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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 | |