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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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