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| RESEA REVIEW OBSERVATION CHECKLIST |
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| *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:****Date / Time:** | **RESEA Specialist:****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 5th week deadline
	+ Enter Notes into MOSES, as appropriate

COMMENTS:**Workforce Board Designee Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Date Signed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY 1-800-439-2370 - Voice 1-800-439-0183MassHire Programs & Services are funded in full by US Department of Labor (USDOL) Employment and Training Administration grants.  Additional details furnished upon request.  |