



INITIAL RESEA MEETING – OBSERVATION CHECKLIST

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 manual form. To complete the form, perform the following:

1. Print and complete the form in ink. 2. Review the completed form to ensure that all requested information is provided, and applicable boxes checked. 3. Sign and date the document.

Observation Date & Time

RESEA Specialist

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MOSES ID

RESEA Reviewer(s)

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

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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

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|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Review the jobseeker's responses to the UI Eligibility Assessment Questionnaire. |
| | <input type="checkbox"/> | Review the jobseeker's UI Eligibility Assessment Questionnaire to ensure it is signed by the jobseeker. |
| | <input type="checkbox"/> | If a Potential Issue is identified, complete and forward a Potential Issue Form to UI. |
| | <input type="checkbox"/> | Verify the jobseeker completes a Work Search for each week that benefits are claimed. Explain the requirement for continued work search documentation. |
| | <input type="checkbox"/> | Conduct a resume review with the jobseeker or discuss plans to create one. |
| | <input type="checkbox"/> | Verify the jobseeker acknowledges Section 30 (TOPS) and Trade requirements. Obtain the jobseeker's signature as proof of acknowledgement. |
| | <input type="checkbox"/> | 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) |
| | <input type="checkbox"/> | Schedule a RESEA Review date with the jobseeker. |
| <input type="checkbox"/> | <input type="checkbox"/> | Review the jobseeker's Individual Needs Assessment (INA) / Job Search Inventory. |
| <input type="checkbox"/> | <input type="checkbox"/> | Continue to work with the jobseeker to develop the Career Action Plan ("CAP") / Individual Reemployment Plan ("IRP"). |
| | <input type="checkbox"/> | Complete action steps for each CAP goal. |
| | <input type="checkbox"/> | Set target dates for each CAP goal. |
| | <input type="checkbox"/> | Ensure the CAP form is signed by the jobseeker and MCC staff. |



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- ☐ ☐ 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 Initial RESEA Review in MOSES.
- ☐ ☐ In a timely manner, record the jobseeker’s Career Center Seminar attendance in MOSES.
- ☐ ☐ 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 a 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.



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Comments – Add below

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Workforce Development Board (WBD) Designee
Name

Workforce Development Board Designee
Signature

Date Signed:	