- Business Services
- Customer Feedback
- Customers reporting
- Next Steps after CCS
- Career Action Plan

■ **8 Customizable PowerPoint slides:**

- Getting to Know Us
- How the Career Center can help you
- Individual Needs Assessment(s)
- Customers with Disabilities
- Young Adults
- Career Center Partnerships
- Community Resources
- JobQuest

■ **9 Non-Customizable PowerPoint slides:**

- Training Opportunities Program Section 30
- Veterans
- Migrant Seasonal Farmworkers (MSFWs)
- Work Opportunity Tax Credit (WOTC)
- Trade program
- National Dislocated Workers Grants (NDWGs)
- Department of Unemployment Assistance
- Re-Employment Services and Eligibility Assessment
- Multilingual Services

Verify attendance completed in MOSES for participants

COMMENTS: