This checklist is designed to guide you through the Initial RESEA Meeting\* observation process. Use it to ensure proper documentation of your observation and for subsequent sharing with MassHire Career Center (“MCC”) staff.

**\*The Initial RESEA Meeting can be conducted in-person or virtually in accordance with applicable Unemployment Insurance (“UI”) eligibility rules at time of review. For virtual appointments, cameras should be turned on. Telephone meetings should be a last resort (e.g., identity verification can be problematic).**

**Form Instructions**

This Initial RESEA Meeting – Observation Checklist is a fill-in form. To complete the form, perform the following:

1. Position your mouse pointer/cursor over the first form field. 2. Enter text or check/uncheck a box (e.g., form fields are highlighted). 3. Press Tab to accept the field change and go to the next field (or Shift+Tab to go to the previous field). 4. Complete all form fields, sign, and date the document. 5. Resave the file with a new name (e.g., Save As), location, and file type – for example, Word document or PDF.

|  |  |
| --- | --- |
| Observation Date & Time | RESEA Specialist |
| Click or tap here to enter text. | Click or tap here to enter text. |
| MOSES ID | RESEA Reviewer(s) |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. |

Initial RESEA Meeting Requirements

Method used for Initial RESEA Meeting observation?

☐ In-Person ☐ Virtual

Is this meeting being conducted on or before the jobseeker’s

3-week deadline?

☐ Yes ☐ No

Comments – Add below

Click or tap here to enter text.

Complete an Initial RESEA Meeting Observation Checklist to verify mandatory RESEA program prerequisites are met by the jobseeker in accordance with applicable UI eligibility requirements. Electronic signatures/emails are acceptable when services are delivered virtually.

☐ Initial RESEA Meeting | MassHire Career Centers MUST complete the following action items.



|  |  |  |
| --- | --- | --- |
| Yes | No |  |
| ☐ | ☐ | Review the jobseeker’s responses to the UI Eligibility Assessment Questionnaire. |

|  |  |
| --- | --- |
| ☐ | Review the jobseeker’s UI Eligibility Assessment Questionnaire to ensure it is signed by the jobseeker. |
| ☐ | If a Potential Issue is identified, complete and forward a Potential Issue Form to UI. |
| ☐ | Verify the jobseeker completes a Work Search for each week that benefits are claimed. Explain the requirement for continued work search documentation. |
| ☐ | Conduct a resume review with the jobseeker or discuss plans to create one. |
| ☐ | Verify the jobseeker acknowledges Section 30 (TOPS) and Trade requirements. Obtain the jobseeker’s signature as proof of acknowledgement. |
| ☐ | Register and/or refer the jobseeker for an additional and appropriate Career Center Service to be completed prior to the RESEA Review date (e.g., Interim Service) |
| ☐ | Schedule a RESEA Review date with the jobseeker. |

☐ ☐ Review the jobseeker’s Individual Needs Assessment (INA) / Job Search Inventory.

☐ ☐ Continue to work with the jobseeker to develop the Career Action Plan (“CAP”) / Individual Reemployment Plan (“IRP”).

|  |  |
| --- | --- |
| ☐ | Complete action steps for each CAP goal |
| ☐ | Set target dates for each CAP goal |
| ☐ | Ensure the CAP form is signed by the jobseeker and MCC staff |

☐ ☐ Review and explore Labor Market Information (“LMI”) with the jobseeker.

|  |  |
| --- | --- |
|  | ☐ Discuss with the jobseeker how LMI exploration relates to the Work Search Log and resume. |
| ☐ | ☐ | Verify the jobseeker has registered on JobQuest. |
| ☐ | ☐ | Provide the jobseeker with a signed and dated copy of the completed CAP form via mail or email. |
| ☐ | ☐ | In a timely manner, attain the Initial RESEA Review Meeting in MOSES. |
| ☐ | ☐ | In a timely manner, record the jobseeker’s Career Center Seminar attendance inMOSES. |
| ☐ | ☐ | In MOSES, review the jobseeker’s Initial RESEA CAP goals and add target completion dates for each of the following RESEA requirements. |

|  |  |
| --- | --- |
| ☐ | Initial RESEA Review |
| ☐ | Section 30 (TOPS) and Trade sign-off |
| ☐ | Interim next steps |

|  |  |  |
| --- | --- | --- |
| ☐ | ☐ | Register the jobseeker for a future Career Center Service. |
| ☐ | ☐ | In MOSES, ensure that target dates (not attained dates) are scheduled for each of the following CAP goal requirements? |

|  |  |
| --- | --- |
| ☐ | Initial RESEA review |
| ☐ | Work Search review |
| ☐ | LMI review |
| ☐ | Resume review |

**IMPORTANT: A CAP Goal for JobQuest (“JQ”) is no longer listed in MOSES. If the jobseeker is registered in JQ, a JQ icon will appear in MOSES. If the jobseeker is not registered, MOSES will prevent MCC staff from attaining the Initial RESEA. The jobseeker MUST leave the Initial RESEA with a signed CAP form AND scheduled appointment for a RESEA Review.**

Comments – Add below

Click or tap here to enter text.

|  |  |
| --- | --- |
| Workforce Development Board (WBD)DesigneeName | Workforce Development Board Designee DigitalSignature |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Date Signed | Workforce Development Board DesigneeSignature (if required) |
| Click or tap here to enter text. |