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| CCS OBSERVATION CHECKLIST |
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| *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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****CCS Presenter:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date / Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **RESEA Specialist:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****RESEA Reviewer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **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

**Workforce Boards need to verify attendance completed in MOSES for participants.** 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 |