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| *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:**  **Date / Time:** | **RESEA Specialist:**  **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:  **Workforce Board Designee Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date Signed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  MassHire Programs & Services are funded in full by US Department of Labor (USDOL) Employment and Training Administration grants.  Additional details furnished upon request.  An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.  11/2/2021 | |
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