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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 1-800-439-0183  MassHire Programs & Services are funded in full by US Department of Labor (USDOL) Employment and Training Administration grants.  Additional details furnished upon request. | |